LALOR SECONDARY COLLEGE

Camps Policy

2013- 2014

Date Ratified by School Council: 19th September 2012
Review date: July 2014
The Department of Education defines an excursion as any activity organised by the school (except work experience) whereby students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport).

For the purposes of this policy the distinction is drawn between a ‘camp’, which refers to educational activities where students are away from home overnight, and an ‘excursion’ which refers to educational activities which occur away from school within one day.

**Basic Beliefs**

1. Camps are a valid part of the school curriculum; they allow for valid and valuable teaching and learning strategies.
2. Camps provide a valuable opportunity for enhancing the social and academic development of students, participating in a range of outdoor and adventure activities not normally available within the classroom based curriculum; and enriching the sense of belonging of both teachers and students to the school community.
3. Camps should be organised so as to ensure proper duty of care to students and to be no cost to the school budget.
4. When planning camps consideration must be given to the total school program. Minimum disruption should be aimed for.
5. All camps must be conducted within guidelines issued by the DEECD.

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**Content**

- Camps should be relevant to the course of study in a particular subject or number of subjects; their focus should be to extend and enrich the students’ experience and understanding of a concept or skill covered in the courses of study and expose students to learning experiences which they might not otherwise have.

- Camps may also be permitted where they provide students with the opportunity to participate in sporting, cultural, community or citizenship events.

- When planning camps, teachers should ensure that adequate and appropriate preparation of students takes place. This should include appropriate lead up and follow up work.

- Camps must emphasise student activity rather than sightseeing.
Costs
Every effort should be made to keep the costs of camps to a minimum without compromising quality or safety. The costs to parents/guardians of camps will be taken into consideration when planning camps. Parents/guardians must be given sufficient lead time to budget for these costs.

Parents/guardians must be given at least eight weeks advance notice of a camp. Six months in the case of an overseas camp.

Where the school cancels a camp all money paid by parents will be refunded. Where non-refundable deposits are to be paid to travel agencies or other outside agencies, parents/guardians must be fully informed of what this means prior to the money being passed on to the other agency or business.

Where a student is refused permission to attend by the school, for reasons to do with behaviour or safety, all money paid by parents will be repaid to the parent/guardian. To ensure that non-refundable deposits do not become an issue, parents should be informed earlier on, through the camp paperwork, that such deposits will be lost when the school is forced to withdraw the student’s right to attend due to a breach in the school’s disciplinary code.

Where a student is withdrawn from a camp by her/his family the school will endeavour to recover and refund as much of the payments already made as possible.

Where a part-time member of staff attends a camp on day/s when they would normally be away from school, the staff member will be paid as a CRT, (or paid at casual relief rates where an ES staff member attends a camp), only when the person in charge of the camp, in consultation with the College Principal, agrees that that person is the best possible person to attend the camp due to their role in the school. The costs of these payments need to be incorporated into the costs of the camp, along with all other CRT costs.

In the case of an ES staff member attending the camp, the cost of the ES staff members’ backfill at school has to be incorporated into the cost of the camp along with the teacher CRT costs. Where an ES staff member is eligible for time-in-lieu (See ES Local Agreement), the cost of backfill for this time also has to be included in the cost of the camp. All staff planning camps and thinking of including ES staff members need to see the Business Manager to seek clarification of potential costs prior to finalising staff for the camp.

Duty of Care
Supervising teachers must ensure proper supervision of students throughout all camps.

