



Camps – Excursions – Incursions – Tours Policy

1. BACKGROUND

Our school's camps, excursion, and incursion program enables students to explore, extend and enrich their learning and social skills development. Activities (as defined in Section 3 of this policy) complement all aspects of the College's educational program, whilst providing further opportunities in the development of student confidence and self-esteem. Camps, excursions and incursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

The College Principal is responsible for the conduct of all excursions and must ensure:

- adequate venue selection
- safety, emergency and risk management
- informed consent from parents and student medical information
- appropriate staffing and supervision
- student preparation and behaviour
- department requirements are met for any adventure activities.

Our School must also ensure that:

- students are adequately prepared for excursions
- disciplinary measures for students on excursions are appropriate and consistent with our Student Engagement Guidelines.

2. PURPOSE & AIMS

The purpose of this policy is to:

- provide all children with the opportunity to participate in a sequential camping and excursion program
- provide shared class and year level experiences and a sense of group cohesiveness
- reinforce and extend classroom learnings
- provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance

Our College aims to:

- build a school environment based on our College Values of Excellence, Respect, Balance and Integrity
- provide successful activities that are cost effective, safe and well attended
- manage unacceptable behaviour in a positive and professional manner and establish well understood and logical consequences for student inappropriate behaviour
- ensure excursions are planned and approved appropriately
- ensure the selection of safe and suitable excursion venues
- ensure excursions are appropriately staffed

3. PRINCIPLES & DEFINITIONS

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#) 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](#).

Definition of ACTIVITIES

3.1 Excursion

An excursion is defined as an activity organised by our school (not including work experience) during which students leave the school grounds to engage in educational activities.

3.2 Incursions

Incursions are defined as any activity that involves school visitors who provide a performance or service for the students for a fee and which occurs within college grounds.

3.3 Camps / Outdoor or Adventure Excursions / Tours

- A **camp** is defined as any activity involving at least one night's accommodation (including sleep overs at school)
- A **tour** is defined as an activity arranged and run by a defined "Tour Company" E.g. G.E.T.
- **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>

4. IMPLEMENTATION

School Council will ensure that all 'Activities' (as defined above) comply with all DET requirements as per the Schools Policy and Advisory Guide

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

4.1 Planning of Activities

- 4.1.1 A designated '*Teacher in Charge*' (TIC) will plan, coordinate, and oversee the smooth running of each activity (Excursion, Incursion, Camp or Tour)
- 4.1.2 An **APPLICATION TO CONDUCT A CAMP EXCURSION OR INCURSION** **must** be completed in Hard Copy and on COMPASS prior to any activity occurring (see Appendix 1).

When presenting information to the Principal, the TIC must be aware that the Principal will consider the following:-

- a. The purpose of the excursion and its connection to student learning
- b. That all attending staff members have the competence to provide the necessary supervision of students throughout the excursion
- c. At least one appropriately trained/certified member of staff is able to provide [first aid](#)
- d. Supervisory adults who are not registered teachers have completed a Working with Children Check (see point 5)
- e. The location of staff and students throughout the excursion including during travel is documented and known and considered safe and appropriate
- f. A record of telephone contacts for supervising excursion staff is available and carried by the TIC
- g. A record of the names and family contacts for all students and staff is available and carried by the TIC
- h. Copies of the '[parental consent](#)' and '[confidential medical advice](#)' forms for those students on the excursion are available and carried by the TIC.
- i. Copies of all completed and approved forms (including risk management plans- see appendix 4) are available and carried by the TIC
- j. The *Student Activity Locator Online Form* has been submitted three weeks prior to the excursion (as per requirements contained within the application form).

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

- 4.1.3 An **APPLICATION TO CONDUCT A CAMP EXCURSION OR INCURSION** **must** be completed prior to any activity occurring (see Appendix 1).

