



## **CAMPS POLICY**

### **RATIONALE**

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. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

### **AIMS**

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resilience, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop problem solving and life survival skills.
- To extend understanding of students' physical and cultural environment.

### **GUIDELINES**

All camps must be approved by the Principal and School Council.

The principal or their nominee will ensure that full records regarding the camp are submitted to school council well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.

Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.

Staff wishing to organise an excursion must complete a camp planning form and lodge this for approval. All excursions must be approved prior to running. The Principal will consider the educational outcome of the excursion, as well as the impact on the school for the proposed date.

The Principal, in consultation with organising teachers, will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.

The Business Manager will complete the 'Notification of School Activity' online, four weeks prior to the camp departure date, and ensure relevant details are recorded.

All approved camps will then be presented to School Council for their approval.

## PROCEDURES

The Department's requirements and guidelines relating to preparation and safety should be observed in the conduct of all excursions.

All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) excursions and camps.

Consideration in planning should include:

- Safety, Emergency & Risk Management , including Bush fires  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx#mainContent>
- Student Preparation  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx#mainContent>
- Student Medical Information  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx#mainContent>
- Safety Guidelines for Education Outdoors  
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

### Fire danger or ban

Principals may need to cancel excursions at short notice on Code Red days (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 who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, schools must follow the DEECD's emergency management (bushfires) procedures for off-site activities for all excursions.

### ACCESS TO CAMP

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

All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.

All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

Only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp.

Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with the principal, will make this decision. Costs incurred will be the responsibility of the parent.

### ORGANISATION

All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements.

Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.

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

The teacher in charge must provide the school office with a final student list.

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

The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.

Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, the teacher in charge will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.

For high risk outdoor education activities, the teacher in charge of the activity must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.

The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.

One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

#### **SITE SAFETY**

A designated 'teacher in charge' will coordinate each camp. All camps will have an experienced teacher in attendance where possible.

All safety requirements must be considered and adequately resolved prior to the camp.

Telephone numbers of all emergency services must be provided to the school, and be taken on camp.

If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

The teacher in charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

Teachers must ensure that students are counted on and off transport, and at other times on a regular basis whilst on excursion or camp activities.

Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours.

#### **CAMP STAFF**

Excursion staff must be approved by the principal and school council, and may include:

- teachers employed by the DEECD or school council
- other adults, on a volunteer or paid basis, such as:
  - parents or carers
  - education support class officers
  - community members
  - trainee teachers
- campsite staff
- specialist instructors for excursion activities.

Excursion staff who will provide supervision of students, and who are not registered teachers, must have a Working with Children check.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance.

### STUDENT / STAFF RATIOS

Expectations for DEECD student/staff ratios must be met and approved, prior to the camp's commencement.

| Type of excursions   | One excursion staff member per  |
|----------------------|---|
| Day excursions       | 20 students   |
| Adventure activities | Specific guidelines exist for each activity. Refer to 'Safety Guidelines for Education Outdoors' within DEECD resources |

#### Overnight excursions

|  |             |
|--|-------------|
| Base camps in residential premises or under canvas | 10 students |
| Study camps in residential premises                | 15 students |
| Local and interstate tours                         | 15 students |
| Overseas tours                                     | 10 students |

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

### LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced from the School Policy and Advisory Guide, in relation to school excursions and activities:

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

Appendices which are connected with this policy are:

- Appendix A: Guidelines for Teachers Planning a Camp
- Appendix B: Camps, Excursions and Incursions Application & Planning form
- Appendix B: Notification of School Activity form (camps and excursions)
- Appendix C: Camps, Excursions and Incursions Risk Assessment templates

### REFERENCES

School Policy and Advisory Guide, in relation to school excursions and activities:

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

### EVALUATION

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

|  |                                       |
|--|---------------------------------------|
| <b>Date Implemented</b>                          | August, 2014                          |
| <b>Approved By</b>                               | Briar Hill Primary School Council     |
| <b>Approval Authority (Signature &amp; Date)</b> | Lisa Watson, School Council President |
| <b>Responsible for Review</b>                    | Principal                             |
| <b>Review Date</b>                               | August, 2015                          |

# Appendix A

## Guidelines for teachers planning a camp

### 1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

The approval of the Principal must be obtained prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities.