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

All figures detailed below are from the Victorian Government Schools’ Reference Guide (2009)

General:
Not involving adventure activities: 1:10
Study camps: 1:15
Tours / Interstate: 1:15
Overseas: 1:10

Adventure Activities

Boating activities
The following table shows the student to staff ratio. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in the activity, must be supervised separately with a minimum staff student ratio of 1 to 10.)
There should be a maximum of 30 participants in one group for rafting activities. On overnight excursions, this number may need to be lowered to comply with maximum numbers allowed by land managers at any rafting activity. Only one student is to be in tow at a time unless students are highly experienced skiers, in which case a maximum of two may be towed at the same time.
### Surfing

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff required</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type 1 venue</td>
<td>2</td>
<td>1-20</td>
</tr>
</tbody>
</table>

**Venue 1.**
- Swimming pools
- Confined, shallow natural-water venues

**Venue 2.**
- Open deep-water venues

**Venue 3.**
- Surf beaches

### Other adventure activities

#### Bushwalking

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff required</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bushwalking (day walks)</td>
<td>2</td>
<td>1-20</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>21-30</td>
</tr>
<tr>
<td>Bushwalking (overnight walks)</td>
<td>2</td>
<td>1-12</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>13-18</td>
</tr>
</tbody>
</table>

#### Cycling

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff required</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycling</td>
<td>2</td>
<td>1-20</td>
</tr>
</tbody>
</table>

#### Horse riding

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff numbers</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riding in an enclosed area</td>
<td>2</td>
<td>1 - 16</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>17 - 24</td>
</tr>
</tbody>
</table>
### Trail Rides

<table>
<thead>
<tr>
<th></th>
<th>Staff numbers</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>1 - 12</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>13 - 18</td>
</tr>
</tbody>
</table>

### Downhill Skiing and Snowboarding

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff numbers</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downhill skiing (day activities only)</td>
<td>2</td>
<td>Up to 16</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>17 - 24</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>25 - 32</td>
</tr>
<tr>
<td>Snowboarding (day activities only)</td>
<td>2</td>
<td>Up to 16</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>17 - 24</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>25 - 32</td>
</tr>
</tbody>
</table>

*This is the only activity that allows one teacher to supervise students as it is being offered in the school grounds.*


### Rock Climbing

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff numbers</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-pitch top belay</td>
<td>2</td>
<td>Up to 12</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>13 - 18</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>19 - 24</td>
</tr>
<tr>
<td>Single-pitch ground belay</td>
<td>2</td>
<td>Up to 12</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>13 - 18</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>19 - 24</td>
</tr>
<tr>
<td>Tramline multi-pitch</td>
<td>2</td>
<td>Up to 4</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>5 - 6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>7 - 8</td>
</tr>
<tr>
<td>Independent multi-pitch</td>
<td>2</td>
<td>Up to 4</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>5 - 6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>7 - 8</td>
</tr>
</tbody>
</table>

### Orienteering

<table>
<thead>
<tr>
<th>Activity</th>
<th>Staff numbers</th>
<th>Student numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>School grounds</td>
<td>1</td>
<td>1 - 30*</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>31 - 60</td>
</tr>
<tr>
<td>Outdoor environments with</td>
<td>2</td>
<td>1 - 40</td>
</tr>
<tr>
<td>well-defined boundaries</td>
<td>3</td>
<td>41 - 60</td>
</tr>
<tr>
<td>Outdoor environments with</td>
<td>2</td>
<td>1 - 20</td>
</tr>
<tr>
<td>less defined boundaries</td>
<td>3</td>
<td>21 - 30</td>
</tr>
</tbody>
</table>

*This is the only activity that allows one teacher to supervise students as it is being offered in the school grounds.*
Supervision/Duty of Care

On camps there shall be one adult for every ten students. In general, teachers should comprise at least half of the excursion staff.

Where camps involve overnight stays for co-educational groups accompanying staff must include at least one teacher of each gender.

No student may participate in any camp unless the supervising teacher has been provided with a signed consent and medical forms. Getting approval over the phone will not suffice.

Consent forms are to remain at the school and a copy must be taken on the camp in the event of an accident or emergency requiring medical treatment to any student.

All camps begin and end at school.

Teachers in charge of a camp should take on the camp, the mobile provided for this purpose which is available from the general office.

Participation

As camps are a part of the school curriculum it is expected that all students for whom a camp is planned will participate in it.

The Principal reserves the right to refuse access to a camp any student whose behaviour is such as to make their participation an unacceptable risk to the well being of the student themselves, other students or the supervising teachers.

