



Camps and Excursions

Basic Belief

The school's excursion/camp/incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community.

Excursions/camps /incursions compliment and extend the curriculum and learning opportunities of students. They are an important aspect of the educational programs offered at our school.

Aim

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and teachers and that valuable and powerful learning is often achieved with other people and experiences.

Definitions

An **excursion** is an activity organised by a school during which students leave the school grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

A **camp** activity is an activity that involves greater than normal risk, which may include travel into a relatively undeveloped area of the country, confrontation with environmental challenges, remoteness with limited access to telephone and services normally available in everyday life and / or exposure to natural elements with less than the normal physical protection afforded in everyday life.

An **incursion** is an activity that happens at school and involves school visitors who provide a performance, lesson or service for students.

Background

- Activities may include among others abseiling, bushwalking, canoeing / kayaking, rope courses, archery, orienteering, and horse riding, overnight camping, surfing, rafting, and cycling.
- Activities such as bungee jumping, hang gliding, parachuting and flying ultra-light aircraft are deemed unsuitable.
- Flying foxes and giant swings may be used at school camps provided
 - safety precautions are taken in its construction and maintenance
 - it can be locked or have the carriage removed when not in use
 - all students are carefully briefed on its use and associated dangers
 - staff supervise all use
 - a safety harness is always used.
- The Safety Guidelines for Education Outdoors are in place to support the planning and approval of: overnight excursions, camps, interstate and overseas visits, excursions requiring sea or air travel, excursions involving weekends or vacations and adventure activities. These excursions all require the approval of the School Council.
- When undertaking excursion planning, Principals, teachers, School Councillors and others involved in school excursions (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 emergency management planning in schools extends to and incorporates school excursions.

Purpose

- To ensure excursions at Werribee Primary School are planned and approved appropriately.
- To provide a safe and secure learning experience for students in a venue external to the school.
- To ensure camps and excursions are planned and approved in accordance with DET policy and guidelines.
- To ensure that all school excursions or adventure activities requiring School Council approval comply with the Safety Guidelines for Education Outdoors.
- To ensure that schools obtain informed consent from parents/guardians for their child to participate in an excursion.

Implementation

Principals are responsible for the conduct of all excursions and must ensure:

- excursions are planned, approved and conducted in accordance with Department policy and requirements.
- an online notification of school activity form is completed at least three weeks prior to the activity using the



Student Activity Locator (SAL).

- compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval.

Important: Principals, teachers, school councillors and others involved in school excursions, 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.

Excursion Planning Requirements:

- For any Excursion/Incursion/Camp the same form is completed and submitted to the Principal:
- Only Camps and Adventure activities require School Council approval, the Principal approves all other 'activities'
- For Camp payment planning, camp organisers must consult with the Business Manager and use the following form:



Camp Pro Forma spreadsheet.xlsx

- Ensure that office staff are given a copy of the notes/forms for any activity, as the charges need to be entered on to CASES21.

While the degree of planning involved will depend on the risks involved, the conduct of any excursion or activity should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- Department approval requirements for excursions and staff travel
- maintenance of full records, including documentation of the planning process
- location and venue selection:
 - the suitability of the environment and/or venue for the excursion
- emergency and risk management:
 - assessment of excursion risks
 - procedures in the event of an emergency
 - arrangements are in-place if the excursion needs to be cancelled, recalled, or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice, or students returning early due to illness/serious misbehaviour)
 - completion of an online notification of school activity form three weeks prior to the activity using the Student Activity Locator - see Department resources below
 - first aid requirements
- minimising disruptions or costs to parents in the event of cancellations or alterations:
 - principals should inform parents that any costs associated with the student returning from an excursion early due to illness or serious misbehaviour are the responsibility of the parent:
 - ensure parents are advised of the possibility of cancellations or alterations and of any cancellation fees imposed on the parents by third parties
 - with respect to arrangements between the school and third parties, principals should:
 - carefully negotiate terms and conditions with third parties (e.g. travel agents, travel insurance companies, camp providers, specialist instructors, expedition providers) prior to accepting arrangements
 - ensure the terms of any travel insurance offered to the school by the third party are satisfactory
- 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 (as applicable)
 - there are appropriate levels of supervision in view of the activities undertaken and students involved
- informed consent from parents/carers have been obtained
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities (those that involve greater than normal risk) – there are additional