However, School Council is responsible for the approval of:

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

Before approving a camp, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the school curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in a camp. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the camp

Consent forms are to be taken on the camp by the teacher in charge, and the school office should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

Only students who display sensible and reliable behaviour at school will be taken on camps, and such behaviour will be expected at all times, whilst on camp. Students may be sent home if their behaviour warrants a severe consequence.

## **2. Planning**

Forward planning takes into consideration whole school demands and ensures that the normal school program is not disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- an evaluation of the camp, to inform future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

## **3. Preparation**

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

**Briar Hill Primary School**  
**Excursion/Incursion & Camp Planner**

This planner, which is in two parts, should be submitted to the school council or the school for approval as required by DEECD.

**PART A** must be returned to the office *before the school communicates with parents about the activity.*

**PART B** should be retained and used for your own planning purposes.

**PART A** consists of

- a) Notification and approval
- b) Activity planning

**PART A – To be returned to the office**

**1. Student Activity Locator**

All activities need to be entered on the online DEECD Student Activity Locator **4 weeks prior to the activity date:**  
*(Refer to template, below)*

Has this step been completed by the office manager ?                      YES                      NO                      (Circle)

**Principal approval:**                      Signature \_\_\_\_\_ Date \_\_\_\_\_

**2. Activity planning**

|   |   |
|---|---|
| <b>Excursion title</b>  |   |
| <b>Person in charge</b>   |   |
| <b>Principal approval for this activity</b><br>NB: The Principal must give approval for all incursions and excursions   | YES                      NO                      (Circle)         |
| <b>Is school council approval required?</b><br>School councils are responsible for approving <ul style="list-style-type: none"> <li>• overnight excursions</li> <li>• camps</li> <li>• interstate/overseas visits</li> <li>• excursions requiring sea or air travel</li> <li>• excursions involving weekends or vacations</li> <li>• adventure activities.</li> </ul> | YES                      NO                      (Circle)         |
| <b>Date/s</b><br>NB: Ensure that you have checked the school planner to avoid clashes   |   |
| <b>Departure/return times</b>   | Expected time of departure _____<br>Expected time of return _____ |

|   |   |
|---|---|
| <p><b>Purpose of the activity</b><br/>Briefly explain the link/s to the curriculum</p>  |   |
| <p><b>Venue (if outside the school)</b></p>   | <p>Destination/venue name _____<br/>         _____<br/>         Address _____<br/>         _____ Postcode<br/>         _____<br/>         Phone _____<br/>         Melway reference _____</p> |
| <p><b>Venue booking details (if/as required)</b></p>  |   |
| <p><b>Transport (if required)</b><br/>Please obtain quotes to ensure value for money</p>  | <p>Transport method _____<br/>         Company _____</p>  |
| <p><b>Risk assessment</b><br/>Has a risk assessment been completed for this activity?<br/>(Refer to template, below)</p>  | <p>YES                      NO                      (Circle)</p>  |
| <p><b>Return date for parent permission forms</b><br/>(24 hours prior to activity commencement)</p>   |   |
| <p><b>Which classes will be attending?</b></p>  |   |
| <p><b>Names of staff attending</b><br/>General ratios:<br/>1 teacher: 20 students for excursions<br/>1 teacher: 10 students for school camps<br/>NB: <a href="#">Check the ratio</a> for adventure activities</p> |   |
| <p><b>Name/s of parent/s attending</b><br/>NB: These parents will require a <a href="#">Working with Children Check</a></p>   |   |

### Estimate of Costs

|                 | Column A                   | Column B | Column C             |
|-----------------|----------------------------|----------|----------------------|
| ITEM/S          | TOTAL COST (including GST) | GST      | COST (excluding GST) |
| Accommodation   |                            |          |                      |
| Transport / Bus |                            |          |                      |
| Food            |                            |          |                      |
| Admissions      |                            |          |                      |
| Equipment Hire  |                            |          |                      |
| Materials       |                            |          |                      |
| Other (detail)  |                            |          |                      |
| <b>TOTALS</b>   |                            |          |                      |

Total of all items excluding GST - Column C \$ \_\_\_\_\_

Total of all GST (Food only) - Column B \$ \_\_\_\_\_

Subtotal cost – Column A \$ \_\_\_\_\_

#### Budget calculation

**This budget needs to be approved by the Principal or Office Manager**

NB: Copies of all booking forms and costs are to be left at the office.