Teachers organising or attending a camp should ensure that an alternate, meaningful program is provided for all students who do not participate in the camp.

Travel

When a private vehicle is to be used for the transport of students, the parent/guardian of each student should be advised of the name of the driver(s) and requested to sign consent for their child to travel in vehicle(s) driven by the named driver(s).

Accurate records of names of students travelling in each vehicle and the route taken must be left with reception before departure.

Any private vehicle used for transport in connection with any school program or function must be currently registered and comprehensively insured (with an indemnity to The Crown stated on the policy) and the driver must hold a valid driver’s license.

Special Conditions apply to interstate and overseas excursions, other high risk and adventure activities. Staff planning such activities should consult the SOFweb Reference Guide and the Principal for advice.

Student Behaviour

The usual school Student Code of Behaviour, and Code of Conduct Guidelines will apply on all camps.

In cases of extreme misbehaviour staff, following consultation with and approval by the principal, may determine that a student should return home during the camp. In such circumstances, the parent/guardian should be advised of the events which have led to this decision and the arrangements made for the students return home.

Parents/guardians will be responsible for any costs associated with the student’s early return from a camp. This possibility needs to be provided to parents as part of the planning documentation provided to parents.
Scheduling

Camps should be timed so as to involve minimal disruption to the educational program of other students.

Camps should be scheduled to coincide with other big activities which cause changes to the school program (e.g., two year level camps on the same week, one year level camp on the same week as year 10 work experience). This reduces the number of rescheduled weeks for both staff and students. Some flexibility to this is will be necessary for smaller, multi-age groups such as music camps and ski trips.

No camps should be organised for the period of three to four weeks prior to the completion of semester reports as the focus during this time needs to be finishing courses, work requirements and assessment tasks.

Overseas excursions need to be planned with the full involvement of the school’s administration to ensure that these camps do not compete with each other and do not interfere with other school activities planned. This needs to be done well in advance, preferably up to 9 months in advance of the departure time.

Approval Procedures

The Business Manager must approve a budget for the camp.

DEECD guidelines require all non-DEECD employed supervising adult volunteers to have a current Police or Working with Children Check. These can be arranged through the School Office.

The endorsement of the Strategic Operations Leader is required for all camps. This will ensure that the school calendar has been checked and this activity does not clash with any other school activities already planned and the costs of replacement teachers have been accurately counted in the camp budget.

Where a camp relates to a specific subject the relevant Key Learning Area Leader should endorse the activity. This will include accepting liability from that budget for any loss incurred by the camp.

Where the camp is a Year Level activity the relevant Sub School Leader should endorse the activity. This will include accepting liability from that Year Level budget for any loss incurred by the camp.

Once the above endorsements have been obtained for overnight camps, the Assistant Principal, based on an overview of camp requirements and college needs, must approve the recommendation for the staffing of the camp.

Approval for camps, tours and adventure activities within Australia will be made by school council, once all appropriate endorsements have been made. The endorsement of the President of School Council is required.

Once all endorsements have been obtained the Principal will approve camps by signing the ‘Notice of Camp / Overnight / Adventure Activity’ Form.

An electronic notification document is available on http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp and this must be submitted to the Department to notify them that an overnight excursion or camp is being undertaken at least THREE weeks prior to the camp taking place. The receipt of this form is provided by DEECD via email to the submitter and a copy of this needs to be provided.

The organising teacher must complete the Camps Emergency Plan and a Risk Management Plan and ensure a copy is left at the General Office.

Overseas Camps

It is expected that for good curriculum reasons, school camps or excursions involving staff and students travelling outside of Australia, will occasionally take place. The following guidelines should be used in conjunction with the school’s official Camp Form.

