

Camps And Excursions Policy

PURPOSE

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

SCOPE

This policy applies to all camps and excursions organised by Kosciuszko St Primary. This policy also applies to adventure activities organised 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. Kosciuszko St Primary will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

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 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. They also

- Provide educational and social opportunities through first hand experiences in a variety of settings outside the school to enhance learning.





- Assist children to develop responsible behaviours and attitudes.
- Extend and enrich the school programs.
- Encourage children to develop independence and self reliance through “away from home” experiences.
- To develop links with Knowledge Curriculum topics which will help the students to put their learning into context.

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. From 15th December 2022 onwards, school staff with primary responsibility for organising a school camp and/or a water based excursion activity must have completed the mandatory excursions e-learning module. These staff are encouraged to complete the module annually. Staff responsible for organising excursions of any other type are also encouraged to complete the module.

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. Kosciuszko St Primary’s risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason. A specific risk management plan from the camp/venue should also be consulted and included in planning considerations.

Kosciuszko St Primary 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.

- A camping program will be available to students in Years 2 (Sleep over) through to 6 and where practicable will be progressive in terms of duration, activities, skills and challenges.

The venues for camps shall be approved and endorsed by School Council. **Approval will only be given to Camping Association Victoria, accredited camping venues.** Also the Approval Proforma for all Excursions and Activities requiring Principal approval will be completed and submitted to school council within a timeframe that allows for adequate consideration. School council approves the excursion in so far as it relates to the school’s budget, the parent payments policy or entering into any contract or other such agreement with a third party, as these aspects of excursions fall within the scope of school council powers and functions. If appropriate, principals can consult with school council on other aspects of excursions and school council for noting.



- The venues for excursions shall be approved by the Principal.
- Determination of appropriate staffing and leadership of camps and excursions shall be the responsibility of the Principal.
- To ensure accurate information is available for emergency services, all Victorian Government schools must use the Student Activity Locator to notify the Department of any approved school excursion or camp at least **three weeks beforehand**.
The website is: <https://partner.eduweb.vic.gov.au/sites/sal#/>

Supervision

Kosciuszko St Primary 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.

Whenever a student-teacher relationship exists, the teacher has a special duty of care.

This is defined as follows:-

“A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teachers charge from risks of injury that the teacher should reasonably have foreseen” (Richards vs State of Victoria (1969) VR 136 at p.141).

As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventative measures could have been taken.

Excursion staff are adults who provide the supervisory, instructional and educational elements of the activity.

A teacher registered with the Victorian Institute of Teaching and either employed by the department or school council or approved by the principal must be present and have overall responsibility for the activity, unless other arrangements have been approved by the principal in accordance with the section on Supervision in this guidance.



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

- teachers employed by the department 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.

School students cannot be used as excursion staff.

Schools must ensure that 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.

The names of volunteer workers must be recorded for the purposes of volunteer workers insurance. For more information, refer to: [Volunteers in Schools](#).

Where approved excursion staff who are not teachers employed by the department or school council are in attendance they can be included in the staff-student supervision ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility or
- for the overall staff-student supervision ratio for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis), for example third party providers such as residential camp staff, World Challenge staff.

The specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers and so on) must be clarified and understood by all staff prior to the commencement of the excursion.

School staff

School staff participating in an excursion should:

- understand the purpose of the program and its connection to student learning
- be aware of their supervisory responsibilities throughout the excursion
- know which member of staff will provide first aid if required
- know the exact location of students they are responsible for at all times including during travel.

In addition, the nominated teacher-in-charge must:

- submit, 3 weeks prior to the excursion, a notification of school activity using the [Student Activity Locator](#) (staff login required)
- ensure risk assessments have been completed and treatments are communicated to all staff involved in the excursion and/or activity
- know the exact location of students at all times including during travel
- maintain a record of telephone contacts for the supervising staff accompanying the excursion
- know who the school contact person is and their phone number

- have immediate access to the names of family contacts for all students and staff on the excursion
- have immediate access to copies of medical advice forms for those students on the excursion
- maintain a copy of the completed [Excursions – principal approval form \(DOCX\)](#) (including all attachments) submitted to the principal for approval and school council for noting.

Consumption of Alcohol During School Camps and Excursions

Members of staff are advised that they owe a legal duty of care to the students during the entire period of the camp or excursion. The consumption of alcohol on camps or excursions is inconsistent with the standard of professional conduct necessary to maintain community confidence necessary in such activities.

Under these circumstances, the consumption of alcohol on camps or excursions is most unwise and may lead to allegations of negligence and/or loss of Work Cover rights.

Smoking

Smoking in department of Education buildings and vehicles is prohibited.

There are increasing legal concerns about the possible future liability of organisations that allow smoking. Therefore it is the a Department of Education Employment and Training policy that:

- No staff member, parent or student is to be permitted to smoke during school hours or during any school sponsored programs or activities.

All students are to receive prevention education about smoking within the school's health education program

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. Parents will refrain from using mobile phones during the excursion.

Under no circumstances should parents take photos of children on their phones or post any photos of the children or excursion on to any social media site. Parents should refrain from posting comments in relation to the excursion to any online site.

Volunteer and external provider checks

Kosciuszko St Primary 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. For more information about when a WWC Clearance is required, see Volunteers page on the School Policy Templates Portal.

