

Jell Park Primary School

Excursion & Camp Policy

Purpose:

School Excursions are an integral part of the school's learning programs. They provide students with experiences to develop, consolidate and extend their knowledge and skills and to relate their learning to real life experiences. School Excursions broaden students' opportunities to interact with/in the wider community and provide opportunities to interact with groups and organisations not always readily available for family access.

Guidelines:

1. Supervision

- Every excursion must be under the direct control of a teacher with at least one other excursion staff member being present (small group activities excluded). Ratio 1: 20
- On walking and activity excursions at least two adults must accompany a class grouping of students, one of whom will be the teacher responsible for the class. Ratio varied according to activity (See attached Teacher:Pupil Ratios document)
- For groups on walking excursions other than class groups eg. Sporting teams, environmental groups etc, there must be at least one adult for every ten students, or part thereof. At least half the number of adults making up this ratio must be a member of staff.
- On excursions requiring bus transport there must be one adult per twenty students, or part thereof, in most circumstances. It is preferred that a minimum of two adults should accompany any bus group.
- On school camps there will be a minimum of one adult for every ten students, or part thereof. Campsite staff may be included in this ratio with the approval of the Principal and School Council. (See attached appendix for departmental guidelines on Pupil / Teacher ratios.
- For overnight activities, excursion staff should include at least one person of each gender.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions and camps. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal (or nominee), in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School's Welfare and Discipline Policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal (or nominee), may determine that a student should return home during a camp or excursion at the parents' expense.

2. Safety

- All safety requirements must be considered and adequately resolved prior to the excursion. Telephone numbers of all emergency services must be provided to the school, and be taken on the excursion. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

Reference:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx>

- The Teacher in Charge will ensure all students and adults attending the excursion are aware of any evacuation and emergency procedures.

3. Bus Transport

- Buses for all school excursions, camp travel and swimming travel must be seat-belted with one child or adult per belted seat. Use of an unbelted bus may be used at the Principal's discretion in unforeseen circumstances.
- Local sports travel buses, at present, do not require seat belts, but are preferred.
- On sports travel buses, children may sit three to a double seat if they are under 12 years old. Those children 12 or older must have their own seat.

3. Private Vehicles

- When small numbers of students need to be transported to external venues, private cars may be used for transport. It is preferred that a minimum of two students be present in each car, but this will be subject to the principal's approval.
- Any private vehicle used to transport students must be registered, comprehensively insured, have a state indemnity clause included in the policy and be driven by the holder of a current full driver's licence. See Private Vehicle Transport form

4. Payment

- 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 nominee). Decisions relating to alternative payment arrangements will be made by the Principal (or nominee) in consultation with the appropriate staff, on an individual basis.
- Excursion payments will be collected annually, with the amount set by School Council.
- All families will be given sufficient time to make payments of the Excursion Levy. Parents will be provided with information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Principal (or nominee).
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Implementation:

1. All excursions and camps must be approved by the Principal (or nominee).
 2. Parent/guardian approval is required prior to a student participating in an excursion or camp. The following parental permission and/or information is required:
 - consent for the school to seek emergency treatment for a student, if necessary
 - notice of medical conditions or allergies of a student and any treatment necessary
 - consent to a student being sent home in the advent of serious misbehaviour.
- Each excursion is required to have documentation prepared for approval as per the relevant Teacher & Administration Checklists (attached).
 - All completed documentation will be available for approval by the Principal and the School Council, in a timely manner.
 - Level coordinators are responsible to ensure the school procedures are followed. The Principal must approve all documentation for excursions/incursions and camps prior to permission notices being distributed to parents.
 - Parent permission notices are to be distributed at least 2 weeks prior to the activity where possible.
 - Excursion Helpers are to be notified of their selection to assist at least one week prior to the excursion, if at all possible.
 - All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion. (Refer to departmental guidelines for Risk Management and Risk Assessment).
 - The teacher in charge must ensure that an epipen is carried for each student with an anaphylactic allergy.
 - Drivers of private vehicles must complete an Authority to Transport Students, which will be endorsed by the Principal.
 - Before giving permission for their child to be transported in a private vehicle, parents must be provided with the name of the driver and registration number of the vehicle. Any child travelling in a private vehicle must wear an individual, approved seat belt.
 - A student may not sit in the front passenger seat of a vehicle fitted with a Front Seat Passenger Airbag under the age of 12 years, or if they are unusually small for their age.
 - All staff must carry a mobile phone on all excursions.
 - Drivers of private vehicles transporting students will be requested to return the copies of 'Permission to Travel' forms to the school office at the conclusion of the excursion.
 - Children must wear full school uniform on all school excursions and this needs to be referred to in the parent advice information for the excursion.
 - Each child must wear a school identification lanyard.
 - The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.