Schools travelling overseas should use the same assessment criteria as is used for residential camping within Australia and perform a thorough risk assessment of the proposed travel location, facilities and venues.
Notification of overseas travel
In addition to the notification required in 4.4.2.3.2 schools should register their overseas travel plans with the Department of Foreign Affairs and Trade (DFAT). This ensures that should dangerous or exceptional circumstances arise while travelling overseas DFAT will assist in ensuring the safety and security of staff and students.

When planning these trips, staff will need to be cognisant of, and take into account, the following issues:

- Staff and student safety, especially in respect to Federal Government travel warnings. Recently the Department has introduced requirements for schools preparing for overseas travel. Schools preparing for overseas travel must ensure they:
  - register their plans with DFAT through the Smartraveller website
  - provide details about the excursion to the Department’s Emergency and Security Management Unit by completing the Notification of School Activity form using the Student Activity Locator (SAL) online database at least three weeks prior to the activity
  - comply with any DFAT travel advice current for the proposed location
  - subscribe to receive automatic travel advice updates from the Smartraveller website, both prior to the excursion and when overseas.
- The need for School Council approval to plan a trip and to travel and DEECD approval to travel overseas
- The need to use reputable travel agencies who are fully insured and meet all DEECD and School Council guidelines
- Ensuring that the school or DEECD is not liable for any financial penalties that may arise from the camp/excursion
- That all administrative costs, including CRT costs and any staff subsidy costs are included in the final costing for the students
- That for contingency reasons, trip-costings for different numbers of students be prepared so that parents are aware of how costs will rise if students drop out. Travel companies will provide this information as part of their support for your planning processes.
- That the Principal or his/her nominee from the leadership team, will accompany the camp/excursion as one of the teaching staff to ensure that DEECD and School Council policies and requirements are fully followed in the case of an emergency
- That any staff subsidy arrangements will be shared equally among all the staff in attendance
- If school staff, additional to those required by the school to attend to meet DEECD and School Council guidelines, wish to attend, then permission must be sought from the Principal. Permission will not be granted when the excursion falls during term time as the school would have to cover classes left unattended by the teacher. This is also includes ES’s who would need to be back filled. An approved series of duties for these staff would need to be developed in consultation with the teacher in charge and the principal’s nominee to ensure that taxation guidelines would be met. These staff would have to pay for all travel, food and accommodation costs themselves, and would then have to make a claim for any legitimate costs from the taxation office in their next tax claim. That Emergency Management be informed about the overseas excursion (refer to dot point 3, Things to do by the staff organising the camp, p6)

Things to do by the staff organising the camp/excursion:

- That School Council approval to plan be gained at least 6 months prior to the camp taking place
- That final School Council approval be sought, with all details including staffing, final costs for students, and a copy of the DEECD approval to travel overseas document, two School Council meetings prior to departure
- Informing Emergency Management that the overseas camp/excursion is taking place: Information provided should include school name and number, flight details, dates of camp/excursion, a full itinerary
with accommodation details and excursion venues, number and year level of students participating, number of staff, and name and mobile telephone number (where possible) of person in charge of camp/excursion and a copy of the camp/excursion emergency management plan. A hard copy of this information should be faxed to Emergency Management (9589 0543) at least two weeks prior to departure as well as accessing an electronic notification document which is available on http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp. This must be submitted to the Department of Emergency Management Department to notify them that an overseas excursion or camp is being undertaken at least two weeks prior to the camp/excursion taking place. The receipt of this form is provided by DEECD via email to the submitter and a copy of this needs to be provided to the Principal.

- Ensuring that an Emergency Management Plan is prepared prior to departure. This should be provided by the travel company and include information about how sick or injured staff and students will receive medical help or emergency assistance


- Ensuring that the trip takes place at an appropriate time, through discussion with the Principal and relevant school committees, and then ensuring that the excursion is placed on the school yearly calendar

- Ensure that relevant school committees are supportive of the camp/excursion taking place prior to seeking School Council approval to plan. This should occur at least six months prior to the overseas excursion taking place

- That parent/student meetings be organised where necessary to fully inform parents and students about the camp

- Approval for camps/tours outside Australia must also be received by the Department of Premier and Cabinet and this will occur in due course if all previously mentioned notifications take place
This form should be completed and presented to College Council for consideration.

