



BLACKBURN PRIMARY SCHOOL EXCURSIONS AND CAMPS POLICY AND PROCEDURES

RATIONALE

Excursions are seen as an important part of the school curriculum. They enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding 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

- All staff must follow the DET guidelines when organising an excursion, incursion or camp. All procedural steps contained in the school camping, excursions and incursions Policy and Procedure outlines must also be followed.
- All excursions must be approved by the Principal or nominee(s).
- Staff wishing to organise an excursion must ensure all excursions are approved prior to being conducted. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. The Principal or his nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The excursion coordinator will ensure costing of the Excursion is discussed with, and approved by, the Business Manager. Costs should include CRT costs and other items, including food if required.

- The excursion coordinator and/or Principal or his nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or his nominee(s). The excursion coordinator will complete the 'Notification of School Activity' at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date, and ensure relevant details are entered in the school diary and on the school website.
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or nominee is responsible for the approval of all single-day excursions, other than those that must be approved by school council as above.

PROCEDURES

The Department's requirements and guidelines relating to preparation and safety should be observed in the conduct of all excursions. All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The excursion coordinator and/or principal or their nominee will ensure that full records are maintained regarding the camp/excursion.

The excursion coordinator and/or principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion and

that student behaviour that places others at risk is unacceptable.

Students not invited to attend a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp. Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

The emergency management process of the school will extend to and incorporate all camps and excursions.

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

Prior to conducting any camp, the formal approval of the School Council and principal will be obtained. BPS staff should consult the BPS Camps Checklist to ensure all requirements are met.

The Principal may need to cancel excursions and camps at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, all BPS staff will follow the Department's emergency management (bushfires) procedures for off-site activities.

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

Arrangements for payments

- Parents are expected to pay for school excursions and camps. Parents experiencing financial difficulty, and want their children to attend an excursion, are invited to discuss alternative payment arrangements, such as timed payments, with the Principal or Business Manager.
- All families will be given sufficient notice of excursions via the School Events calendar and relevant notices, and adequate time to make payments for excursions.
- Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payments have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the

Business Manager or Principal.

- Teachers should mark all payments for excursions in their cashbooks and on the check sheet provided, so that a record is kept of students who have paid.

Duty of Care

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion.
- The Teacher in Charge must provide the General Office with a final student list as well as bus lists if relevant.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving. Individual student medication, particularly for Anaphylaxis and Asthma, should be taken on excursions.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can check the school website for updates on the anticipated return time or receive information by subscribing to the Blackburn App.
- Parents or volunteers may be invited to assist in the delivery of excursions. Preferred volunteers are those who hold Working with Children Checks.
- Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal and/or Assistant Principal, in consultation with the organizing teacher. Both the parent and the

student will be informed of this decision.

- Disciplinary measures apply to students on camps and excursions consistent with the School's policies. In extreme cases the camp or excursion staff, following consultation with the Principal or their nominee, may determine that a student should return home during a camp or excursion. Any costs associated with the student's return will be the responsibility of the parents/carers.
- All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- 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. In any event Risk Assessment documentation must be completed prior to approval. See Appendix C.
- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through: [DET's School Policy Advisory Guide - Excursion and Activities](#)

Appendices which are connected with this policy and available for use by staff are:

- Appendix A: Student/Teacher Ratios
- Appendix B: Risk Management
- Appendix C: Notes for staff
- Appendix D: Excursion Information Form
- Appendix E: Excursion and Camps Office Considerations: Processes and Checklist
- Appendix F: Excursion and Camps Budget Form
- Appendix G: Camp Checklist for Staff
- Appendix H: Approval Proforma for all Excursions and Activities Requiring School Council Approval
- Appendix I: Explanatory Notes to Approval Proforma
- Appendix J: Asthma Management Form

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.

