

JELLS PARK PRIMARY SCHOOL Outdoor Education Policy

Purpose

An effective Outdoor Education program provides valuable educational and social opportunities for students in settings and circumstances outside everyday school life.

The School Camping aspect of the Outdoor Education program provides new physical challenges for students and encourages them to develop responsibility for themselves and others.

Guidelines

- All students from Prep to Year 6 will be provided with the opportunity to participate in a sequential range of outdoor activities that encourage physical development.
- All students will have opportunities to participate within a large group setting and beyond normal school times, which encourage both social and self-development.
- All students will have access to the program regardless of gender, race, family, circumstances or special need where suitably trained, experienced staff can be provided.
- All Outdoor Education activities are subject to staff availability, both to attend the activity and to maintain the school programs at a satisfactory level.
- A range of environments will be used, in which students can experience a variety of outdoor activities not normally available at school, but which are linked to classroom studies.
- An inclusive camping program, using sites registered and approved by DEECD and school-inspected venues, will be provided sequentially throughout the school. Venues will not be tent accommodation, unless specifically approved by School Council.
- All buses used to travel to and from venues, will be fitted with seatbelts

Implementation

1. Outdoor Education venues, activities and experiences will be linked to the current, year-level Integrated Unit of Study and will incorporate some features of the VELS Physical, Social and Personal Learning strand.
2. Outdoor Education experiences, including camps, will be organised according to DEECD guidelines, with all required documentation undertaken within the designated timeframes and distributed to the appropriate body.
3. The teacher in charge of the camp must complete the 'Notification of School Activity' for DEECD. Notification of School Activity' link: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
4. The teacher in charge of a camp is required to complete a Camps Risk Management Assessment Form (Appendix B)
5. Staff/student ratios will be 1:20, with an overall ratio of 1 adult to 10 students. In the overall ratio there must be an equal, or higher, proportion of teachers to other adults. (see Appendix A)
6. Supervising staff (teachers and Parent Helpers) on school camps must include both male and female members.
7. Dates for all Outdoor Education activities will be determined at the beginning of each school year.
8. School Council will approve all Outdoor Education experiences.
9. School Council will need to be notified in time for their approval to be communicated to parents at least one term in advance for School Camps.
10. School Council is required to approve all teachers and Parent Helpers attending a school camp.
11. Parent Helpers must have a current 'Working with Children' registration.
12. Information nights and/or written information will be provided for parents well in advance of all Outdoor Education activities.
13. The opportunity will be provided for payments for Outdoor Education activities to be made in instalments however, full payment must be completed one week prior to the event for Outdoor Education activities other than Camps. Payment for Camps should be made several weeks prior to the Camp date.
14. Parent Helpers attending any Outdoor Education activity, including school camps, will not be expected to pay the cost of the activity.

15. Staffing of Outdoor Education activities will involve class teachers of the relevant year level as well as other supporting staff, provided this results in minimum disruption to the rest of the school's programs.
16. Parent Helpers will be selected to participate in Outdoor Education activities according to the guidelines set out in Parent Helpers Guidelines and School Excursion Policy documents.
17. Parents attending any Outdoor Education activity, including Camps, would be expected to follow Parent Helper Guidelines.
18. A Level 2 First Aid trained teacher will attend all Outdoor Excursions. The teacher will also be responsible for administering any medication, as directed in writing by a parent and required by a student attending.
19. Teachers attending an Outdoor Education activity will be trained in EpiPen usage and Anaphylaxis Management.
20. Teachers are required to carry a mobile phone for all Outdoor Education activities.
21. In consultation with parents regarding notification of nutritional requirements and food allergies and/or some students with Anaphylaxis Management plans, the Teacher in Charge of the Outdoor Education activity will, to the best of his/her ability, ensure that foods and liquids provided for the duration of the activity would not be harmful to particular students.
22. The Jells Park Code of Conduct for students applies to all students at camp. If any student behaves in a manner that endangers him or her self or others or damages property, parents will be contacted and asked to collect their child. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
23. At the discretion of the Principal, any student who has demonstrated that they are likely to endanger themselves or others, damage property or interfere with the learning of others at the Camp, may be excluded.
24. Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge of the Camp will communicate with this person in regards to the anticipated return time.
25. Outdoor Education Program – Sequential progression of Camp experiences:
 - Preps,
Early evening attendance at school for approximately 1 ½ to 2 hours, involving a group activity and/or entertainment and light dinner or supper.
 - Year 1 and Year 2.
An early evening school-based or off-site activity. involving a group activity and/or entertainment and light dinner or supper. This may be an individual Year Level activity or involve the joining of the two Year Levels together.
 - Year 3
An overnight 'sleep-over' at Ballarat.
 - Year 4
A Camp of two nights duration held at Phillip Island.
 - Year 5
A Camp of four nights duration held at Coonawarra.
 - Year 6
An Educational Tour/ Camp of four nights duration to Canberra.
 - Year 5/6
A bi-annual invitation will be offered to students to express an interest in attending Somers School Camp. This is a nine-day camp and involves students from a large number of different schools.

References:

- Additional forms and linked policies are available on the DEECD website:
For Principals and Administrators > School Policy Advisory Guide > Student Safety > Excursions and Activities Link: [DEECD Excursion Policy](#)
- Additional Forms for Safety Guidelines are available from [Safety Guidelines for Education Outdoors](#)

Appendix:

- A: Pupil/Teacher Ratios
- B: Camps Risk Management Assessment Form

Evaluation

- Review of this Policy will occur as part of the school's four yearly review cycle or sooner, if required.

Refer also to:

First Aid Policy

Asthma Policy

Anaphylaxis Management Policy

School Excursions Policy

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 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 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</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 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 _____

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

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

Section 2 General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
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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		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

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.