Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Email: lalor.sc@edumail.vic.gov.au

LALOR SECONDARY COLLEGE

Camps and Excursions Policy

2022-2025

Aim

This policy has been developed as part of Lalor Secondary College's commitment to providing all students with opportunities to extend their learning experiences in a safe, secure environment and to ensure excursions are planned, approved and conducted appropriately and in line with DET guidelines.

Date ratified by School Council: 24th August 2022
Review date: July 2025

CAMPS AND EXCURSIONS

Help for non-English speakers

If you need help to understand the information in this policy please contact the general office on 9463 7300

PURPOSE

To explain to our school community the processes and procedures Lalor Secondary College will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Lalor Secondary College. This policy also applies to adventure activities organised by Lalor Secondary College, regardless of whether or not they take place on or off school grounds, and to school sleep-overs

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Lalor Secondary College will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

Note: workplace learning activities (such as work experience) and intercampus travel are not considered school excursions.

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. Camps and Excursions are a part of the school curriculum, they allow for authentic and valuable teaching and learning opportunities. They enhance the classroom course of study in a particular subject and provide students with a richer experience of subject content.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: Excursions.

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Lalor Secondary College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Lalor Secondary College's is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Lalor Secondary College follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Lalor Secondary College recognises the valuable contribution that volunteers provide to our school community in direct support of the work that is undertaken within the college.

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g., bus licence, first aid etc.) and the special needs of particular students.

Parents who would like to volunteer are encouraged to:

- Respond via the communicated contacts when volunteers are requested.
- Contact the general office via 9463 7300 to communicate their request to volunteer.

Volunteer and external provider checks

Lalor Secondary College values the many volunteers that assist with our school programs. To ensure that we are meeting our legal obligations under the Worker Screening Act and the Child Safe Standards, Lalor Secondary College is required to undertake suitability checks which in most cases will involve asking for evidence of a Working With Children (WWC) Clearance and may also involve undertaking reference, proof of identity and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Lalor Secondary College is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to the schools Human Resources manager for verification.

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Parent/carer consent

For all camps and excursions, other than local excursions, Lalor Secondary College will provide parents/carers with a specific consent form outlining the details of the proposed activity. Lalor Secondary College informs parents/carers about school camps and excursions by distributing consent forms to students, and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Lalor Secondary College will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Example School will also provide advance notice to parents/carers of an upcoming local excursion through compass, and a note sent home with the student. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Lalor Secondary College will notify parents once only prior to the commencement of the recurring event.

Electronic consent requirements

An electronic signature can include:

- the use of a username and password to verify the acceptance of terms or consent
- a digitally encrypted image of a person's hand written signature (i.e. a pin or password would be required before the signature can be inserted into a document)
- email correspondence
- online scripts and pop-ups requiring 'tick the box' and 'accept'; or
- SMS.

Parent Payments for camps and excursions

Most camps and excursions provided by Lalor Secondary College enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Lalor Secondary College will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager and Organising Teacher. The Business Manager can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at Camps, Sports and Excursions Fund.

Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to the student's signed *Student Medical Information Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Schools must:

- Ensure that the teacher-in-charge takes the medical information forms on the excursion
- Ensure these forms are available to other excursion staff in emergency situations
- Keep copies of the forms at the school.
- At least one staff member responsible for the excursion must have a first aid qualification when appropriate.
- Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy* and *Student Code of Behaviour.* The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy, Student Code of Behaviour* and *Bullying Prevention Policy*.

Electronic Devices

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but these may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Lalor Secondary College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department polices and guidelines:

- Excursions
- Camps, Sports and Excursions Fund
- Parent Payments Policy

The following school policies are also relevant to this Camps and Excursions Policy:

- Student Wellbeing and Engagement Policy
- Parent payment Policy
- Volunteer Policy
- Duty of Care Policy
- Child Safety Policy
- First Aid Policy
- School Bus Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
School Council Consultation	24/08/2022
Approved by	Principal
Next scheduled review date	July 2025

APPENDICES:

- **Appendix A - Preparation for an excursion (overview)**
- **Appendix B - Preparation checklist**
- **Appendix C - Summary of excursion doc**
- **Appendix D - Minimum supervision requirements**
- **Appendix E - Compass Instructions**
- **Appendix F - Risk Assessment Template**
- **Appendix G - Sample risk register**
- **Appendix H - Camp Preliminary application**
- **Appendix I - Camp approval proforma**
- **Appendix J - Permission form proforma**

Appendix A.

Preparing for an Excursion

OVERVIEW

Approval Times:

- Small Groups/Local Excursions = submitted at least one month prior to date
- Whole Year level = submitted six weeks prior to date
- Camps = submitted six months prior to date
- Overseas = submitted 18 months prior to date

GENERAL EXCURSION PROCEDURE
1. Consult with the LSC Excursions Policy to ensure you are aware of all requirements. **2.** Check the key dates concerning the general organization of the excursion and a suitable date. **3.** Consult with the relevant KLA leader and the Sub School Leader. **4.** Check with the General Office for travel arrangements, including booking of buses. (Please note: the General Office makes all travel bookings). **5.** Check finance details and costs with Business Manager. Costing of excursions should be carried out carefully and quotes attached to the event on Compass. **6.** Complete the online Excursion or Incursion process according to the instructions listed in Appendix A. **7.** Once approved the excursion notice, including the consent form, will be generated by the General Office. **8.** The 'Student Activity Locater' (SAL) must be submitted to the Department during the application process, at least THREE weeks prior to the activity. **9.** Send out excursion notices in sufficient time for all money to be back to the school at least one week prior to the excursion. Late payments cannot be accepted. **10.** It is the responsibility of the teacher organizing the excursion to provide the office with a list of all students who plan to attend the excursion prior to money being collected so that the school meets audit requirements. **11.** Teachers must email all staff at least two days prior to the excursion, the list of students attending the excursion. **Note: Consent forms and money for all students must be in to the General Office at least one week prior to the excursion otherwise the excursion may be cancelled.**

