

CAMP/EXCURSION/INCURSION POLICY

RATIONALE

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

PURPOSE

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interactions
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

DESCRIPTION

- To define excursion approval procedures
- To define the school expectations regarding excursion organisation and approval
- To define excursion program preliminary requirements
- To define excursion payment processes and ensure maximum participation
- To define teacher responsibilities whilst on excursions
- To ensure safety and risk management is appropriately delivered

IMPLEMENTATION

Approval

- All excursions must be approved by the Principal or their nominee(s)
- Staff wishing to organise an excursion must complete an excursion proposal form and lodge this for approval. All excursions must be approved prior to running. Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or the Assistant Principal. The Principal or their nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal or their nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or their nominee(s).
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
- The Principal or his nominee is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above
- The Principal must receive the draft notice for excursions at least one week prior to distribution (which must occur at least 2 weeks prior to the payment closure date). Notices are not to be distributed without approval

Expectations

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions
- The principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion

CAMP/EXCURSION/INCURSION POLICY

- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses
- Prior to conducting an excursion, the approval of the School Council or the Principal will be obtained. School Council must approve overnight or adventure activities. The Principal must approve these and other activities
- In a circumstance where a student's behaviours may increase risk to self and others when on an excursion, parents will be contacted and made aware that their child is displaying behaviours that affect the safety of self and/or others and that there is a risk involved in them attending the excursion
 - A suitable behaviour plan will be devised and the approach to be followed identified
 - The decision to exclude a student can only be made by the Principal or Assistant Principal, in consultation with the Excursion Coordinator and class teacher. Both the parent and the student will be informed of this decision prior to the excursion
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Program preliminary requirements

- Prior to conducting an excursion, the Department's requirements and guidelines relating to excursions, will be rigorously observed.
- Consideration in planning should include:
 - [Safety, Emergency & Risk Management](#), including Bushfires
 - [Student Preparation](#)
 - [Student Medical Information](#)
 - [Safety Guidelines for Education Outdoors](#)
- Prior to conducting any excursion, the formal approval from the Principal will be obtained. In approving an excursion, consideration will include:
 - the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - information provided by community groups and organisations that specialise in the activity proposed
 - appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience
- Students not attending an excursion will be placed in another class and have an appropriate learning program provided by the class teacher

Arrangements for payments

- Parents are to be given at least 2 weeks' notice prior to the payment cut-off date of an excursion, using a notice prepared by the organising teacher and approved by the Principal or Assistant Principal. All excursions and activities must be costed by the Business Manager.
- Cut-off for payments. In order to ensure all DET requirements are met all payments must be finalised one week prior to the activity, unless prior arrangements have been made with the Business Manager.
- All efforts will be made not to exclude students simply for financial reasons.
 - Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be invited to discuss alternative arrangements with the Business Manager
 - Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the Principal, on an individual basis
- All families will be given sufficient time to make payments for excursions:
 - Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates, at least two weeks before an excursion (where practicable)
 - Children whose payment has not been finalised at least 24 hours prior to the departure date will not be

CAMP/EXCURSION/INCURSION POLICY

allowed to attend, unless alternative payment arrangements have been organised with the Business Manager (however, the Principal or nominee retains discretionary rights in this matter)

- The Administration Team will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

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 our Medication policy and the student's signed Medication Authority Form. To meet the school's obligations relating to safety, first aid kits and mobile phones 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.

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, Engagement and Inclusion 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.

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

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, Killara Primary School 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.

Teacher Responsibilities:

- A designated "Excursion Coordinator" will coordinate each excursion
- The Excursion Coordinator is responsible for entering excursion information into the DET [Student Activity Locator](#)
- The Excursion Coordinator is responsible for ensuring that all parents/volunteers attending have been inducted to

CAMP/EXCURSION/INCURSION POLICY

the Child Safety Policy, Code of Conduct and have a valid Working with Children Check.