RATIFIED BY SCHOOL COUNCIL

DATE: October 2016

Date	Version Number:	Update information	Next Review:

20 May 2014	1.0	N/A	October 2016
October 2016	2.0	Periodic review checked against department guidelines. Slight amendments to checklists to ensure all were within correct timeframes within policy. Department name change.	2017

APPENDIX A

Student / Teacher Ratios

Click on the hyperlink to take you to the SPAG for all relevant information and the current staff – student ratios for the following outdoor activities.

<p><u>Abseiling and Rock Climbing</u> <u>Abseiling Walls and Artificial Climbing Walls</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx</p>	<p><u>Rock Climbing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx</p>
<p><u>Bushwalking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx</p>	<p><u>Ropes Course Challenge</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx</p>
<p><u>Camping - Overnight</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx</p>	<p><u>Sailing (Small Boats - Dinghies, Catamarans)</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx</p>
<p><u>Canoeing and Kayaking</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx</p>	<p><u>Snorkelling</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx</p>
<p><u>Cross Country Skiing</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx</p>	<p><u>Scuba Diving</u> http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx</p>

<p><u>Cycling</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx</p>	<p><u>Sea Kayaking</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx</p>
<p><u>Downhill Skiing and Snowboarding</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx</p>	<p><u>Surfing</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx</p>
<p><u>Horse Riding</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx</p>	<p><u>Swimming - Recreational</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx</p>
<p><u>Orienteering</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx</p>	<p><u>Water Skiing</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx</p>
<p><u>Rafting</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx</p>	<p><u>Windsurfing</u></p> <p>http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwindsurf.aspx</p>

APPENDIX B: Risk Management
Excursion Risk Management Assessment Forms

Section I – Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

The Excursion Coordinator for this event should assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood		

/ High and Very High Impact		

Section 2 - General Excursion Risk Assessment

This form is to be completed as part of the planning process by the Excursion Coordinator for this event.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe and remain supervised. Discuss options with other staff and contact school.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school.

Complete forms upon return to school.

Section 3 – Incursion Risk Assessment Form

This form should be completed by the Incursion Coordinator for this event.

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines _____

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

Critical incident management (emergency procedures) – contact the school office for assistance.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the office

APPENDIX C: Notes for staff

- Staff planning excursions should visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.
- All staff are referred to the Camps Checklist form, available on T drive/Camps, for detailed information about planning school camps.
- All staff should refer to APPENDIX C above for Risk Management proformas.
- All staff should use the Excursion Forms (Appendices D, E, F and G) below to plan and cost excursions.

**APPENDIX D:
EXCURSION INFORMATION FORM**

To be filled out with as much information as possible before being given to the Principal or Assistant Principal. Form must be fully completed with all relevant information.

1	Excursion to:	
2	Reason for Exc., Curriculum Area etc:	
3	Day and date of excursion:	
4	Final date form and money must be returned to school:	
5	Special instructions:	
6	Teacher organising:	
7	Teacher in charge on the day:	
8	Grades involved:	
9	Teachers attending: Integration Aides attending: Parents/volunteers attending:	
10	Number of students attending: attending:	Number of students not attending:
11	Arrangements made for students not going:	
12	Yard Duty Swaps Teacher - Teacher - Teacher - Teacher -	Swapped with - Swapped with - Swapped with - Swapped with -
13	Departure Time -	Return Time -

14	All arrangements confirmed – Yes No
15	Phone number of destination –
16	Staff mobile numbers –
17	Name of bus company: _____ Number of buses: Phone number of bus company: _____