Useful Links:

- LSC Excursions Policy – https://www.lalorsc.vic.edu.au/wp-content/uploads/2021/02/Excursions-Policy-2020-2022.pdf
- DET excursions information – https://www2.education.vic.gov.au/pal/excursions/policy
- SAL (T.O. login required) – https://partner.eduweb.vic.gov.au/sites/sal#/
- Templates and resources – https://lalorsc-vic.compass.education/Communicate/SchoolResources.aspx

Additional Considerations:

- CRT costs are to be listed as $80 per person, per period requiring cover
- All documents **must** be uploaded to the resources tab.
    - Risk assessment
    - Quotes/Invoices
    - Bus Bookings
    - Draft permission slip
    - Other General information (emails)
- Are staff ratios accurate?
- Are all the necessary details provided in the permission slip also?

Appendix B.

Preparing for an Excursion

Obtain a copy of the Camps and Excursion policy and make yourself familiar prior to planning

---

During the planning stage

- ☐ Check Key Dates for suitable date and make tentative booking
- ☐ Phone the Organisers (e.g., Luna Park, Arts Centre etc.)
  - How much will it cost per student?
  - Do we have to pay for teachers? Y/N
  - Do we have to have a cheque ready on the day or will they invoice us? CHQ? INV
  - Is there a cancellation fee if we do not go? Y/N How much?
  - How soon before excursion do they need exact numbers?
  - Ask them to email or post confirmation of prices. GST inclusive? Y/N (Attach a copy to the excursion template in Compass)
- ☐ See General Office to get bus quotes (as required)
- ☐ See Business Manager to help calculate cost to students
- ☐ Prepare draft excursion notice and attach to event in Compass
- ☐ All relevant documents including quotes to be prepared and attached to the online process at least four weeks before excursion. Whole year level excursions should aim for at least six weeks ensuring you are following the process outlined in the Excursion Policy
- ☐ Complete Compass online Excursion process using appropriate template and push submit (Events will not be approved if the incorrect template is used)
- ☐ Organising teacher meets with attending staff 2 days prior (being aware of part time staff and their limitations)
- ☐ Speak with Student Managers regarding students that are not allowed to attend and for suitable homegroup combinations
- ☐ Allocate a staff member for first aid. Be aware of medical alert students
- ☐ Organise excursion folders with the relevant information for staff attending
- ☐ Organise adequate supervision arrangements

Once Excursion approval received from relevant AP

- ☐ Excursion letter prepared by General Office and to be signed by relevant AP and excursion 9rganizin
- ☐ Excursion notice to be issued to students three weeks before excursion and whole year level excursion should be four weeks
- ☐ Due date for all money and CSEF requests to be in to the General Office one week before excursion
- ☐ Confirm bookings of bus and venue one week prior to excursion
- ☐ A list of students who have paid will be issued to the 9rganizing teacher by the General Office seven days before due date for the 9rganizing teacher to follow up students who have not paid
- ☐ Late payments will not be accepted (except in extreme circumstances)

- Students who have not paid will be expected to attend school. The organising teacher is required to arrange an alternate program for these students in consultation with the Daily Organiser and Strategic Operations Leader
- A final list with all payments and permission slips needs to be collected from the General Office by the organising teacher four days before the excursion and the Compass roll amended for non-attendees
- Permission slips need to be sorted and checked for phone number contacts and parent signatures by the organising teacher
- Check if any medical alert students are attending and ensure arrangements for plans and medication are made and fulfilled
- Excursion roll must be marked prior to the commencement of the excursion
- Permission slips must be taken on excursion and distributed to supervising staff
- To take on excursion:
    - L.S.C mobile phone/camera or register your phone number with the General Office if taking your own phone
    - First Aid Kit
    - Individual student plans/ASCIA Action Plans and medication/auto-injectors
- Permission forms to be returned to General Office at the end of the excursion
- Excursions must be run in accordance with the information contained in your permission

Appendix C.

EXCURSION DOCUMENTATION

Below is a summary of the minimum requirements for documentation for each type of excursion.

	Local Excursion	Day Excursion	Overnight Excursion	Interstate	Overseas	Adventure Activities
Local Excursions Annual Consent Form	X					
Notification of Local Excursions	X					
Reminder to update medical information	X	X				
Consent Form		X	X	X	X	X
Confidential Medical Information Form			X	X	X	X
Evidence of Risk Assessment Template	X	X				
Risk Register			X	X	X	X
Log Excursion on SAL	X	X	X	X	X	X
Staff Travel Application				X	X	
Excursions – Principal Approval Form			X	X	X	X
Emergency Management Plan			X	X	X	X
Pre-Activity Check						X
Documentation of participant preparation, prerequisite skills/ knowledge						X
Documentation of staff qualifications and experience						X
Communications Plan			Depending on location	Depending on location	X	Depending on location

Appendix D.

SUPERVISION REQUIREMENTS

Supervision

To ensure appropriate and effective levels of supervision, the risk assessment should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors and so on)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- known or anticipated weather conditions
- requirements outlined in the information for specific Adventure activities
- emergency response planning
- any other relevant factors.