Parent/carer consent

For all camps and excursions, other than local excursions, Kosciuszko St Primary will provide parents/carers with a specific consent form outlining the details of the proposed activity. Kosciuszko St Primary uses



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, Kosciuszko St Primary 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. Kosciuszko St Primary will also provide advance notice to parents/carers of an upcoming local excursion through Compass or a paper note. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Kosciuszko St Primary will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Kosciuszko St Primary enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments. For major excursions one months prior notice will be given, for minor excursions two weeks notice and for Camps two terms notice will be given.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Kosciuszko St Primary 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 school and 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.

Refunds

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. 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*. 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. Each permission form will include the following clause: *Student participation in school organized camps and excursions is strongly encouraged at Traralgon (Kosciuszko Street) Primary School as an important part of the student's emotional, physical and social development. The staff are responsible for ensuring the well-being of all those in attendance at camps and excursions, accordingly students need to demonstrate positive and constructive behaviours consistent with teacher and school expectations. To this end, student participation in these activities is at the discretion of the school leadership team, in consultation with the relevant teachers. Consistent inappropriate behaviour by a student will result in them being excluded from these activities.*

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.

[NOTE: Sometimes a student's disability may manifest in challenging behaviour. Examples of disabilities that can present with challenging behaviour includes Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Please contact Legal Division for advice if you are considering excluding a student for failing to comply with behavioural standards, if their disability presents with challenging behaviour)

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, Kosciuszko St Primary 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 way:

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

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

- Excursions
- Camps, Sports and Excursions Fund
- Parent Payments Policy

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



POLICY REVIEW AND APPROVAL

Policy last reviewed	21 st August 2023
Approved by	Principal and School Council
Next scheduled review date	2026



CAMPS & EXCURSION PLANNING CHECKLIST

Tick when completed:

- Consult with your Unit Co-ordinator regarding the acceptability of:
 - a) the excursion/ camp
 - b) the proposed dates
 - c) staffing
 - d) parent helpers and Working with Children Check status.

- Prepare a full costing for the event.

- Fill in and give to the Principal the “Application to Conduct an Excursion/ Camp” form”.

Note: If you are conducting an overnight excursion or an excursion requiring special precautions, you must submit your application to the School Council. Please leave adequate timing in your planning for this to occur.

- Ensure that the General Office has a copy of the event details and notice to facilitate Office Staff responding to any parent enquiries.

- List details of the excursion on the school calendar, newsletter and diary.

- Prepare a permission note by using the attached proformas or utilise the Compass Events form for parents/guardians outlining venues, activities, times of departure and return, mode of transport, specific requirements, (e.g. lunch, drink, sunblock, etc.).

- If private vehicles are being used, a proforma is available to obtain the necessary information from volunteer drivers. Only fully insured drivers in registered vehicles may take students on excursions. A separate form is used to seek permission for students to travel with this transport.

- Decide what you want the accompanying parents to do on the day and write it down, hand it to the parents involved, together with names of children in their group.

- Appoint a first aid trained staff member for the camp/excursion and request that they prepare an adequate First Aid Kit to take with you. Ensure that all requisites for “At Risk” children are taken, including asthma puffers and epipens.



- Mark your “Roll” immediately prior to departure. Know your numbers.

- All permission to be filed at school after the completion of the event.

- Ensure that any monies/cheques required for the day(s) are included in your packing.

- Ensure that each child in Grades Prep, One and Two wears an identification tag for all excursions out of the school, other than for prescribed indoor swimming lessons.

- File all details of excursions in the General Office.

- Leave a list of students attending and adults participating on the excursion at the office. Note where non attending students have been placed.

- Ensure that a signed, “Assignment of Duties” statement is provided by the principal prior to the excursion.

- As a conclusion, a brief evaluation of the excursion after returning may prove valuable for future programs.

Signed:



EXCURSION DOCUMENTATION

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 - Day Excursions		X		X		X
Confidential Medical Information Form - Camps and Overseas Excursions			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



CAMP BEHAVIOURAL AGREEMENT

CAMP RULES

1. I WILL OBSERVE CAMP BOUNDARIES.

2. I WILL SHARE EQUIPMENT AND SPACE FAIRLY AND SAFELY, WITHOUT INTERFERENCE TO OTHERS.

3. I WILL LOOK AFTER THE CAMP AND PLAY IN THE CORRECT AREAS.

4. I WILL BEHAVE IN A WAY WHICH IS NOT THREATENING OR RUDE TO OTHERS.

5. I WILL FOLLOW THE INSTRUCTIONS OF ADULT LEADERS.

For Student:

I agree to behave in an acceptable manner and in accordance with school camp rules - as discussed with my teacher.

I accept that if I behave in an unacceptable manner I may be sent home from camp.

Signed.....

For Parent/Guardian:



I have read the camp rules and discussed them with my child. I agree that if my child has behaved in an unacceptable manner (as determined by the teacher in charge) my child is to be sent home.

Should that be necessary I will either pick my child up immediately or meet any costs incurred in sending my child home.

Signed..... Date



CAMPS, EXCURSIONS, SWIMMING AND/OR WATER-BASED ACTIVITY

PRINCIPAL APPROVAL FORM

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, school holidays or adventure activities.

It must be submitted to the principal for approval prior to the excursion.