- 4.1.4 It is expected that a list of students who will be attending/participating any given excursion/incursion or camp will be displayed in the College "staff lounge" on the noticeboard *at least ONE week prior to the activity*.
- 4.1.5 APPROVAL by College Council of Excursions, Incursions, Camps or Tours is required where adventure activities or overnight stays are included. Interstate and/or Overseas tours also require approval by the DET. Reference should be made to these requirements from the DET Policy & Advisory Guide.
- 4.1.6 Apollo Bay P-12 College is committed to ensuring students with additional needs/disability 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.

4.2 Risk Management and General Management during the Activity

- 4.2.1 If day excursions include adventure activities organising staff should consult the DET ['Adventure Activities'](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the principal's requirements.
- 4.2.2 The principal requires that a report from the Teacher in Charge occur after each activity if any mishaps or concerns have arisen including how improvement for prevention will occur for future activities of the same nature
- 4.2.3 Prior to seeking School Council approval for the activity (where the activity is considered adventure or is an overnight activity), organising staff are required to meet again with the principal and present him/her with all documentation, including the completed **APPLICATION TO CONDUCT AN EXCURSION** form (Apollo Bay P-12 College version of the DET School Council [Approval](#) Pro forma) and all required attachments. Planning staff should ensure that time permits for the matter to be placed on a School Council agenda.
- 4.2.4 The school will provide a first-aid kit for all activities outside of the school.
- 4.2.5 Teachers should carry their own mobile phones at all times during excursions.
- 4.2.6 Copies of completed Permission forms, signed Confidential Medical Forms, and an emergency phone contacts list must be carried by excursion/camp staff at all times. ALL forms must then be returned to the General Office immediately at the completion of any Excursion and any incidents reported accordingly.
- 4.2.7 The excursion roll must be marked via COMPASS prior to leaving the College grounds.
- 4.2.8 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe to themselves or others, or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.

4.3 Financial Considerations

- 4.3.1 The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 4.3.2 All camps will be budgeted for in conjunction with the Business Manager with detailed and accurate costing and then presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 4.3.3 Students will not be excluded from camps or excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal and/or AP. Decisions relating to alternative payment arrangements will be made by the Principal and/or AP on a case-by-case basis.
- 4.3.4 All families will be given sufficient time to make payments for individual camps. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

- 4.3.5 To assist in financial matters, parents have an opportunity to use their CSEF money if applicable to support Camps and Excursions for their child or children.
- 4.3.6 Any family who has not met the required alternative payment for a previous activity will be unable to participate in the continuation of the program or new programs until the outstanding payment is finalised.
- 4.3.7 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.

4.4 Student Inclusion and/or Exclusion from Activities

- 4.4.1 Permission forms and money must be returned to the office by the stated date and time. Late forms will not be accepted unless exceptional circumstances exist. The acceptance of any late forms shall be determined by the Principal.
- 4.4.2 Students who do not attend activities will be provided with suitable alternative arrangements at school.
- 4.4.3 **ONLY** students who continually demonstrate sensible and reliable behaviour in accordance with our college 'Behaviour Guidelines' and our basic expectations and values, will be permitted to participate in activities.

NOTE: Heads of Junior or Senior School in consultation with the Teacher in Charge of an activity and or the AP/Principal may determine a student's suitability to attend. Should the matter arise where a student may be deemed as "unsuitable" to attend a particular activity due to ongoing behaviour concerns or issues, parents will be notified. Where required or deemed necessary, *the final decision on attendance rests with the Principal in consultation with the Teacher in Charge of the activity and other necessary staff as deemed necessary or appropriate.*

- 4.4.4 *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.*
- 4.4.5 Disabilities that can present with challenging behaviour include Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. Refer item 4.1.6.

4.5 Student health

- 4.5.1 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.
- 4.5.2 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.

4.6 Electronic Devices

Students will not be permitted to bring electronic devices (iPods, iPads, Mobile Phones, etc) 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.