Minimum supervision requirements

Department policy provides minimum requirements for staff-student ratios. Schools may need to enhance these measures with additional staff or volunteers to ensure student and staff safety.

Schools must take into account the likelihood of circumstances where a staff member may be unable to actively supervise the group (e.g. staff illness, staff needing to support a particular student because of illness, behaviour etc.), and the time it will take for a replacement staff member to arrive at the excursion destination.

Except where otherwise indicated, all excursions and camps must have a minimum of 2 staff members.

Local excursions - Regular class teacher-student ratios with an additional accompanying staff member (as required)

Day excursions - 1:20 staff-student ratio with a minimum of 2 staff

Overnight base camps - 1:10 staff-student ratio with a minimum of 2 staff

Overnight study camps - 1:15 staff-student ratio with a minimum of 2 staff

Interstate travel - 1:10 staff-student ratio with a minimum of 2 staff

Overseas travel - The following table indicates how staff numbers should be calculated, noting these ratios are the minimum required.

Number of students	Number of staff
1 to 10	2
11 to 20	3
21 to 30	4

Appendix E.

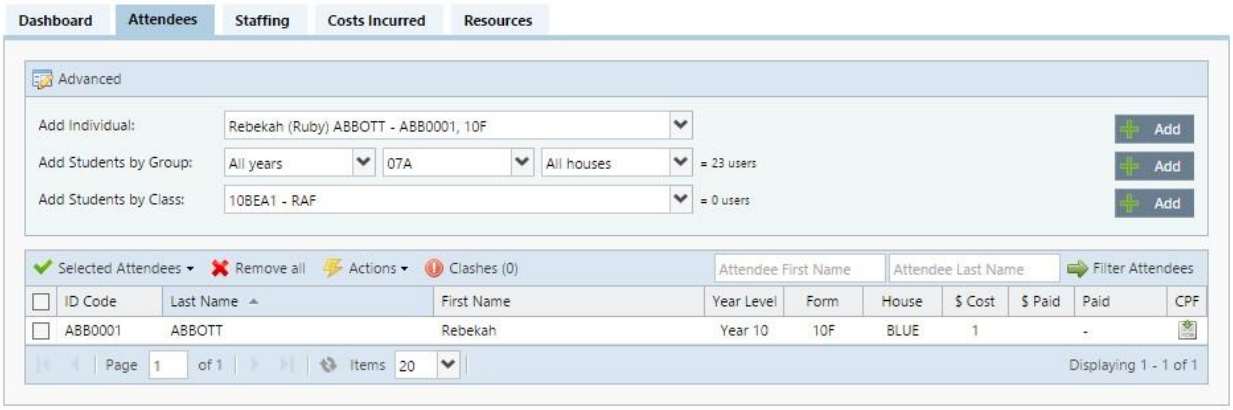
Excursion / Incursion - Compass Event Application Instructions

Step 1 – Dashboard – The following fields should be completed with the following information.

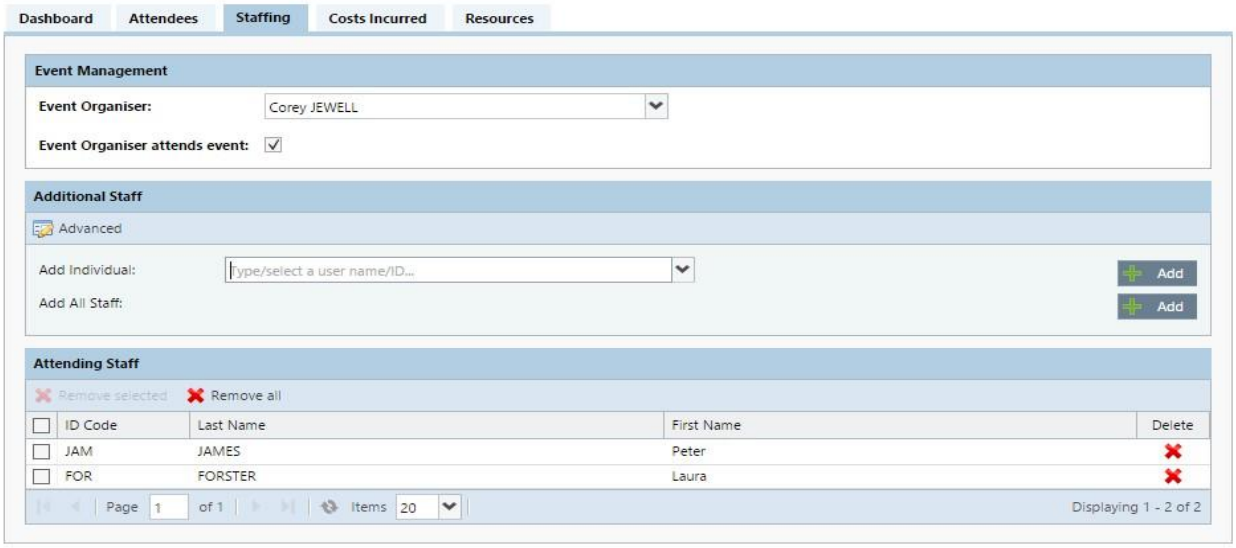
Event Name	General Description of the Event
Description / Purpose	An outline of the general purpose of the excursion/incursion.
Date	The date of the excursion / incursion.
Location	A description of the location and address.
Additional Event Information	Contact Names of Organisors, ABN details,
Dress Code	A description of what is to be worn by students to the excursion eg School Uniform.
Transport	A description of how students will be travelling to and from the excursion location including confirmation of the bus arrangements made through the general office.
Consent	If students are required to complete a permission form this box must be ticked.
Paper Consent / Payment Forms returned to:	Details on where the forms will be returned to. eg general office.
Cost	The total cost to the student based on all calculated expenses.
Administration Details	This will be the contact details on the day, risk management assessment details, map references, additional equipment,
SAL	Click on the link at the bottom and complete the Student Activity Locater.