**Activity:**

**Venue:**

**Dates:**

**Teacher Organising Activity:**

<table>
<thead>
<tr>
<th>Participants</th>
<th>Approximate Cost (per student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>Accommodation</td>
</tr>
<tr>
<td>Male</td>
<td>Transport</td>
</tr>
<tr>
<td>Total</td>
<td>Other</td>
</tr>
</tbody>
</table>

Total $  

**Educational Aims of Excursion/Activity:**

**Brief Outline of Proposed Program:**

**Activities Requiring Special Precautions:**

Teacher in Charge: ............................................  Principal: .............................................
# LALOR SECONDARY COLLEGE

## APPLICATION FOR OVERNIGHT EXCURSIONS

AND

ACTIVITIES REQUIRING SPECIAL PRECAUTIONS

This form and attached information must be forwarded to the Principal/Assistant Principal 6 weeks prior to activity.

### CAMP/EXCURSION DETAILS.

<table>
<thead>
<tr>
<th>DATES</th>
<th>FROM/ON</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF VENUE/LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICAL ADDRESS OF VENUE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MANAGER/CARETAKER OF VENUE:</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTICIPANTS:</th>
<th>BOYS:</th>
<th>GIRLS:</th>
<th>YEAR LEVEL/S:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>NUMBER OF STAFF:</th>
<th>TEACHERS:</th>
<th>OTHER ADULTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF TEACHER IN CHARGE:</th>
<th>A/H PHONE NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF TRANSPORT TO BE USED:</th>
<th>PROPRIETOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF TRANSPORT REMAINING ON SITE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON (NOT ON EXCURSION):</th>
<th>A/H PHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LALOR SECONDARY COLLEGE

Confidential Medical Report
for School Camps and Excursions

(Please complete and return as soon as possible)

This report is intended to assist the college in case of any medical emergency with your child. All information is held in confidence and these forms will be destroyed after the camp or excursion.

Student’s Name: ........................................................................................................................................

Date of Birth: ...........................................................................................................................................

Parent/Guardian’s Full Name: .......................................................................................................................

Address: .......................................................................................................................................................

Emergency Telephone: After Hours: ...............................................................................................................

Name and Address of Family Doctor: ...........................................................................................................

Medicare No. ..................................................................................................................................................

Medical/Hospital Insurance Fund: ................................................................................................................

Contribution No. ...........................................................................................................................................

Ambulance Subscriber: YES ☐ NO ☐ Contribution No. .................................................................

Please tick if your child suffers any of the following:

☐ Bed wetting ☐ Fits of any type ☐ Diabetes ☐ Heart condition

☐ Dizzy spells ☐ Sleepwalking ☐ Asthma ☐ Blackouts

☐ Migraine ☐ Travel sickness ☐ Other

Allergies to:

☐ Penicillin ☐ Any foods ☐ Other drugs ☐ Other

What special care is recommended? ..........................................................................................................

Special dietary requirements: ....................................................................................................................

Tetanus Immunisation: Last tetanus immunisation was ...................................................... If over ten years since last

immunisations, please tick if booster is to be arranged by parents before the camp. ☐ Booster date:......................

Tablets and Medicines

1. Is your child presently taking tablets and/or medicine? YES ☐ NO ☐

If YES, please state name of medication, dosage etc. and complete the form attached.

.......................................................... ........................................................................................................

2. All medicines must be handed to the teachers in charge prior to leaving, with your child’s name, the dose to be taken and

when it should be taken. (These will be kept in the first aid centre and distributed as required).

Please do not allow children to be in possession of any medicines while on the camp or excursion.

Previous Experience:

Is this the first time your child has been away from home? YES ☐ NO ☐

Swimming Ability: ☐ Can swim more than 25m ☐ Can swim up to 25m ☐ Non-swimmer

☐ Frightened of water ☐ Needs to be able to touch bottom

‘I authorise the teacher in charge of the excursion/tour to consent, where it is impracticable to communicate with me, to the child receiving such medical or surgical treatment as may be deemed necessary.’