4.7 Parental Involvement

- 4.6.1 Parents may be invited to assist in the provision and supervision of school activities.
- 4.6.2 Parent volunteers may however be required to pay the accommodation and meals cost of the camp.
- 4.6.3 When deciding which parents will be invited to assist/attend, the Teacher in Charge will take into account;
- ✓ Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - ✓ The need to include either or both male and female parents.
 - ✓ The special needs of particular students.
- 4.6.4 Parents selected to assist with activities will be required to hold a current Working with Children Check Volunteer Status Card.

4.7 Accident and Ambulance Cover

- 4.7.1 Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic). Unless otherwise indicated, Apollo Bay P-12 College 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.
- 4.7.2 Travel Insurance shall be arranged for excursions that may involve a greater than normal risk, for example interstate or overseas trips. Information about travel insurance is available [here](#).

5. EVALUATION

This Policy will be reviewed as part of the College's ANNUAL review Cycle.

<u>DEFINITIONS:</u>	As per those contained within the Policy		
<u>REFERENCES:</u>	As per those contained within the Policy & Appendix 1 & 2		
<u>DATE RATIFIED:</u>	Term 1 2017	<u>DATE FOR REVIEW:</u>	Term 2 2019
UPDATED:	Term 2 2019 (14/05/19)		

Tiffany Holt
Principal

Tamara Gorrie
College Council President



APPENDIX 1- Teacher/Pupil Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	



APPENDIX 2- CAMPS & EXCURSIONS SCHEDULE

This schedule is subject to review and change.

Year Level	Yearly Camp/s Location & When	Excursions	Possible Tours
Prep	NA	Rock Pool Rambling	
Year 1	NA	Rock Pool Rambling	
Year 2	School Sleepover – Term 1	Rock Pool Rambling	
Year 3	Bimbi Park- Term 2		
Year 4	Kangarooobie – Term 3		
Year 5	Sovereign Hill- Ballarat- Term 3		
Year 6	Urban Melbourne Experience Term 3		
Year 7	Grampians- Term 4 December		
Year 8	Glenelg River Term 4- December		
Year 9	Bright/MacLeod P-12 Exchange x Beach - Term 1 x Snow - Term 3 Melbourne- Term 3 Week 9 Bronze Camp A/Bay – Term 4 First week in Dec.	IBL Activities- Wednesdays	
Year 10	Work Experience- Term 2 Last or second last week. Driver Ed- Term 4 Week 4		
Year 11	Melbourne Work Experience- Outdoor Rec Rubicon	VCE Units Specific to SACs Careers Expo - May	
Year 12	Study Camp - Term 1 Week 1 Outdoor Ed Tasmania - April	VCE Units Specific to SACs Careers Expo – May	
Years 10-12 Combined			International Tour Every Three Years- Next Tour 2019- November/December



APPLICATION TO CONDUCT AN INCURSION – EXCURSION – CAMP – TOUR

Please complete this form at least 3 weeks prior to an excursion or 6 weeks prior to a camp.

Excursion Name: _____
 Year Level/s _____ Total # of students attending: _____ Total cost per student \$ _____
 Date/s: _____ Teacher in Charge _____

COMPLETE THE FOLLOWING TASKS IN ORDER AS STATED

PRIOR to APPROVAL	Date	Signed
1. Discuss activity with Daily Org		
2. See Business Manager for costing (and complete COSTS INCURED table below)		
3. NOTIFY ALL staff of PROPOSED excursion/incursion via DL Email or Newsfeed		
4. Complete and attached a Risk Management Assessment Form		
5. Book College bus or arrange alternative transport as required <i>If College bus indicate drivers name:</i> <i>(Or) Name of Bus Company or Transport Group:</i>		
If overnight or adventure excursion also complete these tasks:	Date	Signed
1. Make accommodation and other bookings (e.g. tours etc.) <i>Attach Itinerary and Accommodation details to this application.</i>		
2. Complete section on Page 2 detailing all <i>Adventure Activities</i>		
3. Submit a copy of this application to the Principal for College Council approval		
SEE PRINCIPAL- EXCURSION APPROVED-	YES	NO
ENTER EVENT ON COMPASS	Signed + DateD	
1. Application to RICHY to generate <i>Parent Permission Forms</i>	Signed + Date received by RICHY	
2. Notify excursion to SAL http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx	Signed + Dated by TIC	