- All information on this document is required. Add attachments if necessary.
- Complete the Student Activity Locator (SAL) at least **three weeks** prior to the excursion.
- Review and sign the *Camps, Excursions, Swimming and/or Water-based Activity Checklist* which includes the requirement that school staff with primary responsibility for organising camps and/or water-based excursion activities must complete the excursions e-learning module.
- Sections with an asterisk * have explanatory notes included at the end of this document.

SUMMARY

Name of Program:

Year level(s):

Location(s):

Date(s) *:

Name of teacher-in-charge:

EDUCATIONAL PURPOSE*

PROGRAM DETAILS

Program outline* including:

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

Overnight accommodation*

Type of accommodation

Accredited residential campsites

Tents/camping

Other (please specify):



Physical Location

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

Contact phone number(s)

Residential Campsite (if applicable)

Staff mobiles

Other

Adventure activities

Tick the adventure activities that have been planned to occur during the program:

- Abseiling
- Artificial climbing and abseiling walls
- Bushwalking
- Camping
- Canoeing/kayaking
- Challenge ropes courses
- Cycling
- Horse riding
- Orienteering
- Rafting
- Rock climbing
- Sailing
- Scuba Diving
- Sea Kayaking
- Snorkelling
- Snow activities
- Surfing
- Swimming
- Water Skiing
- Windsurfing





The teacher-in-charge of the activities has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.

YES

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.

YES

RISK Register

A risk register for the excursion must be completed and attached with this submission. Guidance on the risk register is available under Excursions – Guidelines. **The template can be found on the Staff Google Drive.**

Travel insurance arrangements

Does your excursion involve interstate or overseas travel?

YES (please complete below) NO (please continue to next section)

Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)? Please see Insurance for Schools for further information.

YES (please provide evidence of travel insurance with VMIA)

NO

If NO, please indicate travel insurance arrangements below.

TRANSPORT ARRANGEMENTS*

Internal External Both

Types of transport and seating capacity:

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

If yes, list driver (s):

Approximate distance between school and destination:

All transport requirements comply with the advice in the Excursions Policy and Guidelines, Vehicles (excluding Buses) – Owned or Hired by School Policy, Private Vehicle Use Policy and VicRoads regulations:

YES





BUDGET

CAMPS & EXCURSIONS COST PLANNING FORM

This form is to be completed by the organising teacher and returned to the office at least :

- camps – one term prior to the event
- major excursion – one month prior to the event
- minor excursion – ten working days prior to the event

Students are to be advised that money **must be paid to the general office** before school and if possible **1 week before final numbers are required by the camp organisation, and by the due date for excursion payments**

Income		EXPENDITURE	
Student fees		Transport (excl GST)	
Other income		Food (Incl GST)	
		Accommodation	
		Staffing (excl GST)	
		Equipment (Incl GST)	
		Contingency funds (Incl GST)	
		Other expenditure (Incl GST) eg photocopying, photography, special treats	
Total income		Total expenditure	





STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

Number of self-described students:

List required student preparation, if any:

List any addition information relevant to the student cohort:

Supervising staff*

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

Staff name	Other	First aid qualification (Y/N)	CPR qualification (Y/N)	School Staff /Volunteer/external provider	Working with children Check (if required) (Y/N)

- The staffing listed above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing. Sufficient teachers/parents must attend to maintain correct ratio.
 - Day excursions - 1 staff member/parent to every 20 children.
 - Overnight tours - 1 staff member to every 10 children.
 - Base Camps - 1 staff member/parent to every 10 children.
 - Adventure activities/swimming require higher ratios.
- Suitable male/female ratio should be maintained.
- Suitably qualified personnel should attend where necessary. e.g. First Aid, Outdoor Qualifications, Aust Swim/Vic Swim.

YES

The staffing listed above complies with the minimum supervision ratios as required by the relevant Adventure Activity guidelines.

YES

Not applicable for this excursion





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.

- Camps, Excursions, Swimming and/or Water-based Activity Checklist
- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed documentation of staff qualifications and experience (if applicable)
- Documentation of participant preparation, prerequisite skills/knowledge (for Adventure Activities)
- Risk register
- Emergency Management 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)
- Teachers responsible for organising camps and/or water-based excursion activities has-completed the Excursions e-learning module
- Other school-specific information:

Note: this form should not be approved and the excursion should not be undertaken if the risk register contains any extreme rated risks in DET's Acceptability Chart (The Acceptability Chart is used to decide whether the risk is acceptable based on the rating calculated).

<p>Teacher-in charge</p> <p>Name Signed Date</p>	<p>Approved by the principal</p> <p>Name Signed Date</p>
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Acknowledgment by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.





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

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

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

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

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

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification on the Student Activity Locator.

Overnight accommodation

This includes all forms of overnight accommodation.

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

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Training recognised accreditation provider. See Excursions Guidelines – Venue Selection for current accreditation providers.

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

Provide details of all accommodation being used with your submission to the principal.

Parent Payments

Activities required for the delivery of the Curriculum





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.

Activities provided on a user-pays basis

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.

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.

Transport

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

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving.

Supervising staff

A Working with Children Clearance is required for all staff members attending the excursion who are not registered teachers.

Volunteers attending the excursion must also have the appropriate WWCC as required by law or your school policy.

