

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Patrick Halpin:

03 9786 5197.

PURPOSE

To explain to our school community the processes and procedures Seaford Park Primary School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Seaford Park Primary School. This policy also applies to adventure activities organised by Seaford Park Primary School, regardless of whether or not they take place on or off school grounds, and to school sleepovers.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Seaford Park Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

DEFINITIONS

Excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

PLANNING PROCESS FOR CAMPS AND EXCURSIONS

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Seaford Park Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Seaford Park Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Please see the appendices for the required documentation that must be completed by the organising teacher(s) prior to the camp/excursion.

SUPERVISION

Seaford Park Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

PARENT VOLUNTEERS

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the organising teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

VOLUNTEER AND EXTERNAL PROVIDER CHECKLIST

Prior to volunteering with any school-based activity, Seaford Park Primary School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to

- ☐ Have a current Working with Children Check card
- ☐ [Watch our induction video on the school's website](#)
- ☐ [Read the OH&S Handbook for Volunteers](#)
- ☐ [Complete the Google Quiz](#)

PARENT/CARER CONSENT

For all camps and excursions, other than local excursions, Seaford Park Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Seaford Park Primary School uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Seaford Park Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Seaford Park Primary School will also provide advance notice to parents/carers of an upcoming local excursion through a Compass notification. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Seaford Park Primary School will notify parents once only prior to the commencement of the recurring event.

COST OF CAMPS AND EXCURSIONS, REFUNDS AND SUPPORT

The cost of all camps and excursions are to be paid by parents or carers unless alternative arrangements have been agreed to by the principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Students who have not finalised payment by the required date will not be allowed to attend unless the principal determines exceptional circumstances apply.

Seaford Park Primary School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the business manager, principal or organising teacher as soon after the notifications are distributed as possible. The business manager, principal or organising teacher can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

STUDENT HEALTH

It is the responsibility of parents and carers to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. A first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

BEHAVIOUR EXPECTATIONS

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*. The decision to exclude a student will be made by the principal or assistant principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If, on a camp or excursion, the teacher in charge considers an individual student's behaviour does not meet required standards, then the principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances, the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

ELECTRONIC DEVICES

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the principal. The principal will only approve students

bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

FOOD

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the organising teacher, or included as an item on the clothing and equipment list for that camp or excursion.

ACCIDENT AND AMBULANCE COVER

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Seaford Park Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request
- Included in communication regarding specific camps and excursions

Please note that all camps and excursions are run in line with our Camps and Excursions Policy. In particular, parents should be aware that:

- All parent helpers and volunteers must complete the volunteer induction on our school website prior to attending

- It is the responsibility of parents/carers to ensure the school has up to date information in relation to their child(ren)'s health

- If, on a camp or excursion, the teacher in charge considers an individual student's behaviour does not meet required standards, parents/carers will be contacted to collect him/her at their own expense. No refunds will be provided in this case.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Department of Education and Training's Excursion Guidelines](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 3, 2022
Consultation	Student Leaders Parents via the school newsletter Finance Subcommittee School Council
Approved by	Principal
Next scheduled review date	Term 3, 2025

 EXCURSION DOCUMENTATION

EXCURSION DOCUMENTATION

SCHOOLS

Below is a summary of the minimum requirements for documentation for each type of excursion.

	Local Excursion	Day Excursion	Overnight Excursion	Interstate	Overseas	Adventure Activities
Local Excursions Annual Consent Form	X					
Notification of Local Excursions	X					
Reminder to update medical information	X	X				
Consent Form		X	X	X	X	X
Confidential Medical Information Form			X	X	X	X
Evidence of Risk Assessment Template	X	X				
Risk Register			X	X	X	X
Log Excursion on SAL	X	X	X	X	X	X
Staff Travel Application				X	X	
Excursions – Principal Approval Form			X	X	X	X
Emergency Management Plan			X	X	X	X
Pre-Activity Check						X
Documentation of participant preparation, prerequisite skills/ knowledge						X
Documentation of staff qualifications and experience						X
Communications Plan			Depending on location	Depending on location	X	Depending on location

CAMPS AND EXCURSIONS CHECKLIST

This checklist addresses the Department's requirements for conducting day and overnight excursions. This is not a comprehensive list as each excursion is unique; rather this document is intended to assist schools in meeting the key requirements for conducting an excursion. This checklist does not cover the additional requirements for Overseas Excursions (please see the [Excursions Guidance: Overseas Travel](#) for additional requirements) .

