



Camp Policy

Teamwork – Honesty – Respect – Belonging

Rationale

Activities such as excursions, incursions and camps are developed to broaden student experience and complement the school curriculum. An excursion is an offsite visit for learning purposes (including camps and adventure activities). An incursion is when a guest speaker or educational provider comes onto school grounds for learning purposes.

The focus of activities should be to extend and enrich the students' experience and understanding and expose students to learning experiences that they might not otherwise have. They may also provide students with the opportunity to participate in sporting, cultural, community or citizenship events.

The purpose of this policy is to ensure that excursions and incursions are planned effectively and conducted safely.

Planning and Approvals

When undertaking activity planning, Assistant Principals, teachers, school council and others involved in school activities (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

- The School Assistant Principal will ensure that appropriate emergency and risk management planning is undertaken for activities.
- All activity staff and where appropriate, students, must be made familiar with emergency procedures for each excursion or incursion.
- Activity planning must cover arrangements if the activity needs to be cancelled or recalled (for example, due to forecast severe weather conditions).
- School Council must approve overnight excursions, camps, interstate and international visits, excursions requiring sea or air travel, excursions involving weekends or vacations and adventure activities.
- For an excursion requiring school council approval the approval proforma must be completed and submitted to the school council before the excursion can proceed. **Organising staff must complete an Activity Approval Form** (see Appendix A) for all activities and submit this to the Assistant Principal for approval, along with an **Activity Risk Assessment** (see Appendix B) as early as possible before the event.
- Organising staff must log details of the excursion or camp onto the online Notification of School Activity Form **three weeks prior to the activity** at:
<https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>
- **Organising staff must complete a SAHPS Activity Checklist** (see Appendix C) to support effective communication and to support appropriate excursion/incursion planning and safety.
- Organising staff must obtain quotes for costings (bus, venue, food, etc.) and see the Business Manager for costing per student. Purchase orders must be completed on eSchools.

- When planning activities, organizing staff should ensure that adequate and appropriate preparation of staff and students takes place. This should include organizational arrangements, safety arrangements, that staff and students have appropriate clothing and personal equipment, expected standards of student behaviour and that in extreme cases students may be sent home from an excursion at the cost of the parents.
- Organising staff must ensure that that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- All records pertaining to activities are to be maintained, including documentation of the planning process.

Permission

- **The St Albans Heights Primary School Activity permission note template must be used to draft permission notes** (see Appendix D). A draft of the activity permission note must be proof read by a member of the Leadership Team and sent to Carole Murador who will finalise and arrange distribution.
- For excursions and incursions permission notes must go home 3 weeks prior to the activity date. This allows parents/caregivers 2 weeks for payment as payments must close 1 week prior to the activity to allow for reconciliation. **For camps and more costly activities a longer time frame must be given for families to arrange payment.**
- Signed and dated permission notes that clearly outline the activity dates and times must be signed by a parent or caregiver prior to any activity. Any payments must also be made before any excursion or incursion
- If written permission is unable to be obtained, a parent or caregiver may give a verbal agreement that their child is able to attend the activity. This is to be noted with the date and preferably a witness. Parents/caregivers will be required to sign the permission form on return to school.
- In the case of a local walking excursion, parents/caregivers may sign the walking permission note to last for the duration of the school year. This will only apply if no money is to be collected for the excursion and the excursion is within accessible walking distance.
- In the case of a local walking excursion, parents will still be notified of dates, times and the purpose of the walking excursion as a courtesy.

Communication

- Parents/caregivers will be advised of contact telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
- During an activity, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the school based contact person and not personnel on excursion as this will keep the telephone lines free at the excursion site.
- Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.

Emergencies

- In the event of an emergency, accident or injury, staff on the excursion will:
 - take emergency action
 - immediately notify the School Assistant Principal, who will make arrangements for the Department's Security services (Emergency management Unit) to be contacted on 95896266

Supervision

- Emergency procedures should include the effects of an emergency on student supervision in the event of activity staff being required to assist injured students or go for help.
- Students who may have difficulty communicating in an emergency because of age or disability should wear identity tags on excursions.
- Students will travel in buses with seatbelts.
- St Albans Heights Primary School will observe a minimum 1:20 adult staffing ratio for all day excursions, 1:10 for overnight excursions and camps (in residential premises or under canvas) and 1:15 for study camps in residential premises.
- Adventure activities each have specific safety guidelines and adult staffing ratios which can be found at the website below: <http://www.education.vic.gov.au/school/AssistantPrincipals/health/Pages/outdooractivity.aspx>
- The specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc.) must be clarified and understood by all staff and students prior to the commencement of the activity.
- Activity staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.
- To ensure appropriate and effective levels of supervision, activity planning should take into account:
 - the experience, qualifications and skills of staff (including volunteers, instructors, etc.)
 - the age, maturity, physical characteristics and gender of students
 - the ability and experience of the students (including documenting prerequisite skills required e.g. ability to swim for water activities).
 - the size of the group
 - the nature and location of the excursion
 - the activities to be undertaken
 - requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities

First Aid

- At least one staff member responsible for each group of students must have a current first aid and CPR qualification.
- Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

- Organising staff will ensure there are adequate records of student and staff medical information.