The department **recommends that schools require anyone who volunteers regularly or who assists with excursions, camps or similar events** to obtain a WWCC due to the contact volunteers may have with students in these situations, regardless of whether or not they are legally exempt from having one under the Worker Screening Act 2020.

For further information see: Working with Children Checks and other Suitability Checks for School Volunteers and Visitors





ADVENTURE ACTIVITIES GUIDELINES

Pre-Activity Check

Please note: this is not a comprehensive list of risks to be assessed. Additional considerations may be required based on the location/environment, people and activity.

Activity: _____

Name: _____

Date: _____

Time of check: _____

This check is to be undertaken immediately prior to the outdoor activity (i.e. at the activity location).

The purpose is to identify any reasonably foreseeable issues that could affect the safety of the students or staff.

risk assessment

Risks relating to the following have been considered:

RISK	Considered (Y/N)	Details (if required)
Conditions The current weather, warnings and forecast conditions		
Fire Danger The fire danger rating and current fire conditions and warnings		
Environment Conditions and nature of the environment in which the activity is being undertaken and the impact on the activity		





RISK	Considered (Y/N)	Details (if required)
<p>Participants</p> <p>The psychological and physical health and wellbeing of participants and staff on the activity</p>		
<p>Equipment</p> <p>Condition of the activity specific safety equipment being used in conducting the activity eg. helmets, life jackets, bikes</p> <p>This also includes communication equipment</p>		

any other considerations

decision to continue the activity

Based on the check above, this activity will be:

- cancelled
- contingency plan(s) implemented
- modified in some other way
- continued as planned





Outline any modification required:

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SAMPLE Excursion emergency management procedures

This document may be used to assist the emergency and risk management planning of an excursion. The roles of each staff member must be made clear. **A Risk assessment based on the Dept of Education's template must be completed. This can be found on the Staff Google Drive**

incident support and operations centre

Schools are required to immediately notify the Incident Support and Operations Centre of any incident that impacts on the safety or wellbeing of staff, students or visitors on:

- 1800 126 126 (24 hours)

This requirement and contact details should be included in the Emergency Management Plan where appropriate.

Venomous bite

As in other first aid situations, prevention is better than cure. Staff should be aware that snakes are more likely to be encountered on warm, sunny days, especially in grassy areas and along creeks.

If it seems that snakes might be a problem, students should wear solid shoes, thick socks and (preferably) long trousers. Such clothing is likely to lessen the severity of a snake bite.

In the event of a snake bite occurring, the following treatment must be undertaken:

1. Use D-R-A-B-C approach (assess Danger, check for Response from the casualty, check Airway, Breathing, and Circulation) to assess the situation and the injured person.
2. Seek medical aid urgently.
3. Calm the bite victim.
4. Apply a pressure immobilisation bandage over the bitten area and around the limb, using a crepe or conforming bandage about 15 cm wide. If unavailable, use panty hose or similar material.
5. Apply the bandage firmly enough to compress tissue, but not so firmly as to restrict the flow of blood to the limb below the bandage.
6. Where the bite is to an arm or leg, bandage from the bite to the fingers or toes, then up to the armpit or groin.
7. Bandage as much of the bitten limb as possible.
8. Apply a splint to the bandaged limb with a second bandage.
9. Do not remove the splint or bandage once applied.
10. Continue to monitor the vital signs using "A-B-C" (Airway, Breathing, Circulation).

Warning

- Never wash the venom off the skin as retained venom will assist identification.
- Never cut or excise the bitten area.
- Never try to suck the venom out of the wound.
- Do not try to catch the snake. However, a description of the snake may assist medical aid.

Bandages applied during field treatment should not be released.

Speed in applying pressure to the bite and limb is essential. Also, a trace of poison on the pressure pad can assist the laboratory in positive identification of the snake so that the correct antivenin can be given.

For information about the identification and treatment of unknown bites, as well as up-to-date research into first aid treatment for snake and other venomous bites, see Australian Venom Research Unit:

<<https://biomedicalsciences.unimelb.edu.au/departments/pharmacology/engage/avru>>.





Bushfire

In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels much faster up hill than down hill. However, it is virtually impossible to outrun a fire whether it is traveling up hill or down.

In case of an approaching or near-by fire

- Keep calm and reassure the group.
- Drink as much as possible and carry water.
- Saturate and cover up with clothing.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible.
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front of the group to lead and in the whip position.
- Conserve as much energy as possible and take rests, if viable.

If trapped by fire

The heat radiated by fire is intense (320° Celsius compared to flames at 50° Celsius) and can badly burn skin, even some distance from the flames:

- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil.

Injury

In the event of a serious injury (or illness) to a student or staff member

- Provide appropriate first aid assistance for the injured person.
- Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list carried by the leader). Do not delay in the hope that the person will recover.
- Protect and comfort the non-injured students.
- Notify the principal or school contact person who should notify the Department's twenty four-hour emergency communication centre, the regional office, and the parents of all students
 - **N.B.** As the media often reports on situations without full or correct details, it is important that the parents of all students are made aware of the incident as soon as possible.
- Provide students and adults with appropriate first aid.
- Make sure the entire group is safe and warm.
- Keep detailed notes for a comprehensive report of the injury and incident, which must be retained by the school for purposes of legal liability.
- If the media becomes involved, handle them sensitively, isolating the students from reporters and cameras.
- If the police have attended, consider requesting the police officer in charge to inform and handle the media.





