



## EXCURSION & CAMP POLICY

### Purpose of this policy

To ensure excursions are planned and approved appropriately

### Policy

Principals must ensure that:

- Excursions are appropriately planned and approved in accordance with Departmental policy and requirements
- All excursions requiring school council approval meet the requirements of the Excursions and activities on School policy and Advisory Guide (SPAG).
- All excursions requiring school council approval are logged on the Student Activity Locator website <https://partner.eduweb.vic.gov.au/> and hard copy presented.

### Planning and approvals

Important: When undertaking excursion planning, principals, teacher, school councillors and others involved in school excursions (including camps and adventures activities), must anticipate the possibility of litigation following an incident or injury.

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
- A copy of the site's emergency management plan must be provided to school council and bushfire risk rating and relevant emergency management plan provided prior to booking.
- Maintenance of full records, including documents of the planning process
- Venue selection
  - the suitability of the environment and/or venue for the excursion
- 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 (for example, due to forecast severe weather conditions)
  - 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:
  - all staff will be required to read the BPS Child Safe Standards and Code of Conduct and agree to abide by them prior to working with our students.
  - there are sufficient staff to provide appropriate and effective supervision, 1:10 ratio
  - 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)
  - includes excursion staff of at least one person of each gender whenever available.

- there are appropriate levels of supervision in view of the activities undertaken and students involved.
- Informed consent from parents or carers
- Adequate student and staff medical information
- Student preparation and behaviour
- Requirements for any adventure 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 fortnights notice of travel provided
  - Excursion that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
  - Information on student concession cards is available at: PTV
- Communication requirements
- 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
- Any information which has been provided by specialists in the activities proposed
- Requirements for interstate or overseas excursions
- That the excursion meets the requirements of any school-level policy or procedures.

For detailed information about the topics listed above see: Related policies

### Who approves the excursion?

This table explains the approval required before the excursion occurs.

Excursion type	Then it must be approved by
<ul style="list-style-type: none"> <li>● overnight excursion</li> <li>● camps</li> </ul>	<ul style="list-style-type: none"> <li>- the school council, or</li> <li>- school council when it is a joint activity involving another school</li> </ul>
<ul style="list-style-type: none"> <li>● interstate and international visits</li> <li>● excursions requiring sea or air travel</li> <li>● excursions involving weekends or vacations</li> <li>● adventure activities</li> </ul>	<ul style="list-style-type: none"> <li>- the safety Guidelines for Education Outdoors must be followed.</li> </ul>
<ul style="list-style-type: none"> <li>● day excursions (other than those referred to above that must be approved by the school council)</li> </ul>	<ul style="list-style-type: none"> <li>- the principal, or</li> </ul>

### Joint School activities

The nominated co-ordinating principal or teacher ensures:

- planning and approval requirements are met
- parents or carers are informed that their children may be supervised by teachers and other approved adults from the other school.

Note: All schools involved in a joint excursion must complete an online notification of school activity form.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle

<b>Revision dates</b>	<b>Version number</b>	<b>Summary of changes</b>
February	0.1	Ratified by school council