- A debriefing by the Excursion leader will occur with the Principal (or nominee), on return to school. Overnight excursion Leaders will make telephone contact at least each afternoon of absence from school.

References:

- Additional forms and linked policies are available on the DET website:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Additional Forms for Safety Guidelines are available from:
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorforms.aspx>

Appendices:

- A: Pupil/Teacher Ratios
- B: Camps Risk Management Assessment Form
- C: General Excursion Risk Assessment Form
- D: Authority to Transport Students
- E: Checklist Administration
- F: Checklist Teachers

Evaluation:

This policy will be reviewed as part of the school's four-year review cycle, unless circumstances dictate otherwise.

Pupil / Teacher 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</p> <p>NOTE: No student on any element unless supervised</p>
<p>Base 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</p> <p>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</p> <p>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</p> <p>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</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

CAMPS Risk Management Assessment Form

Section 1 – Environment Emergency Management Assessment

Venue Assessed – _____ for month of _____

'Enter Name' Camp offers a safety introduction including information on emergency meeting points, demonstration of emergency sirens and detailed information on boundaries and potential safety hazards around the camp.

In extreme situations, Jells Park will defer to 'Enter Name' safety procedures.

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

•	• •	• • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate			<ul style="list-style-type: none"> Medical Emergencies Severe storms and flooding 	<ul style="list-style-type: none"> Bushfires
	Low		<ul style="list-style-type: none"> Internal fires and smoke Incidents Earthquake Aggressive student behaviour 	<ul style="list-style-type: none"> Snakes and other wildlife School Bus Accident/Vehicle Incident Missing Student • 	<ul style="list-style-type: none"> Intruders
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact	Medical Emergencies	<ul style="list-style-type: none"> Adult with transport Contact details of emergency Coonawarra safety procedures
	Severe storms and flooding	<ul style="list-style-type: none"> Coonawarra's safety and emergency procedures
	Bushfire	<ul style="list-style-type: none"> Follow Camp Procedure

Very high, High, Moderate or Low likelihood / High and Very High Impact	Intruders	<ul style="list-style-type: none"> • Ongoing supervision of students • 'ENTER NAME' safety procedures
	Snakes and other wildlife	<ul style="list-style-type: none"> • First aid equipment • Teacher with transport • 'ENTER NAME' safety procedures
	School bus accident/incident	<ul style="list-style-type: none"> • Teachers with mobile phones • Buses with seatbelts • 'ENTER NAME' safety procedures
	Missing students	<ul style="list-style-type: none"> • Teachers with mobile phones • Teacher vehicle • Camp rules and boundaries • 'ENTER NAME' safety procedures

Appendix C:

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date: Camp :	Supervising Teachers:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number	Sleep walking	Make other cabin members aware of potential sleep walking Teacher/parent patrols
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment	Clothing for bushwalking and extreme conditions	A clothing list will be provided to students which will outline appropriate clothing.
Environment Factors that impact on the activity e.g. Weather, terrain, water	Cold/Wet conditions	A clothing list will be provided to students which will outline appropriate clothing. Drying room available for wet clothes

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

**JELLS PARK PRIMARY SCHOOL
AUTHORITY TO TRANSPORT STUDENTS**

DRIVER'S NAME:

ADDRESS:

CAR REGISTRATION NO:

COMPREHENSIVE INSURANCE POLICY HELD WITH:

.....

DRIVER'S LICENCE NO: EXPIRY DATE:

I am the holder of a current full driver's licence and I agree to use my vehicle to voluntarily transport students of Jells Park Primary School to and from specific events. I understand that I will receive no financial return for this gesture. I also understand that liability for any damage to my vehicle during these activities will be my responsibility.

