**PREPARED BY: Policy Sub Committee**

**APPROVED BY SCHOOL COUNCIL: September 2020

Purpose**

To explain to our school community the processes and procedures Briar Hill 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 Briar Hill Primary School. It also applies to adventure activities organised by Briar Hill Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

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. Briar Hill Primary School will follow both this policy, as well as the Department’s policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

**Definitions

Excursions:**For the purpose of this policy, 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

**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 website under Adventure Activities, at the following link: <https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

**Policy**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.

Camps provide shared class and year level experiences, team building and a sense of group cohesiveness.

Camps provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits and further develop problem solving and life survival skills.
Camps provide a program that promotes self-esteem, resilience, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

* For all camps and excursions, including adventure activities, our school will follow the Department’s School Policy and Advisory Guide: [Excursions and Activities](http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx).
* For camps and excursions requiring school council approval, our school will also follow the Department’s School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx).

**Planning process for camps and excursions**

School council will ensure that all school camps and excursions are maintained at a reasonable and affordable cost and will comply with Department planning requirements.

All camps will be budgeted for as soon as possible with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.

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.

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. Briar Hill 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.

Briar Hill 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.

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

School Council will set aside a budget each year to that will cover the cost of replacing teachers (CRT) who are involved in camps.

The designated “Teacher in Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines. The “Notification of School Activity” form will be completed online and forwarded to the DET three weeks prior to the camp departure date.

All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form and Camp Code of Conduct forms.

Classroom teachers will be given the first option to attend camps.

The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp, when the venue does not provide such a service. The Briar Hill Primary Ambulance Policy will be implemented during all camps.

A staff member will be in attendance at school whilst the children are returning from camp. The teacher in Charge will communicate with this person in regards the anticipated return time.

All camps require School Council approval and ratification.

The above information will be provided to the Principal at least a week before the School Council meeting date.

**Supervision**

Briar Hill 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.

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.

Where possible 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 DET 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.

**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 checks**Briar Hill 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.

**Parent/carer consent**For all camps and excursions, other than local excursions, Briar Hill Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Briar Hill Primary School uses software program eg: Compass] to inform parents about camps and excursions and to seek their consent **OR** informs parents about school camps and excursions by placing a note in student bags and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child’s participation. 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, Briar Hill 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. Briar Hill Primary School will also provide advance notice to parents/carers of an upcoming local excursion through email/online parent communication tool/a note home in the student’s bag]. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Briar Hill 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/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion on a case-by-case basis. 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.
Parents will be sent reminder notices before the camp departure date reminding them of the need to finalise payment.

Students who have not finalised payment at least two school days before the departure date will not be allowed to attend unless the Principal determines exceptional circumstances apply.
Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.

Briar Hill 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/Organising Teacher [amend as appropriate]. The Business Manager/Principal/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](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx).

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**Parents and carers need 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. The teacher in charge must provide the school office with a final student list. Teachers will administer any medication provided according to our *Medication* policy and the student’s signed *Medication Authority Form*. To meet the school’s obligations relating to safety, 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,* *Student Code of Conduct* or *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, Briar Hill 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.

**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 C: Notification of School Activity form (camps and excursions)
Appendix D: Camps, Excursions and Incursions Risk Assessment templates
Appendix E: Camp Plan- for students with additional needs

**STUDENT / STAFF RATIOS**

Expectations for DET 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 DET 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 |

**EVALUATION**

This Policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date implemented** | 09/2020 | **Responsible for review** | School Council |
| **Approved by** | BHPS School Council | **Approval Authority****(Signature & Date)** |  |
| **Review date** | 2022 | **Date reviewed** |  |

**FURTHER INFORMATION AND RESOURCES**This policy should be read in conjunction with the following Department polices and guidelines:

**School Policy and Advisory Guide:**[**Excursions and Activities**](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx)[**Emergency and Risk Management**](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx)[**Safety Guidelines for Education Outdoors**](https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx)[**Camps, Sports and Excursions Fund**](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)**.**[**Code Red Days**](https://www.education.vic.gov.au/about/programs/health/Pages/coderedabout.aspx)

**The following school policies are also relevant to this Camps and Excursions Policy:**Statement of Values and School
Student Wellbeing and Engagement Policy
Volunteer Policy
Duty of Care Policy
Inclusion and Diversity Policy
Parent Payment Policy

**Appendix A - Guidelines for teachers planning a camp
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.

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 DET 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.**

1. **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
1. **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

Immediately prior to attending the camp, the Teacher in Charge needs to undertake a ‘Bushfire Risk Assessment’. This involves, where necessary, checking that there are no warnings regarding possible fires in the camp vicinity.

