

Excursions and Camps



Rationale:

Excursions and camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non- school setting. Excursions complement and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds. This policy is underpinned by Ministerial Order 870 Child Safe Standards.

Aims:

- That learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment

Guidelines for action:

All excursions and camps must be logged for approval in accordance with the College processes via Compass. The Executive Group will then discuss the viability of the event. Once approved by the Executive Group, all camps and high risk excursions require School Council approval. The organising staff member must liaise with, and submit all necessary approval paperwork to School Council via the Assistant Principal.

The College will ensure that all excursions, transport arrangements, emergency procedures Refer to DET guidelines:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx>

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>

<https://edugate.eduweb.vic.gov.au/Services/emergmgmt/Pages/Home.aspx>

Once the excursion has been fully approved, the organising teacher will:

- Compete the DET Student Activity Locator at
:<https://partner.eduweb.vic.gov.au/sites/sal#/>

School Council

is responsible for the approval of:

- Overnight excursions and Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- High risk activities

Executive Group

Is responsible for the approval of:

- All single-day excursions other than those that must be approved by school council as mentioned above.

A range of factors are taken into consideration by the Executive and/or School Council, including:

- The contribution of the activity to the school curriculum
- The adequacy of the planning, preparation and organisation in relation to the school policy
- The guidelines and advice provided by DET
- Information provided by community groups and organisations that specialise in the
- Activity proposed
- Appropriateness of the venue
- The provisions made for the safety and welfare of students and staff
- The experience and competence of staff relevant to the activities being undertaken
- The adequacy of the student supervision
- The high risk nature of some activities
- Emergency procedures and safety measures
- Staff student ratios

- Student experience

Students not attending camp or excursion will be placed in alternate school based supervision and have an appropriate learning program provided by the excursion teacher

Prior to the camp or excursion, parent/guardians are to be made aware that DET does not provide student accident cover and that they will make their own arrangements for cover

Expectations:

- DETs requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions
- The Principal or their nominee ensure that full records are maintained regarding the camp/excursion
- The Principal or their nominee will ensure that adequate pre-excursion planning and preparation of the of the students, takes place
- Satisfactory arrangements be made to provide continuous instruction for the students at the school during the absence of staff an excursion
- DET will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidize some excursions or some student's expenses
- Prior to conducting a camp or excursion, the approval of the School Council or the Executive (the Principals College Operations Group representative committee be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/ guardians need to be aware that acceptable standards of behavior will be expected during a camp or excursion.
- The emergency management process of the school will extend to incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Program

Prior to conducting the camp or excursion, DET's requirements and guidelines relating to camps or excursions, will be observed.

Consideration in may include information from the following DET and related site:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorrisk.aspx>

Arrangements for payments

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal or Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal or Business Manager in consultation with the appropriate staff, on an individual basis

All families will be given sufficient time to make payments for excursions- Parents will be provided with permission forms and excursion information via the Compass portal clearly stating payment finalisation dates. Students whose payment have not been finalised by published timeline will not be allowed to attend unless alternative payment arrangements have been previously organized with the Principal or Business Manager.

Organising staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed compass records on a regular basis.

Teacher Responsibilities

A designated "Teacher in Charge" will coordinate each excursion The Teacher in Charge must complete all relevant aspects of the Compass submission

The Teacher submitting the application for approval must lodge the relevant details on the 'Student Activity Locator' for every excursion and camp via the secured site <https://www.eduweb.vic.gov.au/forms/school/sal/EnterActivity.aspx> at the time of lodging the application

The teacher submitting the application must work with the supervising teacher to complete the relevant risk assessment at the time of making the application

In the case where an excursion involves a particular class or year level group the teacher will ensure that there is an alternative program available for those students not attending the excursion.

All students must have parental permission (via Compass) and payment to be able to attend the excursion

Copies of completed medical information and /or Compass Event handbook must be carried by excursion staff

The teacher in charge must carry a mobile phone and first aid kit

The Teacher in charge is responsible for collecting the first aid kit prior to leaving, ensuring they have noted individual risks eg asthma/auto immune injector

The teacher in charge will communicate the anticipated return time with the GWSC office in the case where excursions are returning out of school hours. parents will be informed prior to leaving for the excursion, that they can phone the office to receive an updated anticipated return time

For students in Years 11 and 12 it is expected that the teacher in charge will consult with other staff before planning, to minimise the impact on other classes

Parents may be invited to assist in the delivery of excursions. All volunteers will be required to have a valid Working with Children card.

Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behavior at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Student Wellbeing coordinator or Sub school director in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion

Disciplinary measures apply to students on camps and excursions consistent with the College's policies. In extreme cases the camp or excursion staff, following consultation with and the approval of the principal or their nominee, may determine that a student should return home during a camp or excursion. In such circumstances, the parent/guardian will be advised:

- Of the circumstance associated with the decision to send the student
- Of the time when the parents/guardians may collect their child the camp or excursion
- Of the anticipated time that the student will arrive home
- Of any costs associated with the student's return will be the responsibility of the parents/guardians

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion. Visit the DET Safety , Emergency and Risk Management site at:

<http://www.education.vic.gov.au/school/principals/spag/management/Pages/mgtplanning.aspx> for information to assist schools to plan for and manage emergencies and security related incidents

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.

Teachers must carry mobile phones and will be equipped with first aid kits to be used in emergency situations.

LINKS AND APPENDICES (including processes related to this policy)

[ntcps://www.eduweb,vic.gov.au/forms/schqol/sal/EnterActivity.aspx](https://www.eduweb.vic.gov.au/forms/schqol/sal/EnterActivity.aspx)

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

Appendices which are connected with this policy are:

Appendix A: Pupil/Teacher Ratios

Appendix B: Risk Assessment

Appendix C: Excursion Protocol

EVALUATION

- This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstance
- This policy was ratified by School Council in Marcy 2018
- Next review March 2021

Appendix A: Student/teacher Ratios

Refer to the Adventure Activity Standards for up to date ratios:

<https://outdoorsvictoria.org.au/aas-list-of-standards/>

Appendix B:

DET Risk Management template document

Link:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorrisk.aspx>

Risk Register

School:

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk					For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen? 				Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely	Extreme High Medium Low				Extreme High Medium Low	

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				Rare						
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor	Almost certain Likely	Extreme High Medium				Extreme High Medium	

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			Insignificant	Unlikely Rare	Low				Low	

Add more rows as required. *This is one way of documenting the risk management process and does not preclude other approaches.*

DET Risk Management Assessment Tool:

Link:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorrisk.aspx>

DET Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

DET Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

DET Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DET Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical (ALARP)</i> and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

Appendix C:

GWSC Excursion Protocol

Your duty of care on an excursion is

ABOVE AND BEYOND WHAT A PARENT WOULD REASONABLY PROVIDE

During an excursion you are on duty all day. Lunch breaks etc. should be taken with the students to ensure maximum student supervision at all times.

GWSC Contact Details-

call in the or if you are in doubt about anything at

(During Office hours) (03) 8805 6700

Program this number into your mobile phone. Ask students to program this number into their mobile phones in case they become separated from the group.

In the case of an emergency always call: 000

In the event of an emergency outside of school hours, or if you are in doubt of anything at all, please call the following numbers:

Vin Penso: 0438 362 458

Jo Wastle 0437712486:

Student Absences must be marked on Compass prior to leaving school
Remember to turn on your mobile phone so that you are contactable during the excursion!

Victorian Bushfire Information Line (24 hours) 1800 240 667

Excursion Process: Prior to leaving the College

Completed the necessary organisational processes including Compass Event creation and liaising with the school nurse regarding any student medical issues

Organise electronic or hardcopies of work to be accessed by-Sub-School Leaders, for students not attending the excursion

Organise to relocate students not attending the excursion to alternate supervision within their sub school

Checked Compass Event handbook for online consent of excursion and medical and correct payment

Mobile telephone (with College number programmed in), batteries fully charged

- Notified the College nurse of excursion to ensure the preparation of first aid kit aid kit collected and signed out first aid kit as required
- Copy of the excursion risk assessment taken with staff on excursion

'if a student does not return the permission note PRIOR to the excursion:

