



EXCURSIONS & CAMPS POLICY

Background

Wild Cherry School and Kindergarten (hereafter referred to as 'the School') offers an excursion program that enables students to further their learning and social skills development in a non-school setting. Day excursions as well as longer, overnight trips, complement and are an important aspect of the educational and social program offered at our school.

Aims

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place outside school.

Implementation

1. Day excursions and outdoor education activities are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary, and for kindergarten children beyond the perimeter of the children's service boundaries.
2. Educators owe all students a duty of care to take such measures as are reasonable to protect students in their care from risks of injury that the educator should have reasonably foreseen.
3. Effective risk and safety management assessments must be undertaken, and all safety measures implemented for outdoor education activities to ensure they are planned and conducted safely.
4. It is a requirement that any risk assessment include consideration of the risk of bushfire -
 - a. Excursions and camps must not be planned to areas of fire risk during the summer months
 - b. Planning for camps must include contact details of and consultation with local authorities, eg park rangers, CFA, local shire office etc. to determine expected local conditions.
 - c. If the opinion of local authorities is that conditions are unsafe or will deteriorate to unsafe levels within the timeframe of the camp, the camp must be abandoned.
 - d. On days of Code Red fire danger, any excursion to or travel through areas of fire risk must be cancelled.
 - e. If already on a camp when a Code Red day is declared, all student and staff must move to the safest area available if possible on the advice of local authorities. Any request by local authorities must be complied with.
5. The School Leader is responsible for the approval of all non-adventure single-day excursions; overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.

6. A designated '*Teacher in Charge*' will coordinate each excursion.
7. Prior to the commencement of any detailed planning relating to a proposed day excursion, the teacher in charge and other key members must meet formally with the School Leader, to present a summary of the excursion to discuss the proposed activity, and to seek 'in principle' support for the event.
8. Detailed planning should commence using the "Stage 2 Form" (Appendix 2), and must use the planning questions as a guide. This may include a site visit, if possible, and must include a risk assessment form and must include consideration of child safe policy requirements (Appendix 3). Where available, provide the risk assessment procedures of the site to be visited.
9. Teacher in charge will ensure that all students are supervised by appropriate adults at all times. This includes ensuring balance of male and female staff, working with children cards for non-teacher staff and ensuring that numbers of staff are appropriate for the numbers of children and the activities undertaken. See guidelines for more details.
10. It is a requirement that students only travel on buses fitted with seatbelts.
11. The school will ensure a mobile phone and, if required, a satellite phone is available, and will supply a first-aid kit for all excursions.
12. "Confidential Medical Information" (Appendix 4) forms must be carried by excursion staff at all times.
13. Parents of children involved in excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 - a. Any valuable skills the parents have to offer e.g. bus license, first aid etc
 - b. The need to include both male and female parents.
 - c. The special needs of particular students.
14. Parents selected to assist with day excursions may be required to pay their excursion costs.
15. Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the class teacher and/or the Teacher in Charge, in consultation with the School Leader and College of Teachers.
16. The School Leader requires that a report be tabled after each outdoor education activity, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.

AUTHORISATION

Signature Board Secretary
East Gippsland Steiner Education Group Inc.
Date authorised: 27 November 2018

EXCURSION/CAMP PROCEDURES

Overview

Stage 1 - (3 months in advance)

Prepare a general outline of the proposed excursion and present to School Leader.

Stage 2 - (2 months in advance)

Complete excursion form and receive approval from School Leader.

You will need:

1. Detailed itinerary for each day
2. Address and phone of all main venues and accommodation
3. Travel details
4. Budget
5. Completed risk assessment

From the details you provide, the School office will assist with:

6. Organising parent information and permission slips
7. Organising medical forms, and providing a summary
8. Managing deposits & payments – ensuring all invoices are sent to the office

Liaise with the venue/s to obtain copies of:

9. Licence to operate
10. Working with children check status
11. Qualifications of staff
12. Public liability insurance

Stage 3 – (2 weeks in advance)

A briefing session with all staff attending the excursion is to be held. For camps, a briefing session with parents of students is also to be held.

The School office will provide a first aid kit, medical forms and copy of risk assessment to take with on excursion.

EXPLANATORY NOTES FOR COMPLETION OF FORMS

- 1. Dates** - Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions. Please liaise with specialty teachers who will be impacted.
- 2. Educational purpose and program outline** - Whatever you hope the students will learn from the program is its educational purpose. The program overview should give the School Leader a basic understanding of how the program aims to deliver the educational purpose.
- 3. Supervision** - The supervision strategy is the nature and level of supervision provided throughout the program. You must consider all programmed and non-programmed periods.
- 4. Location** - Each different location must be detailed, including the dates at each location. This will have impact on transport requirements and emergency response needs of the program.
- 5. Permits** - Contact land managers to determine if a permit or access requirements apply for activities conducted on public land or in state/national parks.
- 6. Accommodation** - This includes all forms of overnight accommodation. Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.
- 7. Transport** – provide details of mode of transport. Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

If a teacher or staff member will be driving students, the program must accommodate adequate rest time prior to driving, consistent with the [National Driving Hours](#) regulations.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

- 8. Supervising staff** – A current [Working with Children Check](#) is required for volungeers and non-teaching staff members who will supervise students. This also applies to parent volunteers whose child is participating in the activity/excursion and if they will also supervise or assist with the supervision of other children.
- 9. Bushfire** - The possibility of bushfire must be considered for all excursions.

