



Camps & Excursions

POLICY

Rationale:

- Schools are responsible for ensuring that camps and excursions and outdoor activities are thoroughly planned, checked and documented in accordance with Department of Education and Training guidelines.
- All excursions requiring school council approval meet the requirements of the Safety Guidelines for Education Outdoors.

Aims:

- Schools Councils are responsible for approving:
 - overnight excursions
 - camps
 - interstate/overseas visits
 - excursions requiring sea or air travel
 - excursions involving weekends or vacations
 - adventure activities

Implementation:

The excursion planning and approval process should take into account the following considerations:

- The educational purpose of the excursion and its contribution to the curriculum.
- Maintenance of full records, including documentation of the planning process.
- The suitability of the environment and/or venue.
- Safety, emergency and risk management:
 - Assessment of excursion risks
 - Procedures in the event of an emergency
 - Arrangements if the excursion needs to be cancelled or recalled
 - Completion of an online notification of school activity form three weeks prior to the activity
 - First aid requirements
 - Any other measures necessary for student and staff safety and welfare
- Staffing and supervision:
 - There are sufficient staff to provide appropriate and effective supervision
 - The experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities
 - There are appropriate levels of supervision in view of the activities undertaken and students involved.
- Informed consent from parents and carers

- Adequate student and staff medical information
- Student preparation and behaviour
- Requirements for any adventure activities (see DE&T list)
- Transportation requirements
- Communication requirements
- That staff and students have appropriate clothing and personal equipment
- That group and technical equipment is in good condition and suitable for activities undertaken
- That continuous instruction is provided for students remaining at school during absence of staff accompanying the excursion
- Any information which has been provided by specialists in the activities proposed
- Requirements for interstate or overseas excursions

The teacher in charge must submit the completed *Approval Proforma for all Excursions and Activities Requiring School Council Approval* prior to undertaking the activity.

Who approves the excursion?

Excursion type	Then it must be approved by
<ul style="list-style-type: none"> • Overnight excursion • Camps • Interstate and international visits • Excursion requiring sea or air travel • Excursions involving weekends or vacations • Adventure activities 	<ul style="list-style-type: none"> • The school council, or • Both school councils when it is a joint activity involving another school <p>and</p> <ul style="list-style-type: none"> • The <i>Safety Guidelines for Education Outdoors</i> must be followed.
<ul style="list-style-type: none"> • Day excursions (other than those approved by school council). 	<ul style="list-style-type: none"> • The principal, or • Both principals when it is a joint activity involving another school

- Staff employed by the Department who travel interstate must get approval from the Principal.
- Principals who travel interstate must get approval from the Regional Director.
- Staff and Principals must gain approval from the Regional Director to travel overseas.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

Signed	
School Council President	Date
Bob Bextream	
Principal	Date
Leah Willis	

This policy was last ratified by School Council on....

15/08/2016