Once the dashboard is complete you will need to click on the save button. This will then provide access to complete the next steps by clicking on the tabs located next to the dashboard tab.

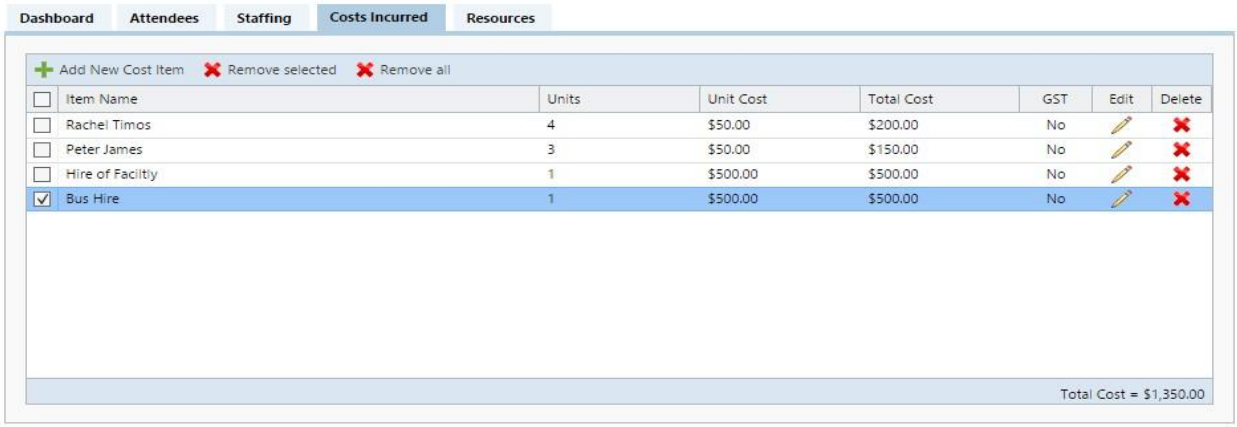
Step 2 – Attendees – This tab will provide you with the opportunity to add students who are attending the excursion / incursion. This can be done by class, year levels, home groups or individual students. See below



Step 3 – Staffing– This tab will provide you with the opportunity to add staff who are attending the excursion / incursion.



Step 4 – Costs Incurred– This tab will provide you with the opportunity to add costs for the excursion. This will include CRT costs and associated quotes. CRT costs for each staff member attending should be listed as per the example below.



Step 5 – Resources – This tab will provide you with the opportunity to upload a copy of the permission letter and the supporting documentation such as quotes and confirmations for facility, equipment or service provision. All documents should be scanned and included to support the application by clicking on the 'add content tab' and selecting 'file'.

Finish - Once each of the 5 steps has been completed you will need to return back to the dashboard tab and click on the 'Submit for Approval' tab. This will trigger an approval process that will go to the Business Manager for costing, Daily Organisor for planning and Assistant Principal for final verification. Once approved by all 3 members of staff an email will be sent informing the organisor the event has been approved and final planning should commence. Permission letters should be collected from the Business Manager at this point.

Appendix F.

EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Template

This form may be used to document the risk assessment completed for all local and day excursions. It must be easily accessible during the excursion, either in hard copy of electronically.

Please adapt the document below to suit the school's needs.

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge			
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and activity.

Risk		Y/N	Treatment details (if required)
Supervision	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?		
	Has consideration been given to risks relating to supervision more broadly?		
Transport	Do the transport arrangements comply with: • Excursions Guidelines – Transport • Department transport policies • school based transport policies (e.g. school bus)? (if applicable)		
	Has consideration been given to risks relating to transport? (e.g. travel sickness, bus break down, cancelled train, crossing busy roads etc.)		
Student behaviour	Does any particular student's behaviour pose a risk to either that student or to others?		
	Has consideration been given to risks relating to student behaviour more broadly?		
	Has consideration been given to reputational risk to the school in the context of student behaviour?		
Health and wellbeing	Are there any students who have a disability or medical or health condition that need to be supported/managed during the excursion?		
	Are there any staff who have a disability or medical or health condition that need to be supported/managed during the excursion?		
First Aid	Will a first aid kit be taken/available on this excursion?		
	Does the excursion have adequate staff with first aid qualifications appropriate to the activities being conducted?		**Name of staff** / **Level of first aid training**

Risk		Y/N	Treatment details (if required)
Weather & Emergency Warnings	Has consideration been given to risks associated with the weather or emergency warnings? (this should include alternative arrangements, sun smart policy etc.)		
Communication	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?		
	Has appropriate equipment been sourced?		
Location	Has consideration been given to the risks associated with the location? (e.g. fire danger, high cliffs, water sources, city environment, crossing busy roads etc.)		
Consent	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated health information? (for local excursions this should include notification of the excursion).		
External Providers	If an external provider has been engaged by the school to assist in the planning and/or conduct of the excursion, does the arrangement comply with the Excursions Guidelines – External Providers?		
	Has the school considered any terms and conditions in any agreements documenting this arrangement? Things to look out for are: • waivers of liability and/or indemnities • clear roles and responsibility with respect to risk management • ensuring third parties have child safe policies or agree to follow the schools • ensuring any financial elements are reasonable (e.g. in relation to cancellations and refunds, costs of services etc.) • ascertaining that the external provider has adequate insurance coverage for the planned activity		
Emergency management	Has consideration been given to emergency management procedures?		
	Has the excursion been entered into the Student Activity Locator?		
	Has consideration been given to arrangements should the excursion need to be cancelled whilst the excursion is already in progress?		
COVID-19	Has consideration been given to the specific COVID-19 risks associated with the excursion?		
	Should should: • review the guidance available in the School Operations Guide, and on the **School camps during COVID-19** page and apply it to the excursion arrangements. For support with this, contact the OHS Advisory Service: **Telephone:** 1300 074 715 **E-mail:** safety@education.vic.gov.au Specific considerations include:		