This does not replace the [Excursions Policy](#) and [Guidelines](#) on the Policy and Advisory Library or risk management processes. It is the principal's responsibility to ensure that all relevant policy and guideline requirements are met.

		<i>Teacher in charge – (TIC)</i>	<i>Principal – (P)</i>
Requirement		Person(s) Responsible	Completed ✓
PLANNING			
1.	Establish the educational purpose of the program and relevance to the school's curriculum. Also take into consideration the location and environment, activities, people and equipment needed.	TIC	
2.	Read the Excursions Policy and Guidelines on the Policy and Advisory Library.	P	
APPROVAL			
3.	<u>For local and day excursions (not involving adventure activities):</u> Principal approval must be sought via the process determined by the school. <u>For excursions with an overnight component or involving adventure activities:</u> Complete the Principal Approval form and any attachments (including risk register and, if required, emergency management plan, communication plan etc.). Provide this to the principal with sufficient time to allow the principal to review the documentation. See: Excursions Guidelines – Approvals .	TIC/P	
4.	Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements. If planning an activity on Parks Victoria Land, schools must register their excursion with ParkConnect . See: Excursions Guidelines – Venue Selection .	TIC	
5.	<u>For interstate excursions:</u> Confirm teachers or principals attending the excursion have received appropriate approval.	TIC/P	

Requirement		Person(s) Responsible	Completed ✓
	See: Excursions Guidelines – Approvals and Travel for School Staff .		
STAFFING			
6.	Determine the number of excursion staff required (and how many must be registered teachers). Staff must ensure that supervision ratios are correct for ALL aspects of excursion. If the excursion includes adventure activities, activity specific ratios apply. See: Excursion Guidelines – Supervision .	TIC/P	
7.	Excursion staff comply with Department or the school's own policy in relation to the Child Safe Standards and having a Working with Children Check .	TIC	
8.	Record the names of volunteer workers for the purposes of volunteer workers insurance. See: Volunteers in Schools .	TIC	
9.	Designate a member of staff as being responsible for first aid, ensuring they have appropriate qualifications, and source relevant first aid kit. See: Excursions Guidelines – First Aid .	TIC	
10.	Clarify the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) so they are understood by all staff and (where appropriate) students prior to the commencement of the excursion.	TIC	
11.	<u>For excursions with an overnight component:</u> Ensure there is a dedicated school contact person in the event of an emergency, both during and outside of school hours.	P	
12.	<u>For excursions with an overnight component:</u> If the overnight stay involves mixed gender groups, ensure there are excursions staff of each sex, where possible.	TIC	
TRANSPORTATION			
13.	An appropriate mode of transport is selected and the use of private vehicles should be avoided unless necessary.	TIC	
14.	Confirm that any bus or private vehicle has appropriate registration and the driver has an appropriate license and comprehensive insurance for the vehicle. See: Excursions Guidelines – Transport .	P	
EMERGENCY AND RISK MANAGEMENT			
15.	<u>For local and day excursions (not involving adventure activities):</u> Complete the risk assessment module on Compass as evidence of consideration of the risks that may be encountered while on the excursion. See: Excursions Guidelines – Risk Management Planning . <u>For excursions with an overnight component or involving adventure activities:</u>	TIC	

Requirement		Person(s) Responsible	Completed ✓
	Complete a Risk Register to identify, analyse, evaluate and address all student and staff health and safety risks during an excursion (including transportation, activities undertaken, excursion venues and staff or student illness) and any significant financial risks to the school and/or parents/carers (for example if an excursion needs to be cancelled). See: Excursions Guidelines – Risk Management Planning .		
16.	<u>For excursions with an overnight component or involving adventure activities:</u> Develop an emergency management plan that covers responses to likely emergency situations (identified in the risk register) and arrangements if the excursion needs to be cancelled, recalled or altered. See: Excursions Guidelines – Emergency or Critical Incident Management .	TIC	
17.	Emergency management procedures must include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.	TIC	
18.	<u>For excursions involving adventure activities:</u> Ensure any requirements listed under the Adventure Activities Guidelines have been met. See Excursions Guidelines – Adventure Activities .	TIC/P	
19.	<u>For excursions with an overnight component or involving adventure activities:</u> If conducting an activity in a remote location with limited access to technology and emergency services, a documented communication plan must be developed prior to the activity. See: Excursions Guidelines – Communication .	TIC	
USE OF EXTERNAL PROVIDERS			
20.	Confirm that any residential campsite is accredited by a provider recognised by the Department. See: Excursions Guidelines – Venue Selection .	TIC	
21.	Assess the safety and suitability of the venue (including the environment) for the activities proposed. It is recommended that venues are selected based on the recent and first-hand knowledge. See: Excursions Guidelines – Venue Selection and External Providers .	TIC	
22.	Seek prior approval from the principal if planning to conduct an inspection either within or outside of normal school hours (if required/appropriate).	TIC/P	
23.	Consult venue managers and activity providers about their risk management plans and processes. This can inform the school's own risk management assessment.	TIC	
24.	Negotiate terms and conditions with third party providers. This includes refusing to sign any Waivers of liability on behalf of	P	