Subtotal cost (From Column A, above) \$ \_\_\_\_\_

+ 10% contingency \$ \_\_\_\_\_

**TOTAL ACTIVITY COST** \$ \_\_\_\_\_

Number of students expected to attend: \_\_\_\_\_

**TOTAL COST PER STUDENT** \$ \_\_\_\_\_

#### Is the school subsidising this activity?

YES NO (Circle)

Details \_\_\_\_\_

Amount subsidised per student \$ \_\_\_\_\_

#### Yard duty changes required

Please organise these prior to the day of the activity

|   |  |
|---|--|
| <b>Arrangements for students NOT participating</b>  |  |
| <b>Information and permission note for parents</b><br><br><b>This should be sent home at least <u>2</u> weeks in advance.</b><br><br>Please provide a copy of this note to the office |  |
| <b>Name of Teacher in Charge</b> _____<br><br><b>Signature</b> _____ <b>Date</b> _____  |  |

**\*\* Provide a copy of the above information to the office \*\***

**\*\* Make a copy of the above arrangements for your own records \*\***

**Briar Hill Primary School**  
**Excursion/IncurSION & Camp Planner**

This planner, which is in two parts, should be submitted to the school council or the school for approval as required by DEECD.

**PART A** (above) must be returned to the office BEFORE the school communicates with parents about the activity. **PART B** should be retained and used for your own planning purposes.

**PART A** consists of

- a) Notification and approval
- b) Activity planning

**PART B – Retain this for your own planning purposes**

|   |  |
|---|--|
| <b>Purpose of the activity</b><br>Briefly explain the link/s to the curriculum    |  |
| <b>Description of the activity</b><br>Briefly provide an overview of the activity |  |
| <b>Special requirements</b><br>e.g. special clothing required, lunch etc.         |  |

**Pre excursion checklist**

| Have you...  | YES | NO |
|--|-----|----|
| • organised and distributed parent information and permission forms in a timely way? |     |    |
| • kept accurate records to monitor the return of forms and payments?                 |     |    |
| • discussed the arrangements and expectations with students?                         |     |    |
| • accounted for all permission forms and payments?                                   |     |    |
| • communicated yard duty changes to the Principal and all teachers affected?         |     |    |
| • notified specialist teachers of any changes?                                       |     |    |
| • provided an alternative program for all students not attending the activity?       |     |    |

| Have you...  | YES | NO |
|--|-----|----|
| • organised students' name tags for the day.   |     |    |
| • copied individual permission forms for the office?<br><i>(You should take the original permission notes with you on the day)</i> |     |    |
| • ensured all medication is taken for those students requiring it?   |     |    |
| • collected the first aid bag/s?   |     |    |
| • stored auto injector pens at the correct temperature (15 degrees Celsius)?   |     |    |
| • collected cameras/video recorders for this activity  |     |    |

## Post excursion evaluation

|  |     |    |          |
|--|-----|----|----------|
| <b>Did the activity go ahead as planned?</b>   | YES | NO | (Circle) |
| <b>Comments/Recommendations/Educational Benefits/Student Management Issues?</b>  |     |    |          |
| <b>Follow up activities directly related to incursion/excursion</b>  |     |    |          |
| <p><b>After the activity</b></p> <p>Provide the office with all student permission notices.</p> <p>These should be stored in an A3 envelope, clearly labelled with</p> <ul style="list-style-type: none"> <li>• excursion title</li> <li>• name of the teacher in charge</li> <li>• class/es involved</li> <li>• date of the activity</li> </ul> |     |    |          |

For further information, refer to

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

## Appendix C - NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

The information on this proforma will be used to provide initial information to the Emergency & Security Management division during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Provide the following information to the Business Manager **four weeks prior** to commencing any of the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

### Important notes:

1. An additional page, listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools. This applies to combined Briar Hill Primary School/DV base room activities.
3. Day excursions should be reported if activities are to be conducted by metropolitan schools, if travel is beyond the greater metropolitan area.

|  |                           |   |
|--|---------------------------|---|
| <b>SCHOOL NAME AND NUMBER</b>  | <b>Number: 4341</b>       | <b>School Name: Briar Hill Primary School</b> |
| <b>TYPE OF ACTIVITY:</b><br>(e.g. camp, bushwalking, school closure, excursion, overseas trip, etc.) |                           |   |
| <b>DATE OF ACTIVITY:</b><br>(see notes, above)   | <b>Commencing:</b>        | <b>Concluding:</b>                            |
| <b>NAME OF VENUE:</b>  |                           |   |
| <b>PHYSICAL ADDRESS OF VENUE</b>   | <b>Postcode:</b>          |   |
| <b>MAP REFERENCE:</b>  |                           |   |
| <b>EMERGENCY TELEPHONE NUMBERS:</b>  | <b>Mobile with group:</b> | <b>Venue:</b>                                 |
| <b>IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?</b>  | YES                       | NO  |
| <b>TOTAL NUMBERS:</b>  | <b>Students:</b>          | <b>Teachers:</b>                              |
| <b>NAME OF PERSON IN CHARGE:</b>   |                           |   |