Signature of organizer: _____

APPENDIX E:
EXCURSIONS AND CAMPS
Office Considerations: Processes and Checklist

	Process	Tick
1	When planning your excursion, incursion or camp, please ensure that it is curriculum related to avoid having to charge GST.	
2	Contact suppliers and/or providers of services to see if they are registered and have an ABN. We will not be using those who are not registered and don't have an ABN.	
3	<u>Separate purchase orders must be written</u> for every supplier e.g. bus, entry costs etc. with GST details on the order form.	
4	Prepare your information in conjunction with your Coordinator and remember to include <u>last date for payment</u> for this activity.	
5	Complete the Finance Form and discuss with Lee. This must be done prior to your notice going out and the notice <u>must</u> be approved by Principal before it is sent home.	
6	Fill out the Excursion Information Form with as much information as possible before bringing it to Annette.	
7	Ensure you put your excursion in the diary for website Event Calendar.	
8	<p>All excursions and camps must be entered on the DET Student Activity Locator at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx (link requires log in). This should be completed at least 6 weeks prior to the activity date and the details should also be entered in the school daily planner.</p> <p>This also includes <u>all</u>:</p> <ul style="list-style-type: none"> • Overnight, weekend, interstate, overseas activities • Non-Adventure activities which, by their nature, locations or timing, may be hazardous • School closures, pupil free days, school council holidays, combined sports or cluster days 	
9	Camps and overnight excursions require organizer to comply with the BPS Camp Checklist (T drive/Camps).	
10	Excursion forms must be sent home to parents <u>two weeks before the final date for payment is required.</u>	
11	<p>Camp forms must be sent home <u>one month before the first payment is required.</u></p> <p>Camp form must include the following statement "DET does not provide student accident cover. Parents/Carers need to make their own arrangements for cover."</p>	
12	On the day of the excursion please provide Annette with a class roll indicating students who are participating and arrangements for non-participants.	

**APPENDIX F:
EXCURSIONS & CAMPS
BUDGET FORM**

This form is to be filled out by the organising teacher and discussed with Annette before any notices go out.

Calculating Activity Cost:

Please note that curriculum-based excursions do not charge cost of GST except when related to providing food.

Name of organising teacher –

Name of camp, excursion or incursion activity -

Costs:		\$
+	Transport	(excluding GST)
+	Entry Fee	(excluding GST)
+	Accommodation	(excluding GST)
+	Hire of Equipment	(excluding GST)
+	CRTs	(excluding GST)
+	Other expenses-	(excluding GST)
+	Other expenses-	(including GST)
+	Food	(including GST)
=	TOTAL	A
	Number of students	B
	Add 10% to fixed costs for incidentals and non- attendance	C
	Total activity costs	(A+C=D)
	Cost per student	(D÷B=E)
	Final amount to be charged to Student	\$

***Please note – No payment can be made until a tax invoice is received.**

Office Use Only:

Total receipts	(B x E)	\$
Total Expenditure	(A)	\$
Profit/Loss		\$

Entered in C21:

Charge:

\$.....

GST payable

GST free

\$.....

Total

\$.....

Principal Business Manager

**APPENDIX G:
CAMP CHECKLIST (for Staff)**

CAMP CHECKLIST Grade _____ Camp, 20__ Please complete this form while organising the camp and modify as necessary to assist next year's planning. <i>This form should be used in conjunction with information available on the DET website (links below on pg. 3).</i>	Date Completed	Tick
ASAP (and at least 8 weeks before)		
Early notification of camp timing and approximate cost to parents – see the Business Manager to determine approximate cost		
Mark camp in diary (website calendar and in the diary in the office)		
Camp costed with Business Manager : must include Food component for camp and CRTs costed in ; and must be completely costed before any notices are handed out. Discuss with Principal any families with financial issues prior to costing.		
Volunteer helpers organised if required.		
Camp supervision ratio guidelines checked		
Buses booked/checked		
Prepare Excursions and Activities Requiring School Council Approval form, as well as risk assessment form (attached on pg. 4 - 8 of this document)		
Enter Camp on DEECD Student Activity Locator at www.eduweb.vic.gov.au/forms/school/sal		
8 weeks before		
Confirm staff attendance (and volunteers if required)		
Ensure staff and volunteers have WWC checks/VIT registration		
Request menu from camp		
Request copy of emergency management plan (if available) from camp site		
Request copy of risk assessment documentation from camp site (link below – some camps provide this so check with camp).		
Excursion and Activities proforma completed & sent to Principal to present to School Council (form is reproduced below).		
Submit risk assessment form to Principal for School Council.		
Approval gained from School Council		
Parent Information Pack: payment notice, permission form (with statement “DET does not provide student accident cover. Parents/Carers need to make their own arrangements for cover.”), medical form, clothing list, map of camp location sent to parents and added to school website.		
4 weeks before		
Check relevant qualifications of camp staff (for water based activities and first aid)		
Camp menu and list of ingredients submitted to Assistant Principal.		
Assistant Principal to meet with parents of at-risk students to discuss risk management (e.g. allergies, special needs)		