- considerations associated with these activities
- transportation requirements, noting that:
 - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
 - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
 - communication requirement
 - that staff and students have appropriate clothing and personal equipment
 - that group or technical equipment is in good condition and suitable for the activities undertaken
 - that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
 - that the regional director has been informed if an excursion leaves the school unoccupied
 - any information which has been provided by specialists in the activities proposed
 - requirements for interstate or overseas excursions
 - where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for its students, as the duty of care of the school staff to students cannot be delegated to a third party
 - that the excursion meets the requirements of any school-level policy or procedures
 - an emergency vehicle is available

Related Policies for Excursions

- [Adventure Activities](#)
- [Approvals](#)
- [Student Preparation and Behaviour](#)
- [Emergency and Risk Management](#)
- [Venue Selection](#)
- [Parent or Carer Consent](#)
- [Staffing and Supervision](#)
- [Student Medical Information](#)

Department Resources

- [Safety Guidelines for Education Outdoors](#)

For completion of the online notification for school activity form (Student Activity Locator), visit the [Emergency Management Portal](#)

Requirements for adventure activities

For adventure activities which do not have specific guidelines listed in the Safety Guidelines for Education Outdoors, schools should refer to the Adventure Activity Standards (where relevant standards exist) and consider the greater duty of care that may be required for students see: Activities within [Department resources](#)

Information provided by community groups and organisations that specialise in the relevant adventure activities should be taken into account.

All adventure activities:

- are to be treated as excursions regardless of whether they occur on school grounds or not
- require the approval of school council and the planning and guidelines relevant to school excursions apply see: Excursions: Planning and Approvals
- must also be conducted in accordance with the requirements of the Safety Guidelines for Education Outdoors, which includes a planning and risk management process as well as specific activity guidelines.

Related Policies

- School Council – [Approval Process](#)
- Excursions - [Approvals](#)
- Excursions - [Parent/Carer Consent](#)



- Excursions – [Safety, Emergency and Risk Management](#)
- Excursions – [Student Medical Information](#)
- Excursions – [Student Preparation and Behaviour](#)
- Excursions – [Venue Selection](#)
- [Legal Liability](#)
- [Risk Management](#)

Checklists

-  [Principal Checklist \(doc - 71.04kb\)](#)
-  [School Council Checklist \(doc - 68.8kb\)](#)
-  [Teacher Checklist \(doc - 69.99kb\)](#)

DET Forms

These forms provide minimum guidelines that should be adhered to and can be expanded as required at a local level.
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx>

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid- September 2014).

When First Developed/Reviewed - DET School Policy Advisory Guide> A-Z Index: October 2014

This policy was ratified by School Council on: 20 June 2017

Next review Due: June 2020



Pupil/Teacher Ratios

Abseiling and Rock Climbing		Ropes Course	
1:1	Rock Face	1:12	3 students to any one element, 1 participating and 2 spotting
1:10	Others	NOTE:	No student on any element unless supervised
2	Experienced Staff		
Base Camping		Scuba Diving	
1:10	Residential; canvas	1:8	Pool Training
1:15	Study: residential	1:4	Diving, 2 buddy systems
		NOTE:	2 qualified staff
Board Sailing		Shooting	
1:3	Beginners	1:1	New or Inexperienced
1:5	Novice; intermediate; advanced	1:5	On track or mound
2	Experienced sailors	1:15	Observers or waiting
Boats, Small Sailing – (Dinghies, Catamarans)		Snorkeling	
1:8	Enclosed Waters	1:8	Closed water: Pool
1:6	Open Waters	1:4	Open Water
1:4	Open Waters, Adverse	NOTE	2 qualified Staff
Bush Walking		Snow Activities	
1:5	Overnight	1:8	Alpine, Nordic – overnight
1:10	Day	1:10	Alpine, Nordic – day
		1:10	Non-Skiing
Canoeing		Surf Activities	
1:6		1:5	Beach
		1:5	Surf
NOTE	2 staff members	NOTE	1 teacher/instructor in water and 1 teacher/instructor on beach No more than 50 in the group
Cycling		Swimming	
1:10		1:10	Enclosed pools
		1:5	Open Water
Horse Riding		Water Skiing	
1:1	Basics	1:20	Shore
1:5 1:8 Semi-experienced	Beginners	1	Students on two at any one time: if highly experienced two may be taken together
Riding School		2	People in boat – driver and observer; one must be a staff member
1	Experienced teacher with instructor		
2	Experienced teachers if no instructor or group exceeds 10		
Orienteering			
1:10	Bush		

Please note that the publishing of this pupil/teacher ratio does not imply that Werribee Primary School will participate in all of these activities if available.