Risk		Y/N	Treatment details (if required)
	• Checking DH Website to see if destination and travel routes are impacted by travel restrictions or have permit requirements. • Ensuring that sufficient provisions of PPE are available for the trip and that hand sanitiser and cleaning materials are available / accessible. • Ensuring staff have the Service Victoria and COVIDSafe App installed on phones, and use QR code systems to check in. • Ensuring Medical and Emergency Contact records are up to date and easily accessible by staff. • Reviewing and ensuring staff are familiar with the guidance about the management of unwell staff or students in the School Operations Guide, and how staff might apply it in the camp / excursion setting. • Ensuring that staff or students who are unwell with COVID-19 symptoms do not attend the camp / excursion. • Ensuring staff and students adhere to face mask, check in, physical distancing and density requirements as per current COVIDSafe measures during the excursion.		
Other risks			

Date completed		Signed	
Date/s reviewed		Signed	

Appendix G.

Template - School Risk Register

Instructions

The purpose of a school risk register is to **identify, document, and manage or control** risks in the school environment. It is not always possible to eliminate all risks. Rather, the Department expects that schools will **manage and monitor** any risks and **regularly review** their risk assessment. Risk management is **not** intended to interfere with the school's role in providing educational benefits for children and young people. Where possible, risks should be controlled instead of a school ceasing a beneficial activity altogether.

Before completing any school risk register, you should:

1. Consult with school staff, students and the school community (including families, volunteers and school council) about any risks they have identified. You may be able to do this through existing channels, including school council, parent club, or Student Representative Council or any third party service providers
2. Consider risks relating to achievement to your objectives in your school strategic plan and annual implementation plan
3. Consider risks in the physical school environment
4. Consider risks in the online school environment
5. Consider risks from, for example: excursions, camps, homestays, student workplace learning, and other activities held off the school site
6. Consider risks that might be specific to vulnerable cohorts, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, and international education students.

When completing any school risk register, you should:

1. **Add** any risks - strategic, operational or project that **are relevant** to your school
2. **Add** existing risk management strategies (controls) that your school is already undertaking
3. **Choose** the risk assessment ratings that apply to the risk in your school (refer to Risk Rating Matrix (PDF 56kb))
4. Where the risk rating is **low** and the existing risk management strategies (controls) are effective, you do **not** have to undertake new risk management strategies (treatments)
5. Where the risk rating is **medium or above**, **add** new risk management strategies (treatments) that your school will undertake
6. **Add** the name and position title of the person in your school who will be responsible for the new risk management strategies (treatments) and completion due date
7. **Add** a date (and diarise) the next review of the risk register (it is recommended that Extreme and High risk are monitored, reviewed and reported on quarterly)
8. **The principal** should **sign** the risk register.

You can contact the DET Risk team at risk.in.education@edumail.vic.gov.au for help to complete this risk register.

School (insert school name)

Risk Register

School: [insert school name]

Location(s): [insert location]

Responsible staff member: [name and/or title]