- For major incidents, assistance from police media liaison can be requested.
- In the case of a fatality, it is the role of the police, acting for the coroner, to contact the family.

After the event

- Post-trauma counselling for students and supervising adults is important and should be organised through the Department's regional offices.
- Record and file details of the incident that led to the injury and the resultant action.
- Consider what changes may need to be made through safety and risk management and planning for future activities.

Lightning strike

If thunder happens within 30 seconds of lightning, then the storm is within 10 kilometres of your location. Lightning safety experts consider this the strike danger zone and advise people to follow the 30/30 rule.

The 30/30 rule

Follow the precautions outlined below when thunder is heard within 30 seconds of a lightning flash and wait for 30 minutes after the last thunder is heard to resume your activity. If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed.

General precautions

- Stay away from metal poles, fences, clothes lines.
- Never ride horses, bicycles or drive in open vehicles.
- If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
- Stay inside metal-bodied (hard top) vehicles or caravans but do not touch any metal sections.
- If undertaking water activities, leave the water immediately.
- If boating go ashore to shelter as soon as possible. (A bridge or high jetty may offer immediate protection.)
- Discard all metal objects.

If shelter is near-by

- Seek shelter in a hard top vehicle or solid building. Avoid small structures or fabric tents.
- Keep clear of windows.

If shelter is not available

- Crouch (alone, feet together), preferably in a hollow. Make yourself a small target.
- Remove metal objects from head/body.
- Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning) but avoid being highest object.
- If your hair stands on end or you hear buzzing on nearby rocks, fences, move immediately. At night, a blue glow may show if an object is about to be struck.
- Stay away from high and low points (hilltops, ridges and gullies), rock overhangs and shallow caves.
- Keep out of, and well away from, water bodies or watercourses.
- Make sure the group is aware of the Lightning Safe Position; this involves:
 - squatting or crouching with knees drawn up and feet together, preferably on dry insulating material
 - keeping hands off the ground.
- Spread group members out – about ten metres apart, but within calling distance.
- Never shelter under tree/s.





First aid

- People struck by lightning carry no electrical charge and can be handled safely.
- Call emergency services.
- The injured person has received an electrical shock and may be burned, both where they were struck and where the electricity left their body. Check for burns in both places. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.
- If breathing has stopped, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, look and care for other possible injuries.

Lost

Appropriate planning, preparation, organisation and management should remove or minimise the likelihood of anyone becoming lost during an outdoor activity. However, as a precautionary measure in locations where there is potential for participants to become lost, the following procedures should be considered in the planning and preparation.

Note: 'Lost' is defined as not just a navigational error, which could be confidently rectified given some time and effort, but total disorientation to the point of having no idea about one's actual location.

In the event of becoming lost

For remote areas – stay put:

- Conserve energy and body heat (that is, make yourself warm and comfortable and await help).
- Seek a sheltered spot, preferably away from running water (noise interferes with signals and voices).
- Ration food and water in case help is delayed.

Increase your visibility

- Display something bright, such as coloured clothing, tent or backpack.
- A smoky fire is one of the most useful means of attracting the attention of searchers. However, lighting a fire can be extremely dangerous in some circumstances and should only be lit if the group is confident it can manage a fire safely.
- Flash a torch or mirror.
- Use of a whistle-giving three short blasts at regular intervals. Searchers will use two short blasts in response if they hear the missing walkers.
- In order to conserve torch batteries and energy, only use a torch or whistle when searchers are heard or are likely to be nearby.

For areas with well-defined boundaries, use a self-recovery strategy

- Head to a named feature. (Give students a description, such as 'the dirt track on the south of the course', and name the feature, for example, 'McMillan's track'. Have this feature written on the back of the map, as students tend to forget and become overloaded with too many verbal directions.)
- Use a whistle to attract attention.
- Be alert for supervising adults who will be roving or at a designated location.
- Remain calm. (Students who are overdue need to be confident that there is a search procedure in place - refer Search procedure for lost students.)

Search

Where it is suspected that a student is lost

- Confirm that a student is missing (count heads).
- Identify the student's name, description and what they were wearing.





- Ascertain the location where the student was last seen.
- Send two people (at least one of whom is a staff member) to retrace the group's steps for fifteen minutes only, calling out, listening and carefully observing signs.

Note: Only ever separate the group into two sub-groups as described above; one searching and one staying put. Seek additional assistance if the searching group returns without the student.

In situations where there is no immediate access to a mobile telephone or other communication equipment:

- Identify two people (at least one of whom is a staff member) to go for assistance.
- Discuss the route to be taken by this pair.
- Note relevant details on paper for the pair to carry (include the time, day and date, the location with grid reference and land features, the name of the lost student(s) and how they are equipped, composition of the remaining group, events leading up to the incident, intentions of the group left behind and supplies required).
- Equip the pair as a fully contained unit with the appropriate food, clothing, water, tent or other shelter as well as a torch and map.

If appropriate, the remaining group should make camp in a sheltered position and keep notes of actions, including times and other relevant information.

The police are the appropriate agency to contact. They will organise the search and call other agencies as required. Also contact the school principal or excursion contact person. The school will contact the Department's twenty-four-hour emergency communication centre and the relevant regional office (refer Communication during an emergency).