**Appendix B** **- 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

1. Notification and approval
2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Activity planning

|  |  |
| --- | --- |
| Excursion title |  |
| Person in charge |  |
| Principal approval for this activityNB: The Principal must give approval for all  incursions and excursions |   YES NO (Circle) |
| Is school council approval required?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.
 |   YES NO (Circle) |
| Date/sNB: Ensure that you have checked the school  planner to avoid clashes |  |
| Departure/return times | Expected time of departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_Expected time of return \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Purpose of the activityBriefly explain the link/s to the curriculum |  |
| Venue (if outside the school) | Destination/venue name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Melway reference \_\_\_\_\_\_\_\_\_\_ |
| Venue booking details (if/as required) |  |
| Transport (if required)Please obtain quotes to ensure value for money | Transport method \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Risk assessmentHas a risk assessment been completed for this activity?(Refer to template, below) | YES NO (Circle) |
| Return date for parent permission forms(24 hours prior to activity commencement) |  |
| Which classes will be attending? |  |
| Names of staff attendingGeneral ratios: 1 teacher: 20 students for excursions1 teacher: 10 students for school campsNB: [Check the ratio](http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx) for adventure activities |  |
| Name/s of parent/s attendingNB: These parents will require a  [Working with Children Check](http://www.workingwithchildren.vic.gov.au/) |  |
| 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) |  |  |  |
| TOTALS |  |  |  |

Total of all items excluding GST - Column C $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total of all GST (Food only) - Column B $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subtotal cost – Column A $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Budget calculationThis budget needs to be approved by the Principal or Office ManagerNB: 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 requiredPlease organise these prior to the day of the activity |  |

|  |  |
| --- | --- |
| Arrangements for students NOT participating |  |
| Information and permission note for parentsThis should be sent home at least 2 weeks in advance.Please provide a copy of this note to the office |  |
| Name of Teacher in Charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*\* 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 DET

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

1. Notification and approval
2. Activity planning

PART B – Retain this for your own planning purposes

|  |  |
| --- | --- |
| Purpose of the activityBriefly explain the link/s to the curriculum |  |
| Description of the activityBriefly provide an overview of the activity |  |
| Special requirements 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?

*(You should take the original permission notes with you on the day)* |  |  |
| * 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

|  |
| --- |
| Did the activity go ahead as planned? YES NO (Circle) |
| Comments/Recommendations/Educational Benefits/Student Management Issues? |
| Follow up activities directly related to incursion/excursion |
| After the activityProvide the office with all student permission notices.These should be stored in an A3 envelope, clearly labelled with* excursion title
* name of the teacher in charge
* class/es involved
* date of the activity
 |

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)

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.

This notification should be provided three weeks prior to commencing the activity:

* 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.

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

**Appendix D: Camps, Excursions and Incursions Risk Assessment templates**

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

##### School: Briar Hill Primary School

**Supervising teachers/staff:**

**Venue:**

**Year Level:**

**Dates:**

**Location(s):**

| **Risk Description** | **Existing Controls** | **Rating** | **Treatment** |
| --- | --- | --- | --- |
| Describe the risk event, cause/s and consequence/s.For example,*Something occurs … caused by … leading to …* | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | Effectiveness of existing controls | Risk Impact | Risk likelihood | For those risks requiring treatment in addition to the existing controls. List:* What will be done?
* Who is accountable?
* When will it happen?
 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section 2 - Incursion Emergency Management Risk Assessment** 1***(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

|  |  |  |
| --- | --- | --- |
| **Class Group:** | **Date:** | **Supervising 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 | Risk rating |
| **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.** 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 in needed. Contact the school. Complete forms upon return to school. |

**Section 3 - Excursion Emergency Management Risk Assessment** 1***(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.

|  |  |  |
| --- | --- | --- |
| **Class Group:** | **Date:** | **Supervising Teacher:** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Dangers**Factors which could lead to each inherent risk eventuating | **Risk Management Strategies**Strategies to reduce risks | **Risk rating** |
| **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.** 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 in needed. Contact the school. Complete forms upon return to school. |

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

**CT**:

|  |  |  |
| --- | --- | --- |
| * Bushfires (Bushfire risk ***MUST*** be included, for all activities)
* Severe storms and flooding
* Earthquake
* School Bus Accident/Vehicle Incident
 | * Missing Student
* Medical Emergencies
* Incidents
* Aggressive student behaviour
 | * Intruders
* Internal fires and smoke
* Snakes and other wildlife
* Other relevant to camp area
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Very High** |  |  |  |  |
| **High** |  |  |  |  |
| **Moderate** |  |  |  |  |
| **Low** |  |  |  |  |
|  | **LOW** | **MODERATE** | **HIGH** | **EXTREME** |
| **IMPACT** |

RISK RATING KEY

|  |  |
| --- | --- |
|  | EXTREME |
|  | **HIGH** |
|  | **MODERATE** |
|  | **LOW** |

**Appendix E: Camps Plan- for students with additional needs**

|  |  |
| --- | --- |
| **STUDENT NAME** | **CLASSROOM TEACHER** |
| **Discussion with parents re: arrangements***This can be done either by phone or in person* | **Cabin placement:** |
| Sleeping arrangements (night light, bunks, bed wetting, bedding- special blanket etc). | Suggested students to be placed with: |
| Contacting families (if needed- how and when) | Students to avoid |
| Dietary requirements etc. | Medication required: |
| Behaviours of concern |  |
| Any other relevant information |