- Classroom teachers will be required to collate their grades permission notes and chase payments where necessary.
- Classroom teachers are responsible for completing their grades Excursion Checklist (Appendix D) with class list and bus list on the day of the excursion. This is to be sent to the office with the marked roll before getting on the bus. The bus list is to be taken with the permission notes.
- In the case where an excursion involves a particular class or year level group, the Excursion Coordinator will ensure that there is an alternative program available for those students not attending the excursion
- All students must have returned a signed permission note and payment (unless payment plans that extend past the excursion date have been made – see the Business Manager) to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide first aid kits for each excursion. The Excursion Coordinator is responsible for ensuring these are collected prior to leaving
- The Excursion Coordinator will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours
- A “Teacher In Charge” will be designated for the excursion. The Teacher in Charge is the most “senior” (based on role) person on the excursion, which may or may not be the Excursion Coordinator (when it is not the Excursion Coordinator, a team approach should be adopted)
 - The Teacher In Charge is responsible for ensuring due process is followed whilst the students and staff are off the school site
 - All other staff and other helpers will respond to reasonable directions from the Teacher In Charge
 - The Teacher In Charge will ensure all staff adhere to safety requirements and that appropriate measures are taken to ensure all students’ needs are catered for
- Parents/Volunteers may be invited to assist in the delivery of excursions
 - When deciding which parents/volunteers will attend, the Excursion Coordinator, in consultation with team members, will take into account any valuable skills offered (e.g. bus licence, first aid, etc.), gender balance and special needs of particular students
 - Otherwise, parents/volunteers to attend will be decided by ballot
 - The school reserves the right to exclude parents/volunteers who have requested to attend from the ballot if they are deemed unsuitable, are requesting attendance out of a “vested interest”, or do not have a Working With Children Check
 - Parents/volunteers attending must have a valid Working With Children Check and provide their card prior to attending
 - Parents/volunteers attending must complete the Child Safe Induction and sign the Killara Primary School Code of Conduct.
 - Parents/volunteers attending do so to assist with all students and are expected to act under instruction from the teacher in charge. Parents DO NOT attend to be with their child and should expect that they will work with a variety of groups
- The school’s emergency procedures will include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help
 - All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion
 - On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix F.**
 - The Excursion Coordinator must ensure that mobile telephones are available for all groups on the excursion and that the relevant numbers are left at the office

Further information and resources

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

School Policy and Advisory Guide:

- [Excursions and Activities](#)
- [Emergency and Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [Camps, Sports and Excursion Fund](#)

CAMP/EXCURSION/INCURSION POLICY

- [Code Red Days](#)

The following school policies are also relevant to this Camp / Excursion / Incursion Policy:

- Statement of Values and School Philosophy
- Student Wellbeing, Engagement and Inclusion Policy
- Volunteer Policy
- Duty of Care Policy
- Parent Payment Policy

CAMP/EXCURSION/INCURSION POLICY

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through the [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Application
- Appendix C: Excursions Planning Pro-forma
- Appendix D: Excursion Checklist
- Appendix E: Notification of School Activity (camps and excursions)
- Appendix F: Environment and General Risk Assessment – Excursions (2 pages)
- Appendix G: Environment and General Risk Assessment – Incursions
- Appendix H: Process Flow Chart
- Appendix I: Camp Specific Requirements
- Appendix J: Student Code of Conduct - Camps
- Appendix K: Medication Authority Form
- Appendix L: Student Emergency Contact and Medical Details
- Appendix M: Staff / Volunteer Emergency Contact and Medical Details

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.

CAMP/EXCURSION/INCURSION POLICY

APPENDIX A

Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	



Killara Primary School
Our Best - Every Child, Every Day

CAMP/EXCURSION/INCURSION POLICY

CAMP/EXCURSION/INCURSION POLICY

APPENDIX B

Camp / Excursion / Incursion Approval Application

Complete at least one month prior to the excursion for initial approval

To be submitted to or the school Principal (for all excursions) and School Council (when there are adventure activities requiring School Council approval) for approval as required by DET.

CAMP/ EXCURSION / INCURSION			
DATE			
DESTINATION / DETAILS			
NUMBER OF STUDENTS IN COHORT			
PURPOSE OF EXCURSION / INCURSION			
EXCURSION / INCURSION COORDINATOR			
STAFF PROPOSED			
OTHER SUPERVISORS			
PARENT HELPERS (Number)			
ADVENTURE ACTIVITIES INCLUDED IN EXCURSION			Excursion requires School Council Approval YES / NO
EXPECTED /POSSIBLE COSTS	Bus	Entry Fees	Other
ESTIMATE COST PER STUDENT <small>Work on an 90% attendance rate and divide any total costs (if not per student) by that number</small>	\$	Note: This is NOT the final cost to students. The Business Manager will complete a cost calculation.	

Completed By: _____ Signed: _____ Date: _____

Principal Approval: Yes / No Signed: _____ Date: _____

Comments _____

CAMP/EXCURSION/INCURSION POLICY

School Council Approval: Yes / No / NA Signed: _____ Date: _____

Comments _____

APPENDIX C

Camp / Excursion / Incursion Plan Pro-forma

Teachers conducting excursions are required to provide the following information so that their plans can be finalised. This form must be completed and submitted to the Principal and Business Manager AT LEAST THREE WEEKS before the date of the proposed excursion. A draft notice should also be forwarded to the Principal for approval with this planner. Excursions should not be planned during the d last week of any term, as this is designated as Planning Week.