**Section 1 - Camp Emergency Management Risk Assessment <sup>1</sup>**

*(This risk assessment MUST be carried out for very camp)*

**School: Briar Hill Primary School**

**Supervising teachers/staff:**

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**Venue:**

---

**Year Level:**

---

**Dates:**

---

**Location(s):**

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| Risk Description  | Existing Controls   | Rating                             |             |                 | Treatment   |
|---|---|------------------------------------|-------------|-----------------|---|
|   |   | Effectiveness of existing controls | Risk Impact | Risk likelihood |   |
| 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 a particular risk |                                    |             |                 | For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul> |
|   |   |                                    |             |                 |   |
|   |   |                                    |             |                 |   |
|   |   |                                    |             |                 |   |

**Section 2 - Incursion Emergency Management Risk Assessment <sup>1</sup>**  
*(This risk assessment MUST be carried out for very Incursion)*

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

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

Presenter/Contractor has/have WWWC

Activity complies with External Providers Policy guidelines:      YES              NO

|   |              |                             |
|---|--------------|-----------------------------|
| <b>Class Group:</b>   | <b>Date:</b> | <b>Supervising Teacher:</b> |
| <b>Details of area to be used and safety initiatives if required.</b> |              |                             |

|  | <b>Dangers</b><br>Factors which could lead to each inherent risk eventuating | <b>Risk Management Strategies</b><br>Strategies to reduce risks | <b>Risk rating</b> |
|--|--|---|--------------------|
| <b>People</b><br>Attributes people bring to an activity<br>e.g. skills, physical fitness, health, age, fears, number |  |   |                    |
| <b>Equipment</b><br>Resources that impact on the activity<br>e.g. clothing, footwear, teaching equipment             |  |   |                    |

|   |  |  |  |
|---|--|--|--|
| <b>Environment</b><br>Factors that impact on the activity e.g.<br>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.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*.

**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 - Excursion Emergency Management Risk Assessment <sup>1</sup>

*(This risk assessment MUST be carried out for very Excursion)*

This form is to be completed as part of the planning process for all camps and excursions.

|                     |              |                             |
|---------------------|--------------|-----------------------------|
| <b>Class Group:</b> | <b>Date:</b> | <b>Supervising Teacher:</b> |
|---------------------|--------------|-----------------------------|

|   | <b>Dangers</b><br>Factors which could lead to each inherent risk eventuating | <b>Risk Management Strategies</b><br>Strategies to reduce risks | <b>Risk rating</b> |
|---|--|---|--------------------|
| <b>People</b><br>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |   |                    |
| <b>Equipment</b><br>Resources that impact on the activity e.g. clothing, footwear, teaching equipment             |  |   |                    |

|  |  |  |  |
|--|--|--|--|
| <p><b>Environment</b></p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>  |  |  |  |
| <p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp.</i></p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p> |  |  |  |

Assess each of the following hazards and any others you think relevant, and complete the tables below, for **LIKELIHOOD** and **IMPACT**:

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• Bushfires (Bushfire risk <b>MUST</b> be included, for all activities)</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul> | <ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul> | <ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul> |
|---|---|---|

|                   |                  |            |                 |             |                |
|-------------------|------------------|------------|-----------------|-------------|----------------|
| <b>Likelihood</b> | <b>Very High</b> |            |                 |             |                |
|                   | <b>High</b>      |            |                 |             |                |
|                   | <b>Moderate</b>  |            |                 |             |                |
|                   | <b>Low</b>       |            |                 |             |                |
|                   |                  | <b>LOW</b> | <b>MODERATE</b> | <b>HIGH</b> | <b>EXTREME</b> |
|                   | <b>IMPACT</b>    |            |                 |             |                |

**RISK RATING KEY**

|  |                 |
|--|-----------------|
|  | <b>EXTREME</b>  |
|  | <b>HIGH</b>     |
|  | <b>MODERATE</b> |
|  | <b>LOW</b>      |