Teachers meet to discuss camp arrangements, timetables, booklets and activities		
CRE teachers notified		
2 weeks before		
Teachers develop camp groups (bus, bunkroom, activity) in consultation with students		
Permission forms and medical forms (inc. dietary reqs.) collected from students		
Generate Medical / Dietary Requirements overview sheet completed		
Camp venue payment organised (via cheque or otherwise)		
Return final details to camp (dietary requirements, final numbers etc)		
Staff and parent emergency details collected and held by teacher in charge		
Classroom helpers informed of change in program		
Specialist teachers notified		
1 week before		
All money finalised prior to attending camp unless by prior arrangement with the Principal		
Students not attending camp allocated to classrooms with work prepared		
Meeting of all camp staff, including any volunteers, to inform them of expectations of their role (no alcohol, no smoking, supervision/duty of care, responsibilities, students with special needs or allergies)		
Students briefed on organisational arrangements, requirements, behavioural expectations and preparation for activities		
Camp books printed		
First aid kit and medical forms checked and collected by the teacher in charge of first aid.		
Yard Duty - AP notified and volunteers arranged to fill gaps in duty		
Brief students on the importance of not bringing ANY food from home due to risk of allergens		
Arrange any cheques required for camp with Business Manager		
On the Day		
Camp booklets completed and handed out on bus		
Take camp venue payment to camp		
Bus lists prepared and handed to office		
Camera/Video collected		
While at Camp		
List of students and staff in cabin groups displayed on cabin doors and in central point		
Timetable displayed in central point		
Emergency, first aid and evacuation procedures discussed with students and staff		
Parents notified of any major injuries or incidents		
Specific training given to staff supervising high risk activities		
Book camp for following year and complete camp evaluation		

Post Camp		
Thank you to staff and volunteers		
Collect/complete evaluation forms and forward to P.E. teacher		
List any accident details from camp and attach accident forms; give to Business Manager		
Return this form to the Principal		

APPENDIX H

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education & Training

This proforma details minimum requirements for school council approval. It must be

submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion. Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

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

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

*** EDUCATIONAL PURPOSE**

PROGRAM DETAILS

*** Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation

- Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--|--|---|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

*** Transport arrangements**

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

Budget	
INCOME	EXPENDITURE
Student Fees Other income:	Transport Food Accommodation Staffing Equipment Other expenditure:
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

*** Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

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DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name _____ Signed _____
Date _____

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name _____ Signed _____
Date _____

Approved and minuted at a school council meeting on _____

School Council President:

Name _____ Signed _____
Date _____

APPENDIX I

Explanatory Notes to Approval Proforma

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education & Training recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

APPENDIX J: Asthma Management Form

The following confidential information is required to assist in the proper management of a child's asthma, if such help is needed. Please complete and attach to the Medical Consent form. For more information on Asthma see [section 4.5.10.3 of the Victorian Government Schools' Reference Guide](#). Further information is available from the Asthma Foundation www.asthma.org.au.

Student's name:

School:

Usual signs of asthma: Wheezing Chest tightness Coughing Difficulty breathing
 Difficulty speaking Other

When completing this form please seek the advice of the asthmatic's doctor if necessary.

1. Usual maintenance regime or medical program followed:

Name of Medication When and how much?	Method (eg. Puffer & spacer, turbohaler)
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Does the child require assistance to take their medication? Yes No

2. Peak flow readings: BestCritical(bring own peak flow meter)

3. Signs of worsening asthma: Wheezing Chest tightness Coughing Difficulty breathing
 Difficulty speaking Other:

Medication and treatment to be used during worsening asthma:

4. Medication and treatment to be used during crisis situations:

See Asthma First Aid Plan attached on page 2.