STAGE 1 – GENERAL OUTLINE OF EXCURSION

APPENDIX 1

THIS FORM MUST BE SUBMITTED TO THE SCHOOL LEADER AT LEAST 3 MONTHS PRIOR TO EXCURSION

Teacher in charge: _____ Class: _____

Dates of trip: _____

Time of departure: _____ Return time: _____

Excursion to:

Name & address of venue	Activities at venue	Phone	Contact

Type of accommodation: _____

Transport: _____

Expected cost: _____

Issues or Comments: _____

Submitted on: _____

Approved by: _____

Comments: _____

THIS FORM MUST BE SUBMITTED TO THE SCHOOL LEADER AT LEAST 2 MONTHS PRIOR TO EXCURSION

1. GENERAL INFORMATION

Name of Excursion: _____

Year level(s): _____

Location(s): _____

Date(s): _____

Name of teacher-in-charge: _____

Other responsible people: _____

2. EDUCATIONAL PURPOSE

3. ITINERARY

Program outline:

Date	Activity	Who is involved?

ACCOMODATION

- Motel/Hotel
- Tents/Camping
- Youth Hostel/Backpackers
- Private Homes/Airbnb
- Other _____

Location (Name, address, or map and grid reference)

Contact phone number(s):

Accommodation phone number:

Staff mobile phone numbers:

Other: _____

6. STUDENTS

Student numbers

Boys: _____ Girls: _____ Total: _____

List required student preparation (if any):

7. SUPERVISING STAFF

Name	VIT reg.	WWCC Number	First Aid qualified	Other qualification

*Camps more than 1 hour drive away require a minimum of 2 registered teachers

*All supervising staff must be either a registered teacher or hold a WWCC

*At least 2 supervising staff must hold a current first aid certificate

*There should be no more than 10 students per supervisor (5 during any adventure activity) *There must be an appropriate balance of male and female supervisors

8.

9. BUDGET

<i>Check with the School office if you need help with this. Note: day excursions are generally paid for in parent fees and camps are an additional charge.</i>			
INCOME		EXPENDITURE	
Fees	\$	Food	\$
Fundraising	\$	Accommodation	\$
Other income	\$	Equipment	\$
		Transport	\$
		Staffing	\$
		Other expenditure:	\$
Total Income	\$	Total Expenditure	\$

SUBMITTED TO SCHOOL LEADER

Date:

Signature:

Copies of the following completed documents will be lodged with the office, before the program commences (see Admin Assistant for proformas).

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s) including map name, access routes and grid references if required
- Staff and student equipment & clothing lists
- Group equipment list(s) if necessary
- Completed staffing details pro forma
- Risk management plan
- Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by office
- Other

	Recognised Potential Hazards/Dangers/location and other relevant information	Risks Potential injury, accident	Risk Assessment E, H, S, M, L See Overleaf Rating	Control Measures To eliminate, minimise or reduce the risks.	Actioned
1	Could be: Staff loss Loss of enrolments Damage to school reputation Stress leave etc				
2	Minor Incidents				
3	Major Incidents				
4	Other				

Use these tables to assess the level of risk

1. Assess Likelihood (A,B,C,D,E)
2. Assess consequences (1,2,3,4,5)
3. Use risk Analysis Matrix to assess the level of risk (eg A3=H)
4. Refer to legend for management of risk

QUALITATIVE MEASURES OF LIKELIHOOD:

Level	Descriptor	Description
A	Almost certain	The event is expected to occur in most circumstances
B	Likely	The event will probably occur in most circumstances
C	Moderate	The event should occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may occur only in exceptional circumstances

QUALITATIVE MEASURES OF CONSEQUENCE:

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effects, huge financial loss

QUALITATIVE RISK ANALYSIS MATRIX - LEVEL OF RISK:

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	S	S	H	E	E
B (likely)	M	S	S	H	E
C (moderate)	L	M	S	H	E
D (unlikely)	L	L	M	S	E
E (rare)	L	L	M	S	H

LEGEND:

E = extreme risk

H = high risk; detailed research and management planning required at senior levels

S = significant risk; senior management attention needed

M = moderate risk; management responsibility must be specified

L = low risk; manage by routine procedures

Confidential Medical Information for Approved Excursions

APPENDIX 5

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. This medical form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the school is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name:
Date(s):

Student's full name:

Student's address:

Postcode:

Date of birth: Year level:

Parent/guardian's full name:

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours* *Business hours*

Name of family doctor: _____
Address of family doctor:

Medicare number:

Medical/hospital insurance fund: Member number:

Ambulance subscriber? Yes No If yes, ambulance number:

Is this the first time your child has been away from home? Yes No

Please tick if your child suffers any of the following:

- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Asthma (if ticked complete Asthma Management Plan) | <input type="checkbox"/> Bed wetting | <input type="checkbox"/> | |
| Blackouts | | | |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Dizzy spells | <input type="checkbox"/> Heart condition | <input type="checkbox"/> Migraine |
| <input type="checkbox"/> Sleepwalking | <input type="checkbox"/> Travel sickness | <input type="checkbox"/> Fits of any type | |

Other: _____

Swimming ability

Please tick the distance your child can swim comfortably.

- Cannot swim (0m)
 Weak swimmer (<50m)
 Fair swimmer (50-100m)
 Competent swimmer (100-200m)
 Strong (200m+)

Allergies

Please tick if your child is allergic to any of the following:

Penicillin Other Drugs: _____

Foods: _____

Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Is your child taking any medicine(s)? Yes No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

Medical consent

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

<p>Signature of parent/guardian (named above) _____</p> <p>Date: _____</p>
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Wild Cherry School requires this consent to be signed for all students who attend school excursions that are approved by the School Leader.

Note: You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.