Signed: .............................................. .............................................. Date: .............................................. ..............................................

The Ministry of Education requires this consent to be signed for all children attending school camps or excursions.
Lalor Secondary College

**INFORMATION TO ASSIST WITH STAFFING OF A CAMP OR EXPEDITION**

Staff member’s name: ........................................................................................................................................

Destination of camp or expedition: ..............................................................................................................

Date of camp or expedition: ............................................. Year Level: .................

Please list:

1. Previous camps attended/organized:
   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................

2. Experience with adventure activities:
   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................

3. Experience with presenting/assisting learning activities on camps:
   ..............................................................................................................................................................
   ..............................................................................................................................................................
   ..............................................................................................................................................................
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4. First aid qualifications:
   ..............................................................................................................................................................
   ..............................................................................................................................................................

5. Any other relevant experience, abilities, qualifications:
   ..............................................................................................................................................................
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   ..............................................................................................................................................................

Thank you. Please return to ..........................................................
Lalor Secondary College
Camps Emergency Plan

PART A – Camp Details:

Title of Camp:  ......................................................................................................................

Year Level:  ............................................ Date of Camp: ...........................................................

Staff Member in Charge:  ...........................................................................................................

Location of Camp:  ....................................................................................................................

Melway Reference (if applicable):  ..............................................................................................

Major Mode of Transport:  ...........................................................................................................

Transport Co. Name:  ..................................................................................................................

Contact Person of Transport Co.:  ...............................................................................................   

Contact Phone Number/s of Transport Co. :  .................................................................................. 

PART B – Staff Details:

Staff Attending Mobile Numbers (if available)

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Staff with First Aid Qualifications Level of Qualification

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Key School Contacts in case of Emergency Contact Number /s

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PART C – Emergency Management (Department of Education)

Emergency Management Contact at DEECD (24 hour service)
Emergency & Security Management (Statewide No.) ph: 9589 6266 fax: 9589 0296

PART D – First Aid

Closest Hospital / Doctors’ Surgery to Camp Site ……………………………………………………………………..
Address ……………………………………………………………………..Phone: ………………………………

Melway Reference (if applicable): ………………………

First Aid Kits (tick box only when task is completed)

Checked □ Fully Stocked □

PART E – Student Details

Total Number of students attending the camp: …………………………………………..
Total number of boys: ……………….. Total number of girls: ……………………

Students Attending (list all names or attach list)
………………………………………………………………………………………………………………..
………………………………………………………………………………………………………………..
………………………………………………………………………………………………………………..

PART F – Check List

Please ensure the following is completed. (tick only when task is completed)

Notification of School Activity complete on-line for DEECD


Consent Forms completed □

List of all students attending camp □

Camp Medical Report Forms completed for all students □

List of students on medication (details of type of medication included) □

Police Checks or Working with Children Checks undertaken for adult volunteers attending camp □

Emergency and Risk Management Plans completed □

Copy of Key Elements in an Emergency with Teacher-In-Charge □
KEY ELEMENTS IN AN EMERGENCY

SHORT-TERM TASKS – Within the first twenty four hours

Set aside five minutes to calm down and collect your thoughts. Consider with your team, the level of response that might be required, as well as all possible responses.

Immediate Tasks Checklist

☐ notify the Emergency Contacts in Melbourne. Emergency & Security Management (Statewide - 24 Service) on 9589 6266.