COSTS INCURED- COMPLETE this section with Business Manager	Total (Inc GST)
Accommodation (Not including food unless a package deal) Venue Name: _____ Contact Person at Venue: _____ Phone #: _____	
Food (meal costs)	
Transport (If College bus @ 60c per Km)	
Admissions - List the name of each venue requiring admission costs per head (attach separate sheet if necessary) 1. _____ 2. _____	
Incidentals (list any)	
Other	
ANY INCOME towards this Excursion? E.g. Grants/Donations/Fundraising Income from: _____ Total Amount \$ _____	Total Cost of Excursion (LESS any income) \$ _____

Total Cost \$ _____ / # of Students _____

Signed JUDY: _____

Sub Program #: _____

Cost per student = \$ _____

EXCURSION DETAILS AS PER COMPASS

Event Details		Save	
Event Name:	<input type="text"/>		
Description / Educative Purpose:	<input type="text"/>		
Date Range:	Start:	<input type="text"/> <input type="text"/>	Select a period... <input type="text"/>
	Finish:	<input type="text"/> <input type="text"/>	Select a period... <input type="text"/>
Location:	Campus:	<input type="text" value="ON/OFF"/>	Room: (Choose date and time-range first) <input type="text"/>
	Custom location:	<input type="text"/>	
Additional Event Details:	<input type="text"/>		
Dress Code:	<input type="text"/>		
	eg. Full School Uniform, Sport Uniform, Neat Casual		
Transport:	<input type="text"/>		
Consent:	<input type="checkbox"/> Parental consent is required for this event		
Default Cost per-attendee:	<input type="text" value="0"/>		

Roll Marking Mode:	<input type="text" value="Normal"/>
Attendance Code when marked Present:	<input type="text" value="Excursion or Camp"/>
Administration Details:	<input type="text" value="Add any additional important information here:"/> <input type="text"/>
Faculty / KLA:	<input type="text" value="This event is not associated with a faculty"/>
Risk Management:	Please review the DET event planning guidelines. <input type="checkbox"/> I have read and understand these guidelines
School Council Approval:	School Council approval is required for events that involve interstate travel, overnight stays or high risk activities. <input type="checkbox"/> This event requires School Council approval
DEECD School Activity Locator:	DET school approved camps and excursions must be entered into the Student Activity Locator (SAL) database at least three weeks prior to the activity. Click here to open the SAL

Indicate all Adventure Activities to be undertaken on this excursion:

1. Activities:
2. Staff who hold any special qualifications to oversee the activities?
3. Will qualified instructors be provided at the activity? YES / NO

Excursion APPROVED by: _____

Principal: _____
 College Council: _____

Date: _____
 Date: _____

Risk Management Assessment Form

Emergency Management Assessment

Assess each of the following hazards and any others you think relevant and complete table below:

1 Bushfires 2 Severe storms and flooding 3 Earthquake 4 School Bus Accident or Vehicle Incident	5 Missing Student 6 Medical Emergencies 7 Incidents 8 Aggressive student behaviour	9 Intruders 10 Internal fires and smoke 11 Snakes and other wildlife 12 Other relevant to camp area 13 Other relevant to overall excursion
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Potential Event (use number from above)	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Emergency Services Phone Numbers and Locations:

- Police** - Phone: () _____ at _____
- Fire** - Phone: () _____ at _____
- Doctor** - Phone: () _____ at _____
- Hospital** - Phone: () _____ at _____
- Ambulance** - Phone: () _____ at _____
- Other** - Phone: () _____ at _____