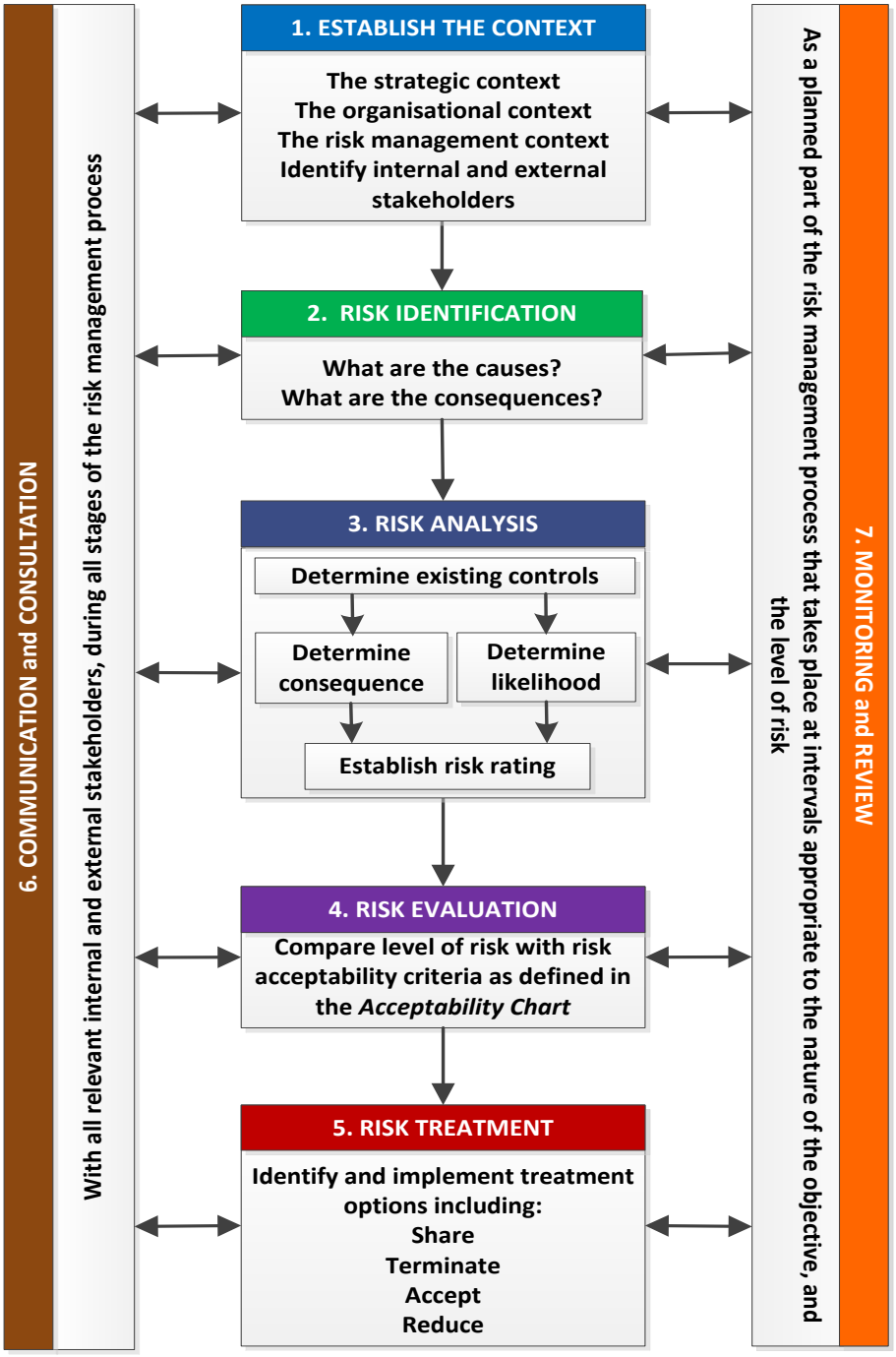
Approved by school principal: [signature]

Date reviewed: [insert date]

Next review due: [insert review date, no longer than 1 year from date reviewed]

Risk Title & Description	Risk Causes & Consequences	Existing risk management strategies (controls)	Risk Assessment			New risk management strategies (treatments)	Who is responsible?	Completion date of new risk management strategies (treatments)
Define the risk including a title and a short description *What can go wrong?*	Describe the risk cause/s and consequence/s *What would cause it to go wrong? (causes)* *What are the impacts if it does go wrong? (consequences)*	Describe any existing policy, procedure, practice or device that acts to minimise the risk *What is in place now that reduces the likelihood of this risk occurring or its impact if it did occur?*	**Risk Consequence** *How big would the impact of this risk be if it occurred?* *(choose one)*	**Risk Likelihood** *How likely is this risk to occur?* *(choose one)*	**Risk Rating** *What is the current risk level based on the risk rating matrix*	Describe the actions to be undertaken for those risks requiring further treatments	List the name and position who is responsible for each new risk management strategy (noting that the principal is ultimately responsible)	The date each new risk management strategy (treatment) action should be completed by
Risk Title (Insert here) **Risk short description** (Insert here)	**Causes** • **Consequences** •	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	• [name and position]	• Date/Month/Year
Risk Title (Insert here) **Risk short description** (Insert here)	**Causes** • **Consequences** •	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	• [name and position]	• Date/Month/Year
Risk Title (Insert here) **Risk short description** (Insert here)	**Causes** • **Consequences** •	•	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	•	• [name and position]	• Date/Month/Year

DET Risk Process



8. RECORDING and REPORTING

Outcomes of the risk management process should be documented and reported through appropriate mechanisms

Risk can be described as anything; event, practice, process, activity, etc. that could hinder or help achievement of stated goals or objectives.

1. Establish the Context

1. Decide the scope of the activity, including the goals and objectives.
2. Ascertain the internal and external environment (see PESTLE overleaf).
3. Confirm the identity and concerns/ issues/ expectations of stakeholders.
4. Familiarise yourself with the Department's tools used to identify, analyse and manage risk.

2. Risk Identification

5. Ask yourself the following questions (see SWOT overleaf):
   - What can go wrong? (risks)
   - What would cause it to go wrong? (causes)
   - What are the impacts if it does go wrong? (consequences)
   - What can go right? (value add-opportunity risk)
6. Once all the risks have been identified they should be recorded into a risk register

3. Risk Analysis

7. For each risk the existing controls currently in place should be captured.
   - How effective are the controls we have in place? (see control effectiveness chart overleaf)
8. Risk is analysed in terms of consequence (What is the impact of risk?) and the likelihood (How likely is the risk to occur? -taking into account the effectiveness of any controls identified in the previous step).
9. Risk consequences are measures using the following descriptive terms:
   - Severe, major, moderate, minor, insignificant (see the consequence criteria guide overleaf. It provides the context to select on of the above terms).
10. Risk likelihood is measured using the following descriptive terms:
    - Almost certain, likely, possible, unlikely, rare (see the likelihood criteria guide overleaf. It provided the context to select one of the above terms).
11. The risk matrix (overleaf) can now be used to combine the selected level of consequence with the selected level of likelihood to determine the overall level of risk.
12. This is called the 'current assessment' (with existing controls).

