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 change must submit the completed Approval Proforma for all Excursions and Activities Requiring School Council Approval prior to undertaking the activity.

**Who approves the excursion?**

<table>
<thead>
<tr>
<th>Excursion type</th>
<th>Then it must be approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight excursion</td>
<td>The school council, or</td>
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<tr>
<td>Camps</td>
<td>Both school councils when it is a joint activity involving another school and</td>
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<tr>
<td>Interstate and international visits</td>
<td>The Safety Guidelines for Education Outdoors must be followed.</td>
</tr>
<tr>
<td>Excursion requiring sea or air travel</td>
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<tr>
<td>Excursions involving weekends or vacations</td>
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<tr>
<td>Adventure activities</td>
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<td>Day excursions (other than those approved by school council)</td>
<td>The principal, or</td>
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<td></td>
<td>Both principals when it is a joint activity involving another school</td>
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</tbody>
</table>

• 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.

<table>
<thead>
<tr>
<th>Signed</th>
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<tbody>
<tr>
<td>School Council President</td>
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<tr>
<td>Bob Bextream</td>
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<tr>
<td>Principal</td>
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<tr>
<td>Leah Willis</td>
</tr>
</tbody>
</table>

**Date:**

This policy was last ratified by School Council on.... 15/08/2016