Risk Management

- An assessment of activity risks must be undertaken and emergency plans approved by the School Assistant Principal prior to the event. Organising staff must complete an **Activity Risk Assessment** (see Appendix B) as early as possible before the event.
- The Department's website providing a step-by-step process for identifying and dealing with risks to the health and safety of staff and students during an excursion can be found at: <http://www.education.vic.gov.au/school/AssistantPrincipals/health/Pages/outdoorrisk.aspx>
- Before the program commences the Assistant Principal should have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:
 - the exact location of the activity participants at all times, including during travel
 - the relevant telephone number/s through which excursion staff may be contacted in an emergency
 - the names and family contacts for all students and staff
 - copies of the parental consent and medical advice forms of students
 - a copy of the program's emergency response plan

The Assistant Principal Checklist (Appendix E) can be used to support the planning and to ensure the School Assistant Principal has met their responsibilities.

Fire danger or ban

- Assistant Principals may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.
- When required, schools must follow the Department's Emergency Management (bushfires) procedures for off-site activities for all excursions.

References:

Online Notification of School Activity: <https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>

The School Policy and Advisory Guide (formerly known as the Victorian Government Schools Reference Guide): <http://www.education.vic.gov.au/school/AssistantPrincipals/spag/pages/spag.aspx>

Safety Guidelines for Safety Outdoors: <http://www.education.vic.gov.au/school/AssistantPrincipals/health/Pages/outdoor.aspx>

Adventure activities safety guidelines and adult staffing ratios: <http://www.education.vic.gov.au/school/AssistantPrincipals/health/Pages/outdooractivity.aspx>



St. Albans Heights Primary School Camp Planner and Approval Form

SAHPS Activities Policy Appendix A

Name of the camp program:

Year level:

Date(s):

Venue:

Address:

Ph. No:

Details of accommodation type:

Name of teacher in charge:

Mobile of teacher in charge:

Educational purpose

How will the camp benefit the learning program?

How will students be prepared for the camp?

How will the camp be followed up at school?

Program details

Date & Time of departure _____ Date & Time of return _____

Itinerary of activities:

Supervision strategy for all aspects including travel, groups, lunch etc.:

A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the Resources section of the DET website under Risk Management.

Transport

Type of transport and seating capacity:

Will staff member/s be driving students? Yes/No

If yes, list the driver/s:

How far is the destination?

Costs

Complete and attach St Albans Heights Activities Costing Sheet

Students and staff information

Number of students attending and grades:

Staff attending and mobile numbers:

Other adults attending:

First aid officer:

Ratio:

Documentation

Signed informed consent from parents/guardians

Risk management plan completed

Planning and approval form completed

Contact details of school, emergency contacts, and parents

Signatures and approvals

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed 3 weeks prior to the program starting.

Teacher-in-charge:

Name	Signed	Date
<hr/>		

Acknowledgement of receipt of *approval proforma* for activities 3 weeks prior to the program.

Assistant Principal:

Name	Signed	Date
<hr/>		

ONCE SIGNED AND COMPLETED THE FORM MUST GO TO THE OFFICE FOR ADMINISTRATION PURPOSES.



St. Albans Heights Primary Activities Risk Assessment

SAHPS Activities Policy Appendix B

Risk Register

School: St. Albans Heights Primary School

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Rating			Treatment Priority ¹	
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For th ● V ● V ● V
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
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Risk Analysis Tools

DEECD Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

DEECD Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur (“no surprise”)	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime (“once in a life time / once in a hundred years”)

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.

2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

DEECD Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DEECD Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.

**Low = Acceptable
(with periodic
review)**

Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.