4. Risk Evaluation

13. Risk evaluation involves comparing the current risk rating found during the analysis process with risk acceptance criteria established by the Department.
14. You should refer to the Acceptability Chart (overleaf) to determine the level of acceptability.
15. The categories of acceptability defined in the Acceptability Chart determine the approach to the management of risk across the Department.
16. Risks rated Low or Medium do not necessarily require further treatments as this level of risk is acceptable.
17. Risks rated High or Extreme require further treatments to reduce their level of risk to a more acceptable level- (refer to Risk Treatment).

5. Risk Treatment

18. Options for risk treatment include:
    - Share- if practical to do so, share the risk- or some of it (e.g. outsourcing or insurance)
    - Terminate- cease the activity
    - Accept- risk acceptance required appropriate authority
      (see the Acceptability Chart to determine whether the risk is acceptable)
    - Reduce- reduce the risk level by applying additional treatments until the risk is acceptable.
19. Risk treatment involves a cyclical process od:
    - assessing the risks
    - deciding whether the risk levels are acceptable (by reference to the Acceptability Chart)
    - if not, determine appropriate risk treatment options (see above)
    - implementing risk treatments.
20. A second assessment is then made to confirm the treatments will reduce the level of risk.
21. This second level of risk is called the 'target assessment'- after treatments where you expect the risk level to be once your treatments have been implemented- once implemented they become existing controls.

DET Risk Management Framework - Assessment Tools

Consequence Criteria: This guide provides indicative terms against which the significance of risk is evaluated.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Operations	Strategic
Insignificant	• Educational outcomes, engagement and wellbeing and pathways and transitions can be met with workarounds	• Minor injury requiring no first aid or peer support for stress / trauma event	• Small loss that can be absorbed	• Internal impact (no external impact)	• School operations continue with slight interruptions to normal activities	• Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	• Educational outcomes, engagement and wellbeing and pathways and transitions achieved but below targets	• Injury / ill health requiring first aid • Peer support for stress / trauma event	• Loss of 'consumable' assets, • < 2% deviation from budget • Minor fraud possible	• Adverse comments local community media • Short term stakeholder dissatisfaction / comment	• Some school operations disrupted • Minor workarounds return school to normal operations	• Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	• Students' overall levels of Literacy and Numeracy static • Increasing truancy • Partial achievement of targeted pathways and transition	• Injury / ill health requiring medical attention • Stress / trauma event requiring professional support	• Loss of assets • 2% - 5% deviation from budget • External audit management letter	• External scrutiny e.g. VAGO • Adverse state media comment • Stakeholder relationship impacted	• Key school operations temporarily disrupted • School leadership team meets to return school to normal operations	• Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	• National targeted improvements not achieved • Partial achievement of targeted learning outcomes • Student dissatisfaction with access to pathways / transitions	• Injury / ill health requiring hospital admission • Stress / trauma event requiring ongoing clinical support	• Loss of significant assets • 6% - 15% deviation from budget • External audit qualification on accounts • High end fraud committed	• External investigation • Adverse comments national media • Stakeholder relationship tenuous	• Whole of school operations disrupted • Assistance sought from Regional Office	• Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	• Literacy and Numeracy decline • Student engagement and connectedness to the school and their peers is very poor • Declining number of student options for pathways and transitions	• Fatality or permanent disability • Stress / trauma event requiring extensive clinical support for multiple individuals	• Loss of key assets • >15 % deviation from budget • Systemic and high value fraud	• Commission of inquiry • National front page headlines • Stakeholder relationship irretrievably damaged	• Normal school operations cease • School evacuated • Regional Office notified	• SSP goals, targets and key improvement strategies cannot be delivered • Changes need to be made to the SSP

Likelihood Criteria: This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency	
Almost Certain	Expected to occur	>95%	Multiple times in the next year	Note:

Likely	Probably will occur (no surprise)	66-95%	At least once in the next year	1. *The **Likelihood Criteria** refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.* 2. *The **Indicative Frequency** may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for assessment.*
Possible	May occur at some stage	26-65%	Once in the next 3 years	
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years	
Rare	May never occur	<5%	Once in the next 10 years	

DET's Control Effectiveness: Indicates the self-assessment of control effectiveness.

Controls Effectiveness Rating and Criteria	
Ineffective	▪ The design of controls overall, is ineffective in addressing key causes and/or consequences. ▪ Documentation and/or communication of the controls does not exist (e.g. policies, procedures, etc.). ▪ The controls are not in operation or have not yet been implemented.
Needs Improvement	▪ The design of controls only partially addresses key causes and/or consequences. ▪ Documentation and/or communication of the controls (e.g. policies, procedures, etc.) are incomplete, unclear or inconsistent. ▪ The controls are not operating consistently and/or effectively and have not been implemented in full.
Acceptable	▪ The design of controls is largely adequate and effective in addressing key causes and/or consequences. ▪ The controls (e.g. policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders. ▪ The controls are largely operating in a satisfactory manner and are providing some level of assurance.
Effective	▪ The design of controls is adequate and effective in addressing the key causes and/or consequences. ▪ The controls (e.g. policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders. ▪ The controls overall, are operating effectively so as to manage the risk.

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		**Consequence**				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Appendix H.

Preliminary Application for Camp (or Activity Requiring Special Precautions)

This form must be completed and presented to College Council for consideration.

ACTIVITY:
VENUE:
DATES:
TEACHER ORGANISING ACTIVITY:

PARTICIPANTS:		**APPROXIMATE COST** ***(per student)***	
Female		Accommodation	$
Male		Transport	$
Total		Other	$
		Total	$

EDUCATIONAL AIMS OF EXCURSION/ACTIVITY:
BRIEF OUTLINE OF PROPOSED PROGRAM:
ACTIVITIES REQUIRING SPECIAL PRECAUTIONS:

Teacher in Charge:..... **Principal:**.....

