

Camps and Exursions Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Matthew Flinders Girls Secondary College (MFG) General Office: 03) 42430 500

PHILOSOPHY

- An excursion is defined as any activity beyond the school grounds
- All Camps and excursions must be outlined in detail to and approved by the daily organisation Team (DOT). DOT will consider the rationale, the timing, and the educational value of the activity.
- All international, interstate, overnight or adventure excursions must be approved by School Council. School Council will ensure that all excursions are maintained at a reasonable and affordable cost, and comply with all DEECD requirements
- Excursions conducted beyond the normal school attendance hours must be approved by School Council

RATIONALE

The college's camps and excursions program enables students to further their learning and social skills development in a non-school setting. Camps and excursions complement and are an important aspect of the educational programs offered at our college.

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 in the real world.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation, and tolerance.

Note: All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish their children to attend an excursion, will be required to discuss their individual situation with the Leader of School Services.

IMPLEMENTATION

- All camp and excursions requests should go through the Daily Organisation Team.
- Documents specifically related to this policy can be found under school documentation>DOT>Forms
- Baseline for letting a camp run –
 - Purpose of camp/excursion

- Organisation of the alternative timetable is the responsibility of the camp/excursion organiser
 - Cost of camp excursion/use of CSEF funds
 - Communication about camps to parents
 - Consideration of other charges for students involved at the time
 - Travel time (e.g., travelling to and from)
 - The nature of the camp or excursion (e.g.: Year level camp/Curriculum Camp)
- Copies of all camp and excursion notices will be available to parents and students on COMPASS, must be returned by the due date.
 - All families will be given sufficient time to make payments for camps and excursions. Students will be reminded before the excursion payment due date reminding them of the need to finalise payment. Students whose payments have not been finalised by the due date will be unable to attend, unless alternative payment arrangements had been previously organised with the Leader of School Services
 - The teacher in charge will liaise with the Office staff to monitor the payments being made by parents and make arrangements to follow up with parents as necessary.
 - A designated 'Teacher in Charge' will coordinate each camp or excursion
 - Prior to any student attending a camp or excursion, parents/guardians must have provided to the college a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved by the due date
 - The designated Teacher in Charge of each camp or excursion will ensure that all transport arrangements and excursion activities comply with Department of Education and Training guidelines. The "Notification of School Activity" form will be completed and forwarded online to the Department of Education and Training (if required) three weeks prior to the activity departure date
 - Classroom teachers will be given the first option to attend camps and excursions and a fair and timely process will be put in place to decide who goes on the activity. Consultation around attending staff should take place with a PCO overnight prior to the application to DOT being placed.
 - Student Activity Locator (SAL) form completed
 - Any students travelling by Private car will have signed and completed a "Transport of student in Private Vehicle Form"
 - Mobile phone contact and a first-aid kit should be taken on all camps.
 - Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be always carried by excursion staff
 - When deciding if parents may attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc.
 - The special needs of particular students.
 - Working with Children Check Card holder
 - Parents selected to assist with an excursion may be required to pay costs associated with the excursion

- School council approval when required must be sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
 - The educational aims and objectives of the excursion.
 - The names of all adults attending and their expertise and experience.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Procedures followed to ensure the safety of the children.
- The above information will be provided to an Assistant Principal (AP) at least a week before the School Council meeting date.
- All camps that are overnight require a folder outlining the following things to an AP prior to departure:
 - Students in Attendance (Photograph preferred)
 - Staff in Attendance (plus emergency contact)
 - Medical conditions summary including emergency contact
 - Copies of Passports (If International travel)
 - Detailed Itinerary
 - Important Phone Numbers (Local Hospital, Local Providers, Camp sites or accommodation contacts)
 - Risk Assessment
 - Weather conditions (if a dedicated outdoor experience)

Note: Only students who have displayed sensible, reliable behaviour at school will be invited to participate in school 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 Principal, in consultation with the classroom teacher and the Teacher in Charge.