For non-remote areas with well-defined boundaries

- Check the area if possible.
- Search and continue searching the perimeter (using a vehicle and/or on foot), stopping to whistle, call or toot a car horn and waiting to listen for a response.
- Police assistance should be sought if the student has not been found within half an hour of being declared missing. In such a case, also notify the ranger (if applicable) and the school principal or prearranged school contact person.
- Record on paper a description of the student, the area that has been searched, and list possible areas where the search could widen out.

Flood

Consider changing your route before setting out on a trip involving river crossings where there has been heavy rain in catchment areas. Check with local authorities if there is a possibility that bridges may have been damaged by flood waters.

Be prepared to spend time and energy looking for a safe crossing place. Be aware of possible dangers downstream if someone were swept away whilst crossing. Be prepared to wait for a swollen river to subside, or more realistically, use an alternative

- Change your route before departure if there has been heavy rain in catchment areas.
- Do not enter canyons if rain is predicted or it has been raining.
- Be aware that rain in upstream areas may flood a canyon unexpectedly, even though it is not raining in the area you are exploring.
- Check with local authorities if there is a possibility that bridges may have been damaged by flood waters.
- Do not cross a flooded river.
- Do not camp in dry creek beds as they can unexpectedly flood.





Further information

- Emergency and Security Management:
<https://www.education.vic.gov.au/school/teachers/management/pages/emergency.aspx>
- Victorian State Emergency Services: <https://www.ses.vic.gov.au/>
- Emergency Management in Australia: <https://www.homeaffairs.gov.au/about-us/our-portfolios/emergency-management/overview>

Medical conditions

Principals should ensure that excursion supervising staff are familiar with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions.

The risk of infecting other students and staff means that students suffering from ear infections, throat infections, colds, papillomas and other contagious infections should not be permitted to enter swimming pools and other swimming venues until they have recovered.

It is advisable to seek advice from a parent before including any student with a chronic illness in a swimming based activity. If there is any doubt concerning a student's reaction to any aspect of the activity, the parent should be advised to seek a medical opinion on the matter.

As far as possible, students with medical conditions should be encouraged to take part fully in excursion activities. However, where special precautions are required and the school is unable to provide the necessary supervision, the parents must take responsibility for ensuring that safety requirements are met without interference to the supervision of others participating in the activity.

If a student's suitability for inclusion in an excursion activity is in doubt, the principal should consult the student's parents and the student's doctor, or seek advice from the Department of Health and Human Services. Under such circumstances, a medical certificate should be provided confirming the doctor's approval for the student to participate in the planned activity, at the specified location and for the duration of the activity.

Hyperthermia

Heat stress occurs when the body is unable to cool itself enough to maintain a healthy temperature. Normally, the body cools itself by sweating, but sometimes sweating isn't enough and the body temperature keeps rising.

Heat-related illness can range from mild conditions such as a rash or cramps to very serious conditions such as heatstroke, which can kill. Symptoms of heat-related illness also include dizziness and fainting, paleness and sweating, rapid heart rate, nausea and vomiting.

Overexertion in hot weather, sun or bushfire exposure, and exercising or working in hot, poorly ventilated or confined areas can increase the risk of heat stress. Heat can also make an existing medical condition worse, for example heart disease.

Treatment options vary according to the type of heat-related illness. Apply first aid and seek medical assistance immediately if someone shows any sign of heat exhaustion or heatstroke.





Hypothermia

Exposure to cold conditions can lead to an illness known as hypothermia. It is a progressive condition that starts with shivering. Further stages are mental confusion, muscle stiffness, irregular heartbeat, unconsciousness and, ultimately, death.

For many months of the year, the water temperature of most of Victoria's waterways and cold-water swimming pools is sufficiently low to induce loss of body heat. Water temperatures are unlikely to be so low as to produce the extremes of hypothermia, but swimming based activities should not be conducted if there is a danger to students.

It is recommended that students wear wetsuits for surfing, snorkelling and scuba diving activities in Victorian coastal waters.

Anaphylaxis

Anaphylaxis, or anaphylactic shock, is the most serious allergic reaction and can cause death without prompt medical attention. Within minutes of exposure to the allergen, or 'trigger', the person can have potentially life-threatening symptoms such as breathing difficulties.

Anaphylaxis can occur within minutes – the average is around 20 minutes after exposure to the allergen. Symptoms may be mild at first, but tend to get worse rapidly.

Typical symptoms and signs may include:

- Facial swelling, including swelling of the lips and eyelids
- Swollen tongue
- Swollen throat
- Reddening of skin across the body
- Hives (red welts) appearing across the skin
- Abdominal discomfort or pain
- Vomiting
- Strained or noisy breathing
- Inability to talk or hoarseness
- Wheezing or coughing
- Drop in blood pressure
- Unconsciousness
- Young children may get floppy and pale.

When students have an anaphylactic reaction staff must:

- ask students whether they have self-administered an adrenaline auto-injector (such as EpiPen®)
- if the student has not already done so, administer an adrenaline auto-injector (such as EpiPen®)
- call an ambulance
- contact the student's emergency contact person and then the Department's Incident Support and Operations Centre on **1800 126 126**.

Note: Where possible these devices should only be used by staff trained to use it. However, in an emergency they may be administered by any person following instruction from the student's ASCIA Action Plan for Anaphylaxis.