☐ notify the local emergency services using their emergency numbers

☐ notify all teachers / members of team about the emergency

☐ ensure that staff and students are safe from injury or harm

☐ record details on the Initial emergency record and Emergency message record forms

☐ establish a school emergency team to coordinate the response

☐ allocate responsibilities to individual staff

☐ allocate responsibility for evacuation and/or assembly of staff and students

☐ allocate responsibility for provision of informing parents where necessary

☐ coordinate routine camp activities (if relevant / possible)

☐ establish a recovery room for affected students and staff

☐ allocate staff to monitor the recovery room

☐ actively seek information from the DEECD, police, hospital or elsewhere

☐ monitor student group’s and teacher reaction

☐ set aside time to brief key personnel and to review responses

☐ injury report form completed
INITIAL EMERGENCY RECORD

Date: ……………………………………… Time of Incident: ……………………………………………

Name of Staff Member/s to whom emergency was reported / witnessed the emergency:

-------------------------------------------------------------------------------------

Details of the emergency: *(describe the incident in as much detail as possible, describing who was
involved, how, where and when it occurred, who is injured, nature and extent of injuries, where everyone
is now, what action is being taken to help)*

-------------------------------------------------------------------------------------

IMMEDIATE ACTIONS REQUIRED

Principal notified YES NO Time: ……………………………

Emergency and Security Management Branch notified YES NO Time: ……………………………

By telephone on (03) 9589 6266

EMERGENCY MESSAGE RECORD

Time……………… Message from …………………………………………………………………………..

Action required ☐ ……………………………………………………………………………………………

Completed ☐ …………………………………………………………………………………………………

Message taken by…………………………………………………………………………………………

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<tr>
<th>Time</th>
<th>Message from</th>
<th>Action required</th>
<th>Completed</th>
<th>Message taken by</th>
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19
**CAMP PLANNER**

Make all bookings tentative. Do not make confirmed bookings or pay any deposits until you have gained approval for the activity and are sure that it will go ahead.

Follow the steps in order. They are there to protect you and make sure that any contingency is covered.

## 1. Camp Budget & Business Manager’s Endorsement

<table>
<thead>
<tr>
<th>Costs</th>
<th>Income</th>
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<tbody>
<tr>
<td><strong>Fees</strong></td>
<td><strong>Costs to be paid by students</strong></td>
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<tr>
<td>Total fee charged per student:</td>
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<td></td>
<td>$ ____________</td>
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<tr>
<td>Accommodation:</td>
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<tr>
<td>_____ Students @ $ ________ each</td>
<td>_____ Students @ $ ________ each</td>
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<td>_____ Staff @ $ ________ each</td>
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<tr>
<td><strong>Meals (including GST):</strong></td>
<td><strong>Subsidies / Sponsorships (specify)</strong></td>
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<td>_____ Students @ $ ________ each</td>
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<tr>
<td>_____ Staff @ $ ________ each</td>
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<tr>
<td><strong>Transport</strong></td>
<td><strong>Other Income (specify)</strong></td>
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<td>Bus Hire @ $ _____________</td>
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<tr>
<td>Other (specify)</td>
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<tr>
<td>CRT Cover for Supervising Teachers</td>
<td><strong>Other Costs (eg:</strong></td>
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<tr>
<td>_____ Periods @ ________ each</td>
<td>Camera Film &amp; Development,</td>
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<td><strong>Other Costs (eg:</strong></td>
<td>Photocopying, Prizes/Awards, Mobile</td>
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<tr>
<td>Camera Film &amp; Development,</td>
<td>Call Costs)</td>
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<td>Photocopying, Prizes/Awards,</td>
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<td>Mobile Call Costs)</td>
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<td>Other: ____________________</td>
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<td><strong>Totals</strong></td>
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(Signature of Business Manager) _______________  Date _______________

## 2. ACCOUNTS RECEIVABLE CHARGE SLIP.

To be given to the Business Manager with a list of all students attending attached to this tear off slip.

NAME OF CAMP: ____________________________________________

DATE HELD: _______________________________________________

CHARGE TO ACCOUNT: _______________________________________

COST PER STUDENT: _____________________________
3. **Endorsement of Key Learning Area Leader or Relevant Program Coordinator**

The content of this camp is consistent with the specified course of study / program. The _____________________________________________________ program budget will bear the cost of any loss incurred by this camp.