Requirement		Person(s) Responsible	Completed ✓
	students. Students cannot be asked to sign waivers of liability. See: Insurance for Schools .		
25.	Confirm that external providers (including specialist instructors) hold appropriate public liability insurance, and have the necessary skills or qualifications for the activity and appropriate experience for the age and skill level of the students. See: Insurance for Schools .	TIC	
COMMUNICATIONS WITH STUDENTS AND PARENTS/CARERS			
26.	Obtain written or electronic consent from parents/carers for school excursions (including adventure activities). Parents/carers must be provided with sufficient information about each aspect of the excursion. See: Excursions Guidelines – Consent .	TIC	
27.	If relevant, obtain specific authorisation from parents for any financial costs associated with the excursion (see the Parent Payments Policy for more information).	TIC	
28.	If relevant, parents/carers receive information about costs stemming from cancellations or alterations, including sending a student home and cancellation fees imposed by third parties where applicable (see the Parent Payments Policy for more information).	TIC	
29.	Inform staff and students about appropriate clothing and personal equipment.	TIC	
30.	<p><u>For local and day excursions (not involving adventure activities):</u> Seek updated medical information. This can be a reminder to parents/carers to update the school with any new/relevant medical information. See: Excursions Guidelines – Student Medical Information.</p> <p><u>For excursions with an overnight component or involving adventure activities:</u> Provide Medical Information forms to parents/carers for completion. These forms must be accessible during the activity, whilst copies of the forms must be kept at the school. See: Excursions Guidelines – Student Medical Information.</p>	TIC	
32.	Give students clear information about organisational and relevant safety arrangements, supervision roles, emergency procedures and expected standards of behaviour.	TIC	
33.	For overnight excursions, provide parents/carers the telephone numbers for the designated school contact person in the event of an emergency.	TIC	
FINAL PREPARATIONS			
34.	Complete the Student Activity Locator (SAL) online form (EduMail password required) at least three weeks prior to the excursion.	TIC	

Requirement		Person(s) Responsible	Completed ✓
35.	Inform the regional director if an excursion leaves the school unoccupied.	P	
36.	<p><u>For excursions with an overnight component:</u></p> <p>Ensure that both the teacher-in-charge, principal and 24-hour contact person each have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:</p> <ul style="list-style-type: none"> the itinerary and supervision strategy, including the exact location of the excursion participants at all times, including during travel the relevant telephone number/s through which excursion staff may be contacted in an emergency (for principals), or the school contact person (for the teacher-in-charge) the names and family contacts for all students and staff copies of the consent and medical advice forms of students a copy of the program's emergency response plan (including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person) a copy of the completed approval proforma (including all attachments) submitted to the principal. 	TIC/P	
37.	Review weather conditions ahead of planned excursions. This includes extreme weather (smoke, lightning, rain, wind, etc.) and significant fire risk or total fire ban days. Liaise with the region about whether the excursion should be cancelled or special precautions are required. See: Excursions Guidelines – Weather and Emergency Warnings .	TIC	
38.	Ensure that there is a first aid kit appropriate to the excursion location and proposed activities available.	TIC	
39.	Confirm that teachers on camp have left work for classes to be covered and continuous instruction will be provided for students remaining at the school during the absence of staff accompanying the excursion.	TIC	
40.	All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	TIC	
41.	Familiarise excursion staff with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions. Also make staff aware of students with behavioural issues, or who may require additional support, and the support strategies for these students.	TIC/P	
DURING ACTIVITY			