Cardiac Arrest

A cardiac arrest occurs when the heart suddenly stops beating. It is often caused by an electrical problem that causes the heart muscle to beat ineffectively.





As soon as the heart stops beating, blood can no longer flow to the brain, heart and lungs. A person in cardiac arrest will be unconscious and will stop breathing or will not be breathing normally (they may make gasping noises or may be breathing irregularly).

Urgent treatment is required to get the blood moving around the body and to restart the heart. If someone is suspected of being under cardiac arrest 000 must be called immediately.

CPR should be started without delay for anyone who is not conscious and not breathing normally.

Epilepsy

This section applies if a student has been observed or is otherwise known to be subject to epilepsy or any form of medical condition involving periodic loss of consciousness. Such a student should be permitted to participate in the activity as long as a medical certificate is provided stating that the program appears to present no undue risks for the student at that time.

A new certificate is required if a further episode of loss of consciousness is known to have occurred or every twelve months. A certificate that is conditional upon special precautions being taken should not be accepted unless the parents arrange the additional supervision necessary and accept complete responsibility for the safety of their child during the activity.

Even then, participation should only be allowed if the principal is satisfied that the special arrangements will not interfere with the conduct of the activity.

Asthma

Many outdoor and adventure activities are regarded as strenuous and students with asthma may require medication before and during these activities. Staff must ensure that all students with asthma carry their own nebuliser with them for all activities. In addition, suitable medication should be available in the school's first-aid kit.

Principals should request that parents of students with asthma provide written consent to their child's participation in the activity. This consent should indicate that their doctor has no objection to the student participating in the particular activity.

Students with severe asthma who wish to participate in snorkelling and scuba diving activities are required to provide a certificate from a medical practitioner and an asthma management plan. Templates are available through Asthma Victoria.

Diabetes

To prevent insulin or hypoglycaemic reactions, student with diabetes must be permitted to take extra food at any time, particularly before physical activities. Staff must ensure that students with diabetes have ready access to appropriate food (for example, fruit, biscuits or fruit juice).

With these precautions, all students with diabetes should be encouraged to take full part in all swimming-based activities. The Royal Children's Hospital Diabetic Clinic is able to provide additional information or advice to the school, if required.

Sunburn

Refer to the Department's Sun and UV Protection Policy for information concerning sun protection.





Sun exposure

Ultraviolet radiation

Overexposure to the sun during childhood and adolescence is known to be a major cause of skin cancer. Schools are encouraged to develop a specific policy and set of procedures to minimise the danger of excessive ultraviolet (UV) radiation exposure for students and staff as part of the school's duty of care.

The following factors should be taken into account in the development of an effective sun protection policy, which should be implemented continuously throughout the year.

- The danger period for UV is between 10.00 am and 2.00 pm (11.00 am and 3.00 pm daylight saving time). Damage can occur before and after these hours, but it takes longer to occur.
- Everyone is at risk of developing skin cancer. Fair-skinned people with reddish or fair hair are at greatest risk; people with an olive complexion and dark hair have a lower risk, but still require protection.
- UV cannot be seen or felt and UV levels are not related to air temperature. There can be high levels of UV on cool days.
- UV levels are higher during the summer than during winter months. UV levels do vary from day to day, and a high UV day in April or October may be more damaging than a day of heavy cloud in January.
- Reflected UV from light-coloured and shiny surfaces can reach a person under a hat and in the shade.
- At high altitudes where the atmosphere is thinner, the amount of UV reaching the skin can be much higher than at sea level. The use of sunscreen should be encouraged throughout the year in these locations.
- Fresh snow reflects almost 90% of the UV that falls on it.

Policy considerations

In developing policies and procedures, schools may wish to include reference to:

- Hats with a broad (at least 8 centimetres) brim made of a closely woven material and legionnaire-style hats may be appropriate, particularly for younger children.
- Sun-protective clothing. Loose, closely woven cotton fabrics and shirts with a collar and long sleeves are ideal.
- Broad spectrum, water-resistant SPF 30+ sunscreens. To be effective, sunscreen must be applied to clean, dry skin, fifteen to twenty minutes before going into the sun. No sunscreen provides complete protection against the sun. Hats, clothing and other forms of natural protection should be encouraged as a first measure for protection.
- Skin protection by waterproof sun creams or clothing is necessary while in the water.
- Special preparations, such as zinc cream, are available for sensitive areas, including the face and lips.
- A small number of students may have allergic reactions to the chemicals in sunscreen. Such allergies should be identified by parents when they provide the school with medical advice about their children. Any adverse reaction from sunscreen should be reported to parents.
- Consider the use of sunglasses.

Swimming activities, more than other outdoor activities, may expose students to UV radiation. Staff preparing students for swimming, snorkelling and scuba diving are advised to document their preparation of students, including preparation for sun protection, using a recording system such as the Documentation of participant preparation, prerequisite skills/knowledge (See Excursions – Resources).

For more information about sun protection, see SunSmart <https://www.sunsmart.com.au/>.