5. List any known asthma trigger factor(s):

6. Has the person been admitted to hospital due to asthma in the past 12 months? Yes No

7. Has the person been on oral cortisone for asthma within the past 12 months? (e.g. Prednisolone, Cortisone, Betamethasone etc) Yes No

8. Has the person ever suffered sudden severe asthma attacks requiring hospitalisation? Yes No

Important Notes

If you have answered “yes” to questions 6, 7, or 8 then the decision for the person to participate rests with the child’s doctor. The process in such situations is as follows:

- the person's doctor or parents/guardians (if a student) may contact the school Principal for further information on the program and support available;
- a letter from the student's doctor, stating the doctor's decision must accompany this form.

I declare that the information provided on this form is complete and correct.

Parent/guardian: _____

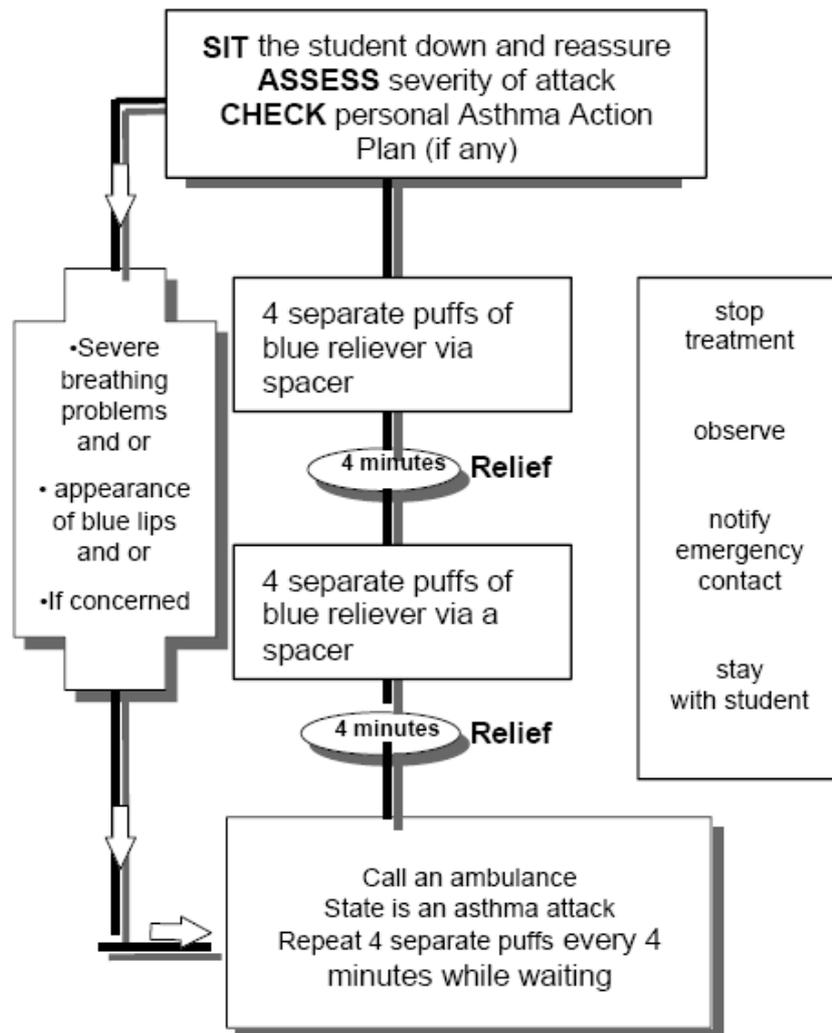
Phone contact(s): _____

OR

Signature: _____

Date: _____

Asthma First Aid Plan



From the Victorian Government Schools' Reference Guide Section 4.5.7.8