- PRIOR to the day of excursion advise sub school to the parent to advise that the student is unable to attend the excursion.
- Verbal permission is not adequate
- If the student is absent prior to the excursion and you do not have their permission note, as above advise sub school to call the parent prior to the excursion (not on the day of the excursion)
- If the parent informs you that they will bring the note on the day, please seek advice from administration staff. There is a high likelihood that the student will not be able to attend regardless of securing the appropriate permissions due to timelines, booking constraints and/or excursion fee payment.
- If the student informs you prior to the excursion that they will bring it on the day, as with the point above, please seek advice
- If administration says that the student can still attend if the appropriate permission is secured you will be asked to call the parent and inform them that it is preferable to deliver permission to the teacher personally

For train travel ensure you plan to allow for delays and cancellations

Excursion Process: On the day of the excursion

Mark the roll accurately on COMPASS prior to leaving the College

Any student not meeting the uniform requirements of the day must be sent to the Sub School Leader or Assistant principal or for direction

Students not attending should be sent to the designated place for school supervision

Get students to save the school number into their mobile phones (to be used in the event of an emergency/if they are separated from the group/need assistance)

The hardcopy roll/Compass event handbook MUST be kept with you at all times during the excursion. It should be marked:

- Before students get on the bus/train
- When you reach your destination
- At lunch time
- Before the students get on the bus to return to school
- At end of day.

No eating or drinking on the bus/train

Seat belt must be worn if available

Make sure students are aware; under no circumstances are they allowed to change buses

Make sure you check with the bus driver about the pickup location and time, Ask him if he will be your driver on your return trip (it makes it easier to locate your bus)

Remember/write down your bus number for the return trip

It is advisable to 'buddy' up your students to keep an eye on one another

Advise students that they are representing the College and accordingly they are expected to act appropriately at all times during the excursion.

Reinforce to all students that they are not allowed to leave designated areas for any reason.

Advise students of details relating to activities, time of lunch etc

Strictly adhere to departure times. Always ensure that you have done a head count prior to assembling for the bus/train and before departure

What do I do if :

A student comes to train station without permission to attend the excursion?

- Call GWSC on 03 8805 6700 to inform sub school them. Under no circumstances can a student participate in an excursion without written consent. In some cases, even if written consent is obtained on site the student may still not be able to participate due to booking constraints (Venue) or non-payment of fees
- You may be advised by the College to call the parent and get them to return to the station to secure written permission. There is a chance that they are still in the vicinity and that they can come back to the station to sign a permission form.
- DO not leave the student unattended at the station without the permission of the College. The College will advise the course of action for managing a student's duty of care in this instance
- You may be asked to delay your departure to ensure that the duty of care is met for all students.
-

A student becomes separated from the group?

- Call GWSC sub school to notify them
- Call the parent. There is a likelihood that the student will call their parent and they can then advise the student to return to the meeting point
- Try and contact the student via mobile phone- check on compass event handbook ask the parent for the student number or one of the student's friends
- Return to the pre-designated meeting point and wait for the student
- Always keep the College informed of your whereabouts and progress
- Seek further direction from the Principal or their representative as required

A student disembarks the train without the group?

- Get off at the next station (with the rest of the group) and return to the station that the student disembarked from.
- Call GWSC sub school immediately and inform a director or assistant principal, If the student calls the College they will be advise to stay where they are
- Call the parent to inform them. There is a chance that the student will contact their parent. The parent can then advise them to wait where they are
- Always keep the College informed of your whereabouts and progress,
- Seek further direction from the Principal or his representative as required

A Student becomes ill or is injured?

- In the case of a medical emergency, dial 000. After doing so, contact GWSC to inform them
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Sub school or assistant principal as required.

Your transport is delayed, rerouted or has broken down

- Contact the College and seek advice
- The College may in turn seek advice from police or transit authorities and will advise you accordingly
-

A student's parent attends the location to collect the student, you must:

- Advise the College
- In the event that you are unsure of any aspect of the advice from the College or in the event that you feel your duty of care is potentially being compromised by either the students themselves (trying to leave the location without your consent) or a parent (asking you to allow a student to leave the location independently or with a third party) you must seek further clarification or advice from the College