Requirement		Person(s) Responsible	Completed ✓
42.	Ensure you have the means to mark rolls, and a copy of all the approval documentation. This can be via an electronic device or paper copies.	TIC	
43.	Clarify the responsibility for supervision of students and emergency procedures with all excursion staff and any external providers, including that teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.	TIC	
44.	Upon arrival, check the excursion venue to assess apparent dangers and hazards and prepare contingency plans if required.	TIC	
45.	Familiarise all excursion staff and students with emergency procedures. Explain emergency procedures as soon as practicable after arrival and conduct a trial evacuation exercise to ensure that procedures are appropriate and staff and students are familiar with them.	TIC	
46.	Ensure any students who may have difficulty communicating in an emergency (such as because of age or disability) are readily identifiable.	TIC	
47.	If an extreme incident occurs, seek approval of the principal to return a student home from the excursion early for illness, misbehaviour or other safety/wellbeing reasons.	TIC/P	
48.	Monitor risks and be prepared to alter or cancel the excursion at any time.	TIC	
AFTER THE EXCURSION			
49.	Record details of accidents or incidents on the injury management system on CASES21.	TIC	
50.	Store excursion documentation in accordance with the Department's Records Management Policy .	TIC	
51.	Review the excursion, including planning process, to identify areas for improvement.	TIC	

PRINCIPAL APPROVAL TEMPLATE

This document details minimum requirements for approval of excursions, which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, vacations or adventure activities. It must be submitted to the principal for approval prior to the excursion.

Please note:

- ☐ All information in this document is required. Add attachments if necessary.
- ☐ Complete the Student Activity Locator (SAL) at least three weeks prior to the excursion.
- ☐ Sections with an * have explanatory notes included at the end of this document.

Summary	
Name of Program:	
Year level(s):	
Location(s):	
Date(s)*:	
Teacher-in-Charge:	
Educational Purpose*	
Program Detail	
<i>include*: 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</i>	
Overnight Accommodation*	
Type of accommodation: <i>delete, as appropriate</i>	Accredited residential campsites Tents/camping Other (please specify)
Physical location: <i>name, address, map or grid reference</i>	
Contact phone number(s):	Residential Campsite:

	School mobile: 0409 797 200 Other:
Adventure Activities	
Which activities have been planned to occur during the program? <i>delete the ones that will not be included</i>	Abseiling Artificial climbing and abseiling walls Bushwalking Camping Canoeing/kayaking Challenging rope courses Cycling Horse riding Orienteering Rafting Rock climbing Sailing Scuba diving Sea kayaking Snorkelling Snow activities Surfing Swimming Water skiing Windsurfing
Please highlight this section to confirm that the teacher-in-charge has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.	
Please highlight this section to confirm that the conduct of each activity will comply with the requirements outlined in the Excursions Policy and Guidelines and the adventure activity guidelines for that activity.	

Risk Register			
Please highlight this section to confirm that a risk register for the excursion has been completed and attached to this submission.			
Travel Insurance Arrangements			
Does your excursion involve interstate or overseas travel? <i>Delete as appropriate</i>		Yes <i>(please complete below)</i> No <i>(please continue to the next section)</i>	
Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)? <i>See the Insurance Arrangements Guidelines for Schools for further information</i>		Yes <i>(please provide evidence of travel insurance with VMIA)</i> No <i>(please indicate travel insurance arrangements here)</i>	
Transport Arrangements			
Please indicate what type of transport will be utilised* <i>Delete as appropriate</i>		Internal External Both	
Types of transport and seating capacity:			
Will a member of the supervising staff be driving students? <i>Delete as appropriate</i>		Yes <i>(Please list the drivers here)</i> No	
Approximate distance between school and destination:			
Please highlight this section to confirm that all transport requirements comply with the advice in the Excursions Policy and Guidelines, School Owned and Hired Vehicles Policy, Private Car Use Policy and VicRoads regulations.			
Budget			
Income		Expenditure	
Parent payments		Transport	

<i>user-pays fees or curriculum contributions*</i>					
Other income		Food			
		Accommodation			
		Staffing			
		Equipment			
		Contingency funds			
		Other expenditure			
Total income		Total expenditure			
Students					
Number of female students:					
Number of male students:					
List required student preparation, if any:					
List any additional information relevant to the student cohort:					
Supervising Staff					
<i>Where possible, all staff members including teachers, school support staff and 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.</i>					
Name	Male/Female/Other	First Aid Qualification?	CPR qualification?	Staff / Volunteer/ External Provider?	WWCC / VIT

Please highlight this section to confirm that the staffing list above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing.