EVALUATION

This policy was created in March 2023 and will be reviewed in 2024

Appendices connected to this policy are:

- **APPENDIX A: CAMP and EXCURSION CHECLIST**
- **APPENDIX B: BUDGET PROFORMA FOR CAMP / EXCURSION / ACTIVITIES FORM**
- **APPENDIX C: RISK MANAGEMENT DOCUMENTATION (completed by teacher when required)**
- **APPENDIX D: RATIOS FOR OUTDOOR EXPERIENCES**

APPENDIX A: Camp Checklist

Camp Destination : _____ Dates: _____

Class Attending: _____

| | |
|---|---|
| ✓ | APPROVAL: |
| | Relevant discussion to clarify that activity supports student learning with Learning Area Leader/ House Leader/Assistant Principal/Principal |
| | Select Students |
| | Staff confirmation – Liaise with an AP if it is an overnight event |
| | Consult Leader of Student Services if any payment is required (ensure written quotes obtained) <ul style="list-style-type: none"> ○ Transport ○ Food ○ Accommodation ○ CRT ○ Speakers ○ Activities ○ Other |
| | Create Compass event including all relevant details |
| | Submit to DOT for Approval |
| | OTHER REQUIREMENTS |
| | Bus Booking – Obtain a quote for planning and request booking via administration |
| | Accommodation Booked – Hard copy confirmation, together with the order form must be requested and a copy given to Leader of School Services |
| | Any payments must be directed to the office |
| | Permission forms returned to office |
| | Complete Later Years absence forms, If taking later Years Students |
| | Risk Register completed |
| | Medical forms, first aid etc. |
| | Notification of School Activity form to be given to an AP prior to the School Council meeting prior to your activity. |
| | Teacher-In-Charge to notify (if necessary): <ul style="list-style-type: none"> ● Canteen ● Daily Organiser for timetable changes/yard duty replacement/alternative program details |
| | 80% attendance must be assured for the activity to go ahead. Notice must be provided for cancellation if required. |

| WEEK BEFORE | |
|--------------------|--|
| | Check students have paid (ask the Finance Assistant for a report printout to tick off) – reminder 80% attendance must be assured for activity to go ahead. Provide reminders to students to complete payment two days prior. |
| | Ensure SAL(Student Activity Locator) form is complete |
| | Do you have all permission and medication notes? – check well before the day of the excursion |
| | Ensure medication forms from parents have been given to nominated medication teacher to register medications to administer during camp |
| | Provide details of payment/purchase order required to the Finance Assistant |

| DAY BEFORE | |
|-------------------|---|
| | Organise collection of medication/emergency contact details folder, Medication |
| | First aid kit/bum bags from Sickbay Attendant |
| | Provide your mobile contact number or collect a school excursion phone |
| | If the Camp is overnight, please ensure that a detailed folder of the activity is given to an AP that includes the following: <ul style="list-style-type: none"> ○ Students in Attendance (Photograph preferred) ○ Staff in Attendance (plus emergency contact) ○ Medical conditions summary including emergency contact ○ Copies of Passports (If International travel) ○ Detailed Itinerary ○ Important Phone Numbers, including staff contact (Nearest Hospital, Local Providers, Camp sites or accommodation contacts) ○ Risk Assessment ○ Weather conditions (if a dedicated outdoor experience) |

| ON THE ACTUAL DAY | |
|--------------------------|---|
| | Mark your roll and provide copy to attendance as required |
| | Ensure you have event handbook, medical needs and other documentation to take with you. |
| | Nominated teacher to collect medication from parents and Sick Bay and take medical folder with them |

| UPON RETURN | |
|--------------------|---|
| | Give permission slips to Administration Assistant for archiving |
| | Return First Aid kits and Medication to Sick Bay |