DRIVER'S SIGNATURE: DATE:

PRINCIPAL'S SIGNATURE: DATE:

Checklist – Administration

 Excursion Incursion Camp

Level: _____

Level: _____

Name of Event: _____

Dates: _____

Name of Teacher in charge: _____

Excursion / Incursion

1. Check received all four forms from Teachers (Booking Form, Costings, Risk Analysis, Draft notice)		
2. Ensure Purchase Order forms are completed for any expenditure (buses, venue, foods, etc)		
3. Ensure activity is in the School Calendar (electronic)		
4. Complete online Student Activity Locator in eduweb Emergency Management		
5. Complete the School Council Approval Form Template (incl. activity details, budget, itinerary, staffing, parent helpers, transport, ratios, risk assessment etc)		
6. Inform 'contractors' (Music, SRI, Kids Hope etc) of activity via email		
2-3 weeks prior - Send out Parent Notice. Ensure Parent Notice is uploaded on the Website, and Skoolbag (at the same time as email distribution). Put on Family Invoices where appropriate.		
Set up event on Qkr – Cost, Forms, Parent Helper, Notifications etc		
Permission Forms – Collate permission forms by class and follow up outstanding forms		
Qkr Follow up – Save Qkr forms to T Drive once a week until all are received		
Parent Helpers – Scan hard copy parent helper forms & save Qkr forms to T Drive. Email teachers the day before the notice is due back that parent helper forms are saved. Ask teachers to email once they have chosen their parent helpers.		
Parent Helper Forms – Once teachers have emailed through their parent helpers, check selected parent helpers have a WWCC on file at the office. Prepare parent helper notices and save to T Drive. Email teachers to send home Parent Helper paperwork.		
1-3 days prior - Permission slips provided to teachers via scanned and email originals to teachers (archive the original) QKR – emailed to teachers and then saved in excursion folder on T drive		
After the excursion Follow up Creditor Invoices and complete Excursion Reconciliation		

CAMPS ONLY - 8 weeks or more prior

Check Steps 1 to 6 (as above) are completed	
Enter charges and invoices onto Cases 21	
Send out Parent Notice. Ensure Parent Notice is uploaded on the Website, QKR and Skoolbag (at the same time as email distribution).	
All permission slips and deposits returned by Date: _____	

3 weeks prior - Check parent helpers have a WWCC on file at the office. Helpers to be provided with a Parent Helper form.	
After Camp	
Provide refund for non-attending students that have provided a medical certificate	
Reverse charges for other non-attending students	
Follow up Creditor Invoices	
Complete costing reconciliation	
Archive permission slips	

Checklist – Teachers

 Excursion Incursion Camp

Level: _____

Name of Event: _____

Dates: _____

Name of Teacher in charge: _____

Excursion/Incursion Booking Information Form- Save to T Drive	
Calculate cost of excursion – Save all quotes/invoices to T Drive	
Risk Analysis – Save to T Drive	
Draft Parent Notice – draft only the information to parents about how, why, when.- Save to T Drive	
Prepare Purchase Orders for Entry, Buses, Visitors etc	

At the
time of
booking
– Prepare
the
following
documen
ts and

save to T Drive. Email Jells.park.ps@edumail.vic.gov.au when the documents are ready.

Prior to event

Allocate 'non-attending' students to alternative classes	
Cancel Classroom Parent Helpers and Volunteers - Office will advise music teachers & Kids Hope Mentors	
Yard duty swapped for staff attending- email office of the swaps	
Notify Specialists	
Camp: Prepare and send out medical forms, clothing lists, dietary requirement forms etc	
Camp: Meet with chosen parent helpers to go through roles and expectations while on camp. Give parents a copy of 'Parent Guideline for Camp'.	

Progress Check

2 weeks prior: Prepare event schedule for the day of the event (for office, music, kids hope etc)	
1 week prior: Advise office of selected Parent Helpers	
1 week prior: Ensure lanyards are available for all students attending the event	
48 hours prior: Ensure team/level staff is updated and informed of preparation for all activities	
48 hours prior: Double check that team/level staff have completed all allocated tasks	

On the day of departure to Camp or Excursion

(Scanned Copies of Parent Consent forms taken to camp or on excursion)	
Bus list to the office (detailing students, staff and parents on each bus including phone numbers)	
Collect Anaphylaxis, Allergy and Asthma kits for relevant students (remember to sign out)	
Collect First Aid Kits (remember to sign out)	
Camps: Completed Medical Forms collected and taken on camp	
Camps: Detailed itinerary left with office	
Camps: Emergency contacts left with office (staff/parent/venue/bus etc.)	