Please highlight this section to confirm that the staffing list above complies with the minimum supervision ratios as required by the relevant adventure activity guidelines.

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 (*Compass*)
- ☐ 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 lists, 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 documentation for staff qualifications and experience
- ☐ Documentation of participant preparation, prerequisite knowledge and skills
- ☐ Risk register
- ☐ 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.*
- ☐ Evidence of travel insurance (*for interstate and overseas excursions only*)
- ☐ Communication plan (*required for overseas excursions and excursions to remote locations*)
- ☐ Other school-specific information

Please highlight this section to confirm that all required documentation indicated on this form will be completed prior to the program starting.

Approved by the Principal:

Name, Signature, Date

Explanatory Notes

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.

	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.</i></p> <p><i>Joint excursions with other schools must be approved by each school council. Each school must submit an online notification on the Student Activity Locator.</i></p>
Overnight accommodation:	<p><i>This includes all forms of overnight accommodation.</i></p> <p><i>Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.</i></p> <p><i>Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Training recognised accreditation provider. See Excursions Guidelines – Venue Selection for current accreditation providers.</i></p> <p><i>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.</i></p> <p><i>Provide details of all accommodation being used with your submission to the principal.</i></p>
Parent Payments	<p><u><i>Activities required for the delivery of the Curriculum</i></u></p> <p><i>Where a school determines that a camp or excursion is to be provided for all students to meet the standard requirements of the curriculum, parents can be invited to make a voluntary curriculum contribution. All students are treated the same regardless of whether their parents contribute.</i></p> <p><u><i>Activities provided on a user-pays basis</i></u></p> <p><i>Where a school determines that a camp or excursion is above and beyond what is provided by the school for free to deliver the standard requirements of the curriculum, these activities are provided on a user-pays basis and categorised in extra-curricular items and activities. Schools must still deliver the requirements of the curriculum to a student who does not participate in the camp or excursion.</i></p> <p><i>Schools must apply the Financial Help for Families policy in relation to camps and excursions provided on a user-pays basis to support families experiencing financial hardship.</i></p>
Transport	<p><i>Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.</i></p> <p><i>If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving.</i></p>
Supervising staff	<p><i>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.</i></p>

CAMP & INCURSION SCHEDULE

Odd Years				Paid
				Free
	Term 1	Term 2	Term 3	Term 4
Prep	Maths Incursion	Science	Book Week Incursion	Life Ed
	Kids Helpline	Australian Animals	Art-Music	Fire Safety
Year 1 and Year 2	Maths Incursion	Moonlit Sanctuary	Book Week Incursion	Life Ed
	Kids Helpline	Australian Animals	Art/Music	
Year 3 and Year 4	Maths Incursion	STEM	Book Week Incursion	Aboriginal Studies
	Kids Helpline	Australian Animals	Art/Music	
Year 5 and Year 6	Maths Incursion	Aboriginal Studies	Book Week Incursion	City Camp
	Kids Helpline	Australian Animals	Art/Music	Fire Safety

Even Years				Paid
				Free
	Term 1	Term 2	Term 3	Term 4
Prep	Maths Incursion	Science Scienceworks, Twisted Science	Book Week Incursion	
	Kids Helpline	Australian Animals		Fire Safety
Year 1 and Year 2	Maths Incursion	Cranbourne Botanical Gardens	Book Week Incursion	
	RACV	Australian Animals		
Year 3 and Year 4	Maths Incursion	Science Scienceworks, Twisted Science	Book Week Incursion	Adventure Camp
	RACV	STEM Incursion		
Year 5 and Year 6	Maths Incursion		Book Week Incursion	Sovereign Hill
	RACV	STEM Incursion		Fire Safety

Health and Physical Education				Paid
				Free
	Term 1	Term 2	Term 3	Term 4
Prep				Swimming
Year 1 and Year 2				Swimming
Year 3 and Year 4		Interschool Sports		Swimming
Year 5 and Year 6		Interschool Sports	Interschool Sports	Swimming