St. Albans Heights Primary School Activities Checklist

SAHPS Activities Policy Appendix C

Name of the Camp:	
Group/s involved:	
Organising teacher:	
Proposed date/s:	
Approved by School Council on:	

PRIOR TO THE CAMP

	DONE
Check school calendar to avoid clashes. Advise Leadership via an email	
Ensure staff to student ratio 1:10 and confirm attending staff.	
Get a minimum of 2 quotes for buses or pre purchased train tickets.	
Meet with Bec to finalise and approve arrangements for the camp.	
Have costing checked by Penny and check if CSEF/payment plan Are available.	
Complete details on eSchools online for the bus and the venue.	
Enter activity on the school electronic calendar.	
Write camp note using template attached (electronic version is on Staff Public).	
Get notice checked by the team leader and Assistant Principal.	
Email the note to Carole for printing.	
Send home notice as early in the year as possible prior to the camp with a firm end date.	
Notify Emergency Management via the online school activity notification form. https://www.eduweb.vic.gov.au/forms/school/sal/	
Please forward a copy of confirmation to Assistant Principal (Helen) and Assistant Principal (Bec).	
Organise Team meeting to discuss camp activities.	
Before confirming numbers with camp check with office to see how many students have paid.	
A folder containing copies of permission notes, medical forms, camp schedule & risk assessments needs to be completed and left with the Assistant Principal one week prior	
Gather risk assessment from venue and prepare any others as necessary	
Make arrangements for students not attending, inform all teachers & office staff	
Speak to First Aid Officer (Coral) to organise first aid kit.	
Inform Canteen (if applicable) as soon as possible	
ON CAMP DAY	
Place witches hats on the road outside the school gate for bus parking	
Leave a copy of SAHPS camp details information at the office including camp and staff contacts	
Take permission notes and medical forms	

Take class list to use as a roll for students getting on and off the bus	
Take first aid kit (one per bus and large blue backpack)	
Have one person delegated to collect epipens and asthma equipment	
Submit this form to the Assistant Principal	
When returning from camp hand all permission notes/medical forms to the office	

Signed: _____ (Organising teacher) Date: _____

Signed: _____ (Assistant Principal) Date: _____

All activity permission notes are to be on the SAHPS School Activity Permission Note template (SAHPS Activity Policy Appendix D).

St Albans Heights Primary School Activity permission note template
SAHPS Activity Policy Appendix D

CAMP TITLE

Brief of how this camp relates to what you are learning in class. Any additional information.

Date:

Time:

Transport:

Where:

Cost:

Deposit and note to be returned by:

Grades involved:

Staff attending:

Rebecca Bubeck Assistant Principal

PERMISSION FORM

I permit /do not permit my child in Grade:..... to attend the name of camp on the date. I authorise the teacher in charge to consent, where

it is impractical to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

Parent/Guardian Name.....

Parent/Guardian Signature.....

Parent/Guardian Contact Number

CAMP PAYMENT PLAN

Camp Payment

Name: _____ **Grade:**

Deposit: \$

Due by:

Camp Payment

Name: _____ **Grade:**

1st Instalment: \$

Due by:

Camp Payment

Name: _____ **Grade:**

2nd Instalment: \$

Due by:

Camp Payment

Name: _____ **Grade:**

3rd Instalment: \$

Due by:

Camp Payment

Name: _____ **Grade:**

4th Instalment: \$

Due by:

Camp Payment

Name: _____ **Grade:** _____

Final Balance: \$ _____

Due by: _____

Camp name:	
	✓
The exact location of the excursion participants at all times has been documented, including during travel.	
I have appointed a teacher-in-charge for the excursion and have made relevant contact details available to the 24 hour school contact person.	
The teacher-in-charge has informed me that staff have been briefed on their roles and responsibilities during the excursion.	
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the School Policy and Advisory Guide - Transporting Students and VicRoads regulations.	
Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
A 24 hour school contact person has been designated and provided with a briefing about their role and the necessary information to enact their responsibilities.	
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a Working with Children Check .	
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	
<p>Copies of the following completed documents will be lodged with the Assistant Principal or nominee and the designated school contact, before the program commences.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed, informed consent from parents/guardians <input type="checkbox"/> Completed medical form for all students and staff <input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers <input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used <input type="checkbox"/> Staff and student equipment & clothing lists <input type="checkbox"/> Group equipment list(s) if necessary <input type="checkbox"/> A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) <input type="checkbox"/> Completed staffing details pro forma <input type="checkbox"/> Risk management plans for all adventure activities <input type="checkbox"/> Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person 	
The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.	

The Student Activity Locator online form (EduMail password required) has been submitted three weeks prior to the excursion.	
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School Activities Assistant Principal Checklist

SAHPS Activities Policy Appendix E

This checklist should be used in conjunction with the *Proforma for activities requiring school council approval*.