(Signature of Key Learning Area/Program Coordinator)  Date

4. **Endorsement of Strategic Operations Leader.**

The school diary has been checked and this activity does not clash with any other school activities already planned. The plans for the activity are consistent with the requirements of the Lalor Secondary College Camps and Excursions Policy and Department of Education Regulations. The costs of replacement teaching have been accurately counted in the excursion budget.

<table>
<thead>
<tr>
<th>TEACHERS ATTENDING (Campus)</th>
<th>EXTRAS</th>
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Any special conditions/considerations: ..................................................................................................................................................................................

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(Signature of Strategic Operations Leader)  Date: 

5. **Endorsement from Assistant Principal.**

The plans for the activity are consistent with the requirements of the Lalor Secondary College Camps and Excursion Policy and Department of Education and Training Regulations. The Staff listed in Section 4 are approved to attend ensuring minimal disruption to the College program.

List of Adult Supervisors with expiration date of sighted Current Police or Working With Children Check expiration.

............................................................................................................................

............................................................................................................................

(Signature of Assistant Principal.)  Date: 

21
6. **School Council Approval**

School Council approval is required for:
- Overnight Excursions
- Camps
- Interstate Visits
- Excursions requiring sea or air travel
- Excursions involving weekends or vacations
- Adventure activities

At its meeting on ____ / ____ / ____ the Lalor Secondary College Council gave approval for this activity to proceed.

........................................................................................

.........................................................

School Council President

Date

7. **Principal’s Approval**

When steps 1-6 have been completed the Principal’s signature of the Notice of Camp form should be sought.

8. **Post-Approval Activities**

*Please tick the box to indicate that you have completed the following procedures.*

1. A Notice of Camp, Medical Report and Consent Form has been issued to every eligible student. ☐
2. Relevant Home Group Teachers have been notified. ☐
3. Teachers whose classes are affected have been notified. ☐
4. A notice regarding the camp has been placed in the daily bulletin in the fortnight before the camp, including details of all staff approved to attend. ☐
5. List of all possible attendees has been given to the Bursar; money has been collected, and receipted at the General Office. ☐
6. Police or Working with Children Checks undertaken for adult volunteers attending camp ☐
7. Details of program planned for students not attending has been given to the Strategic Operations Leader. ☐
8. Details of program planned for students not attending has been given to all staff on relevant campus. ☐
9. Payments:
   - Payment is made direct to the General Office and a receipt will be issued. ☐
   - All deposits have been receipted by due date. ☐
   - All final payments have been receipted by due date (two weeks prior to the camp). ☐
10. If cheques need to be obtained on or before the date of the camp, an order form should be completed and given to the Business Manager at least ten working days before the cheque is required. ☐
11. Appropriate preparation has been carried out with participating students. ☐
12. ‘Notification of School Activity’ has been completed on-line and copy given to the General Office. ☐
9. Before Leaving for the Camp

Please tick the box to indicate that you have completed the following procedures.

1. All students attending have provided a complete and signed Medical Report and Consent Form.

   Note: No student may participate in a camp unless the supervising teacher has been provided with a signed medical report and consent form and full payment has been received. Getting approval over the phone will not suffice. All signed permission forms must be taken on the excursion in the event of an accident or emergency requiring medical treatment to any student.

2. The original of this form an accurate roll of students attending, and a detailed itinerary has been provided to the General Office.

3. Any relevant contact telephone number during the camp has been given to the General Office.

4. School mobile telephone has been collected and will be switched on at all times unless the activity being undertaken makes it inappropriate.

5. Consent & Medical Forms will be taken on camp, including all contact numbers for family of all students and accompanying adults participating in a camp will be taken on camp.

6. First Aid kit has been packed

7. Injury report forms should be taken on camp and completed immediately it is practicable to do so after any injury is sustained by a student, teacher or other supervising adult connected with the school. This should be handed to reception upon return to school.

8. Signature of Teacher In Charge ............................................................. Date .............................