Rationale

Camps and tours are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Purpose

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of students’ physical and cultural environment.

Broad Guideline

All excursions, camps and tours must be approved by the Principal prior to any bookings being made. Once approved by the Principal, all camps, tours and high risk excursions require School Council approval. The organising staff member must submit all necessary approval paperwork to School Council, via the Principal or Assistant Principal.

Prior to conducting a camp or excursion, the Department’s requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- Safety, Emergency & Risk Management, including Bushfires
- Student Preparation
- Student Medical Information
- Safety Guidelines for Education Outdoors

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


Once the excursion has been approved, the organising staff member will complete the ‘Notification of School Activity’ at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the excursion departure date.

The Principal is responsible for the approval of all single-day excursions. A range of factors are taken into consideration by the Principal and/or School Council, including:

- The contribution of the activity to the school curriculum;
- The adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD;
• Information provided by community groups and organisations that specialise in the activity proposed;
  • Appropriateness of the venue and timing of activity;
  • The provisions made for the safety and wellbeing of students and staff;
  • The experience and competence of staff relevant to the activities being undertaken;
  • The adequacy of the student supervision;
  • The high risk nature of some activities;
  • Emergency procedures and safety measures;
  • Staff-student ratios; and
  • Student experience.

**Bushfire Awareness**

Prior to any camp or excursion the Principal or nominee will check with the appropriate authority for any bushfire activity or alerts in the vicinity of the activity. A decision regarding continuation of the activity will follow.

In the event of a bushfire, if possible, the group will 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 staff will :
  • 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. Staff will:
  • 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.

Prior to the camp or excursion, parent/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.
**Expectations**

- The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions, camps and tours.
- The Principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The Principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Early Childhood Development (DEECD) will not be involved in any expense associated with the conduct of excursions.
- Prior to conducting a camp or excursion, the approval of the Principal (and School Council where applicable) is required. School Council must approve overnight or adventure activities.

Students cannot participate in paid extra curricular activities (Snow Camp, RACV Challenge, etc) until parent contributions including Essential Education Items fees (except Building Fund Donation, Library Fund Donation and Maintenance & Improvement Levy) have been paid in full or until an agreement in writing has been made and activated by Dingley Primary School to pay the fees by instalments and instalments are up to date.

**Arrangements for payments**

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

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment has not been finalised by published timeline will not be allowed to attend unless alternative payment arrangements have been previously organised with the Principal or Business Manager.

**Evaluation**

*School Council will review this policy every 3 years or as directed by DEECD.*

<table>
<thead>
<tr>
<th>This policy was ratified by School Council on</th>
<th>20th May 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL</td>
<td>Gaye Peel</td>
</tr>
<tr>
<td>SCHOOL COUNCIL PRESIDENT</td>
<td>Phil Henderson</td>
</tr>
</tbody>
</table>
## Appendix A

### Pupil / Teacher Ratios

<table>
<thead>
<tr>
<th>Activity</th>
<th>Enclosed Waters</th>
<th>Open Waters</th>
<th>Open Waters, Adverse</th>
<th>Snow Activities</th>
<th>Surf Activities</th>
<th>Swimming</th>
<th>Riding School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boats, Small Sailing - (Dinghies, Catamarans)</td>
<td>1:8</td>
<td>1:6</td>
<td>1:4</td>
<td></td>
<td></td>
<td></td>
<td>1:1 Basics</td>
</tr>
<tr>
<td></td>
<td>Enclosed Waters</td>
<td>Open Waters</td>
<td>Open Waters, Adverse</td>
<td>Snow Activities</td>
<td>Surf Activities</td>
<td>Swimming</td>
<td>1:5 Beginners</td>
</tr>
<tr>
<td></td>
<td>1:8</td>
<td>1:6</td>
<td>1:4</td>
<td></td>
<td></td>
<td></td>
<td>1:8 Semi-experienced</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Snow Activities</td>
<td>Surf Activities</td>
<td>Swimming</td>
<td>Riding School:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1:1 Experienced teacher with instructor</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Snow Activities</td>
<td>Surf Activities</td>
<td>Swimming</td>
<td>2 Experienced teachers if no instructor or group exceeds 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ropes Course:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Snow Activities</td>
<td>Surf Activities</td>
<td>Swimming</td>
<td>1:12 3 students to any one element, 1 participating, 2 spotting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NOTE: No student on any element unless supervised</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Snow Activities</td>
<td>Surf Activities</td>
<td>Swimming</td>
<td>Note: 2 qualified staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 teacher/instructor in water and 1 teacher/instructor on beach</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No student on any element unless supervised</td>
</tr>
</tbody>
</table>

**NOTE:**
Appendix B

Pro-forma for School Approval for all Camps

*This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

1. **Camp Location / Phone**

   Name of Camp: ___________________________________________________________
   
   Name of nearest town: ___________________________________________________
   
   Address of Camp: _______________________________________________________
   
   __________________________ Postcode: ___________________
   
   Telephone of Camp: (     ) ______________________________________________

   **Emergency Services Phone Number and Locations:**

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

   **Type of Camp Accommodation:**

   Canvas ☐ Bunkhouse ☐ Chalet ☐
   
   Motel ☐ Hotel ☐ Other ☐

   If other, please give details: ______________________________________________________________________

2. **Dates / Times**

   Leave School at am/pm on (day/month/year)
   
   Arrive back at School ___________ am/pm on _______________________ (day/month/year)
   
   No. of days of Camp: ______________________________________________________________________
Is this Camp in:  
- School time only?  
  YES ☐  NO ☐
- Holidays time only?  
  YES ☐  NO ☐
- School time and holidays/weekends time?  
  YES ☐  NO ☐

Does this camp clash with any major school activities on the School calendar?  
YES ☐  NO ☐

If YES, list these activities: ______________________________________________________

_____________________________________________________

_____________________________________________________

3. **Staff included**

Teacher(s)-in-charge: ____________________________________________________________

No. of extra staff required to meet safety ratios:

Male: _______________  Female: _______________  Totals: _______________

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: ________________________________  Position: ___________________________

Mr / Mrs / Ms: ________________________________  Position: ___________________________

Mr / Mrs / Ms: ________________________________  Position: ___________________________

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios?  
YES ☐  NO ☐

Can these ratios be met with the above staff requested?  
YES ☐  NO ☐

4. **Student Numbers / Age**

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _______________  Girls: _______________  Totals: _______________

Age range of most students: ____________________________ to ____________________________

Cost of camp (per student): $ ____________________________

5. **Educational aims of Camp** *(state briefly)*
6. Method of Travel / Route

Travel to the Camp: ____________________________________________________________

Travel back to School: __________________________________________________________

Travel while at Camp: ___________________________________________________________

Are staff member’s cars involved? □ YES □ NO

If YES, complete the details below:

<table>
<thead>
<tr>
<th>CAR OWNER</th>
<th>TYPE</th>
<th>REG. NO #</th>
<th>INSURANCE</th>
<th>COMPANY</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
<td></td>
<td>YES ☐ NO ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td></td>
<td></td>
<td>YES ☐ NO ☐</td>
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<td>Y</td>
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<td>YES ☐ NO ☐</td>
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<tr>
<td>Y</td>
<td></td>
<td></td>
<td>YES ☐ NO ☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff member’s driving buses? □ YES □ NO

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

<table>
<thead>
<tr>
<th>NAME OF STAFF</th>
<th>LICENCE NUMBER</th>
<th>EXPIRY DATE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

NOTE: If a BUS is hired (self drive or with company driver) staff are requested to ensure the vehicle has seat belts on all seats.
**Route**

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).