Further information

For more information about medical emergency management, see:

- The Department's Anaphylaxis Guidelines:
<https://www.education.vic.gov.au/school/principals/spag/health/pages/anaphylaxis.aspx>
- Department of Health and Human Services <https://www.dhhs.vic.gov.au/>
- Heath Direct <https://www.healthdirect.gov.au/>
- Diabetes at the Royal Children's Hospital <https://www.rch.org.au/diabetes/>
- Asthma Australia <https://www.asthmaaustralia.org.au/>
- Better Health Channel <https://www.betterhealth.vic.gov.au/>
- Epilepsy Action Australia <https://www.epilepsy.org.au/>
- Hypothermia <https://www.healthdirect.gov.au/hypothermia>

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ADVENTURE ACTIVITY GUIDELINES

Documentation of Staff Qualifications and Experience

This proforma is one suggested way to document the qualifications and /or experience in lieu of formal qualifications/accreditation for **all** staff on the excursions, including school staff, external providers, or any volunteers.

Excursion details

Teacher in charge	
School/Organisation	
Activity	
Venue	Describe where the activity will take place: be specific.
Season	Include season and program dates.
STUDENT DETAILS	
Year Level(s)	
Age Range	
Prior Experience	
Special Considerations	

qualificationS relevant to the activity

Staff name	Qualification (incl. Title, organisation, date received)	Qualification still current? (Y/N)	Does this qualification meet the requirements outlined in the Excursions policy and/or relevant activity guidelines? (Y/N)

experience in lieu of formal qualifications

This section should outline the experience of the staff member in lieu of formal qualifications. It should outline any training in the activity or similar activities, and personal experience of the activity, any instructional experience, any experience in the venue or similar venues. Relevant certificates, log books, etc should be provided as required.

Staff member	Season	Experience Description





DOCUMENTATION OF STUDENT PREPARATION, PRE-REQUISITE SKILLS/KNOWLEDGE

This proforma provides one suggested way of documenting student preparation.

Example

Year Level : Seven

Activity: Overnight Canoe Journey (flat water)

Indicate with a ✓ if students have participated in this activity previously

Skill/knowledge	50 metre swim		Sculling/floating/ treading water for five minutes		Capsize procedures		Emergency communication signals	
	Date	Initials	Date	Initials	Date	Initials	Date	Initials
Student name								
Sandy Smith ✓	✓		✓		✓		✓	
	08.05.19		08.05.19		08.05.19		08.05.19	

Example

Year Level :

Activity:

Indicate with a ✓ if students have participated in this activity previously

Skill/knowledge	50 metre swim		Sculling/floating/ treading water for five minutes		Capsize procedures		Emergency communication signals	
	Date	Initials	Date	Initials	Date	Initials	Date	Initials
Student name								

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CAMPS & EXCURSIONS PARENT CONSENT FORM
FOR TRANSPORT IN PRIVATE VEHICLES

Child's Name:

Class: Date of Activity:

A school activity has been planned which requires your child to be transported by private vehicle.

For this to occur the school is required to provide you with the following information.

MOTOR VEHICLE DETAILS

Type of Vehicle:

Registration No: Driver's Name:

Note: The driver named above holds a current and valid driver's licence and the motor vehicle is covered by a comprehensive insurance policy.

To enable your child to participate, you will need to complete the Parent Permission Form and return it to the school

PARENT PERMISSION			
<p align="center">My child has my permission to participate in the school activity, which requires the use of private transport.</p> <p align="center">I authorise the teacher in charge of the excursion to consent, where it is impracticable to communicate with me, to the child receiving such medical or surgical treatment as may be deemed necessary.</p> <p align="center">The school will not be held responsible for any cost involved.</p>			
Parent's Name		Phone No.	
Parent's Signature		Date	

Please Note: This form must be returned to the school where it will be retained by the class teacher to be taken on the excursion. After the excursion the permission form will be filed by the Office.





Application to use private vehicle on official duty

This form is to be used to request approval to use a private vehicle on official duty. Information collected on this form is required to determine the entitlement and the personal information provided will be kept secure against unauthorised use or disclosure. It is your responsibility to ensure all details are current and up to date by submitting another form if required.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting your Principal/Manager. Information about contacting the People Division is available at: <http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx> Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

Employee Details

Family Name:	Given name(s):
School Name/ Work Location:	Employee ID:

Details of Vehicle

Make:	Model:
Registration no.:	Registration Expiry Date: ____ / ____ / ____

Details of Vehicle Owner *(if employee is not owner of vehicle)*

Name of the registered owner of the vehicle:	Is the vehicle comprehensively insured? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your relationship to the vehicle's owner?	Are you as a driver covered by comprehensive insurance when driving the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No

Vehicle Insurance Details

Name of Insurer:	Policy Number:
Does the comprehensive insurance policy indemnify your employer as an additional insured, ensuring that the State of Victoria is covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Declaration by Employee

I declare that as the owner of the vehicle I will maintain the registration of the vehicle and a comprehensive insurance policy that includes liability at law by way of damages of not less than \$20 Million and indemnity for my employer, ensuring that the State of Victoria is covered or that as the driver of the vehicle I am covered by comprehensive insurance which covers my employer including the State of Victoria.

Employee Signature: _____ **Date:** ____/____/____

(electronic submission of this form constitutes acceptance of the above declaration)





Approval

Use of Private Vehicle approved for the period: Start Date: ___/___/___ End date (where applicable): ___/___/___

Principal or Manager's Signature: _____ Date: ___/___/___

Principal/Manager's Name (Please print): _____

The completed form should be kept on the employee's personnel file