APPENDIX: Outdoor Education Activity Supervision requirements (i.e. ratios)

| ACTIVITY | VENUE | MIN. STAFF | STUDENTS |
|--------------------------|---|------------|----------|
| Recreational Swimming | Type 1&2 | 2 | 1-20 |
| | | 3 | 21-30 |
| Canoeing | Type 3 | 2 | 1-10 |
| | | 3 | 11-15 |
| | | 4 | 16-24 |
| Canoeing | Type 1: Flat Water Type 2: Grade 1-2 | 2 | Up to 12 |
| | | 3 | 13-18 |
| | | 4 | 19-24 |
| Canoeing | Type 2: Grade >2 Type 3 | 2 | Up to 8 |
| | | 3 | 9-12 |
| | | 4 | 13-16 |
| Surfing | Type 3 | 2 | 1-16 |
| | | 3 | 17-24 |
| Snorkeling | Type 1 | 2 | 1-20 |
| | | 3 | 21-30 |
| Snorkeling | Type 2 | 2 | 1-20 |
| | | 3 | 21-30 |
| Bike riding | - | 2 | 1-20 |
| | | 3 | 21-30 |
| Overnight camp | - | 2 | 1-20 |
| Rock climbing | Single pitch top belay/ bottom belay | 2 | Up to 12 |
| | | 3 | 13-18 |
| | | 4 | 19-24 |
| Downhill skiing | Day activities only | 2 | Up to 16 |
| | | 3 | 17-24 |
| | | 4 | 25-32 |

Marine Environments

Type 1 Venue —Type 1 venues include municipal and commercial swimming pools, as well as shallow, calm, confined swimming areas at natural venues such as lakes, dams, and non-surf beaches. A shallow, natural-water venue is defined as a venue where the maximum depth of the water is no greater than shoulder height for any of the students involved in the activity. The water in type 1 venues is clear.

Type 2 Venue —Type 2 venues include deep and/or flowing water at non-surf beaches, lakes, channels, rivers, and dams. The water in type 2 venues is clear. Water turbidity, temperature and submerged objects should also be assessed.

Type 3 Venue —Type 3 venues include all beaches with direct access to ocean waters, any beach exposed to ocean swell, and any beach or lake that is exposed to currents, strong winds or large waves. Type 3 venues also include type 1 and 2 venues where the water is not clear.

Note: If environmental conditions change, a type 1 venue may change to a type 2 or 3 venue. Likewise, type 2 or 3 venues may also change with environmental conditions.

APPENDIX B: Camp Budget Calculator

| Camps/Excursion/IncurSION Cost Proforma | | | |
|--|------|------|-----------|
| Total Number of Students (class/year level) | | 80% | |
| | | | |
| PER HEAD COSTS | Cost | GST | Total |
| Food | \$ | \$ | \$ |
| Activity/Accommodation | | \$ - | \$ |
| TOTAL per head costs | | | \$ |
| | | | |
| PER GROUP COSTS | Cost | GST | Total |
| Travel Cost | \$ | | \$ |
| Speaker or Activity | | | |
| CRT Periods (Camps/Tours ONLY) | \$ | N/A | \$ |
| Miscellaneous (printed materials, equipment) | \$ | | \$ |
| TOTAL per group costs | | | \$ |
| | | | |
| TOTAL cost per students | | | \$ |

APPENDIX C: Risk Register

School: _____

Supervising teachers/staff: _____

Program/Excursion: _____

Year Level: _____

Dates: _____

Location(s): _____

| Risk Description | Existing Controls | Risk Assessment – with existing controls | | | | Treatment | Residual Risk Assessment – after treatments | | | Actions |
|---|---|--|---|--|----------------------------------|---|---|-----------------|----------------------------------|--|
| | | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | | Risk Consequences | Risk Likelihood | Risk Rating | |
| 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 the risk | | | | | For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen? | | | | Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required |
| | | Satisfactory Poor Unknown | Severe Major Moderate Minor Insignificant | Almost certain Likely Possible Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |

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| | | Satisfactory Poor Unknown | Major Moderate Minor Insignificant | Almost certain Likely Unlikely Rare | Extreme High Medium Low | | | | Extreme High Medium Low | |
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POLICY EVALUATION

This Policy will have an annual minor review and a triennial major review as per “Policy Database” document.

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---------------------------|
| Policy last reviewed | March 2023 |
| Approved by | Principal Michelle Crofts |
| Next scheduled review date | March 2026 |