Appendix I.

Approval Pro-forma for all Camps

Department of Education & Training

This pro-forma details minimum requirements for School Council approval. It must be submitted to the Principal for School Council approval prior to the camp (two Council Meetings prior to camp – see Appendix A).

All information on this pro-forma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations • adventure activities.

Complete the Student Activity Locator online form three weeks prior to the camp. Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the Safety Guidelines for Education Outdoors website at:

http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx

Name of program:

Year level(s):

Location(s):

Date(s):

Name of teacher-in-charge:

EDUCATIONAL PURPOSE

PROGRAM DETAILS

Program Outline Including:

– Detailed daily itinerary (including morning, afternoon and evening activities)
– Supervision strategy for all aspects of the itinerary
– Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation.

☐ Accredited residential campsites ☐ Tents/camping ☐ Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):
– Residential campsite (if applicable)
– Staff mobiles
– Other

Adventure activities

List the adventure activities that have been planned to occur during the program:

-
-
-

The conduct of each activity will comply with the requirements outlined in the Safety Guidelines for that activity.

Staff providing instruction activities have read the relevant safety guidelines ☐ YES

A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called Planning – Managing Risk.

*** Transport arrangements – Bus Hire**

☐ Internal ☐ External ☐ Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? ☐ Yes ☐ No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, Transporting Students and VicRoads regulations. ☐ YES

INCOME	**EXPENDITURE**
Student Fees *Other income:*	Transport Food Accommodation Staffing Equipment *Other expenditure:*
Total income:	**Total expenditure**

Students

Number of female students: Number of male students: List required student preparation, if any:

Staffing Details

All staff members including teachers, school support staff, parents, volunteers, and external providers should be listed if known at the time of submission to school council.
For staff members who will provide supervision of students and who are not registered teachers a Working with Children check is required (after July 2007).

Name	Role eg Teacher, Parent, Instructor, Volunteer, Non-school staff	Qualifications (including First Aid)	Police Check

Appendix J.

PARENT CONSENT FORM PROFORMA

Department of Education and Training
Proforma camps and excursions Parent/Carer consent form

[Text highlighted in green is instructional only and should be deleted from the final document]

Parent/Carer Excursion/Camp [delete either excursion or camp as applicable] Consent

To obtain effective consent, schools need to provide sufficient information to parents about the nature of and risks associated with the excursion. Parents must be able to give informed consent to their child's participation in the excursion after considering the risks. Specific information about the excursion should be included here or provided as an attachment. There must be full disclosure. Parents should also be given the opportunity to ask questions.

For school council approved camps or excursions, a risk assessment of all adventure activities must be completed and submitted to the school council as part of the approval process.

Name of school:

Title of excursion/camp:

Educational purpose of the program:
What do you hope the students will learn from the experience?

Details of supervising staff:
Name all staff and indicate who the teacher-in-charge is.

Costs:
If activity is required to meet curriculum outcomes:
Parents are invited to make a voluntary Curriculum Contribution of $XX towards the cost of the activity.
Students will not be disadvantaged from participating in the activity if a contribution is not made.

If activity is provided on a user-pays basis and categorised in Extra-Curricular Items and Activities:
The cost of the activity is $xx per student.
Payment is to be received by DD/MM/YYYY to secure your child's attendance at this activity.
For a confidential discussion about financial support options, or if you would like to discuss alternative payment arrangements, please contact: [schools nominated parent payment contact person]
Ph: 03 *[phone number]* | Email: *[email address]*

Refunds
[NOTE: please ensure the following content is consistent with any other information the school has on refunds, such as your Parent Payment Arrangements]
Suggested: Where a student is unable to attend any or all of the excursion, parent requests for refunds will be determined on a case-by-case basis, taking into consideration whether or not a non-refundable cost has already been incurred by the school, the Department's Parent Payment Policy, Financial Help for Families Policy and any other relevant information.

Name and contact details of the 24-hour school emergency contact:
This is for parents who need to contact students during the program. You can list more than one contact.

Departure details
Include the time, date and place where students depart for the excursion.

Return details
Include the time, date and place where students return from the excursion.

Distance from expert medical care:
How far the students will be away from expert medical care (eg. hospital or ambulance)?

Accommodation arrangements:
Type of accommodation eg. campsite, tents, caravan park etc

Travel arrangements:
How will students be transported to, during and from the program?

Adventure activities to be undertaken or that may be offered to students throughout the program:
List proposed activities as well as any alternative or back-up activities planned.

Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.

A risk management plan for this program has been developed by staff and is available for parents to review on request.

Attachments

☐ Daily itinerary
☐ Group equipment list (if relevant)
☐ Clothing list
☐ Medical form
☐ Further location descriptions (if applicable)

Student behaviour

'I understand that in the event of my child's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

Student illness

'I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.'

Cancellations or Alterations

'I understand that the principal may need to cancel or alter excursion arrangements at short notice, for safety reasons or due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.'

Student accident insurance and ambulance cover

The Department of Education does not provide student accident insurance or ambulance cover. Parents may wish to obtain student accident insurance from a commercial insurer and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Parent/Carer consent

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son_____ (full name) to attend.

Parent/carer: _____ (full name)

_____ (signature) _____ (date)

In case of emergency I can be contacted on:

_____ OR:

_____

Note: Parents/carers should also complete the 'Confidential medical information for school council approved school excursions'.