STEP 1 (Tick when completed)

- Application approved and signed off (Appendix B)
- Approved activity uploaded to the Compass calendar and added to the whiteboard in the staffroom

STEP 2

EXCURSION DETAILS

Date of Camp / Excursion / Incursion:	
Camp / Excursion / Incursion to:	
Coordinator:	
Teacher in charge:	
Time of Departure:	
Estimated time of return:	
Number of students attending:	(90% of enrolment)
Number of staff required:	
Number of parent helpers required:	

STEP 3

COSTS CAMP / EXCURSION / INCURSION

	A	Quotes from all suppliers are to accompany this form.
ITEMS	TOTAL COST (including GST)	
Transport / Bus	\$	
Food	\$	
Admissions	\$	
Equipment Hire	\$	
Other (detail)	\$	
TOTAL	\$	

From the above table

Total cost of all items	\$
Number of Students attending (90% of cohort):	
Anticipated final cost per student (To be finalised in conjunction with Business Manager)	\$



CAMP/EXCURSION/INCURSION POLICY

STEP 4 (Tick when completed)

- List of proposed participants (if not a team cohort) must accompany this form.

STEP 5 (Tick when completed)

- Purchase orders are required for each and every expense associated with this camp / excursion / incursion, and must be entered into Compass before submitting this form.

STEP 6 (Tick when completed)

NOTIFICATIONS

- If not a team cohort, a list of participating students will be placed on the noticeboard in the Staffroom
- Canteen notified



Excursion Check List

Date of Excursion: _____

Grade: _____

Excursion: _____

Departure Time: _____ Return Time: _____

Bus Company: _____ Phone No: _____

Venue details:

Name: _____

Address: _____

Phone No: _____ Contact Person: _____

ALL Staff Attending:

Name: _____ Phone No: _____

Name: _____ Phone No: _____

Name: _____ Phone No: _____

Name: _____ Phone No: _____

Name: _____ Phone No: _____

Parent Helper: _____

Parent Helper: _____

Parent Helper: _____

You MUST take your permission notes with you.

Please mark both class lists. Return this page with attached list to the office before you leave the school.



CAMP/EXCURSION/INCURSION POLICY

The bus list is to go with you along with the permission notes.

Please return the bus list and permission notes to the office when you return.

APPENDIX E

NOTIFICATION OF SCHOOL ACTIVITY - (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on the pro-formas will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Three weeks prior to commencing the following:

- (overnight, weekend, interstate, overseas activities)
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Must be notified on:

- Department of Education must be notified of any approved school camp or excursion beforehand using the Student Activity Locator online form

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
 - country schools - beyond the local town/city
 - rural schools - beyond the local area
 - metropolitan schools - beyond the greater metropolitan area

APPENDIX F

Excursion Risk Management Assessment Form

Visit the Emergency Management Website

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursionsafety.aspx>

for information to assist schools to plan for and manage emergencies and security related incidents.

Killara Primary School has an overarching Risk Management Assessment.

Assess the camp/excursion to ensure that all risks identified are included in the overarching risk assessment.

Should there be identified risks not on the overarching risk assessment, the following forms must be completed.

Contact the excursion venue / provider to obtain their site specific risk management assessments.

Section 1 – Environment Emergency Management Assessment

Venue Assessed _____ for month of _____

Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		



CAMP/EXCURSION/INCURSION POLICY

--	--	--

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
--------------	-------	----------------------

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
<p>People</p> <p>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number, child abuse</p>		
<p>Equipment</p> <p>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</p>		
<p>Environment</p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>		



CAMP/EXCURSION/INCURSION POLICY

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

APPENDIX G

Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWCC
- Presenter/s-contractor/s has/have been:
 - Inducted into the Child Safe Policy
 - Signed a Code of Conduct
- Presenter/s-contractor/s has/have provided copies of:
 - Current WWC Cards (cards to be sighted on the day and verified on the WWC website)
 - Current Public Liability Insurance Certificate (10 Million dollars)
 - Activity Risk Assessment and Emergency Procedures

Killara Primary School has an overarching Risk Management Assessment.

Assess the incursion to ensure that all risks identified are included in the overarching risk assessment.

Should there be identified risks not on the overarching risk assessment, the following form must be completed.

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number, child abuse		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		

CAMP/EXCURSION/INCURSION POLICY

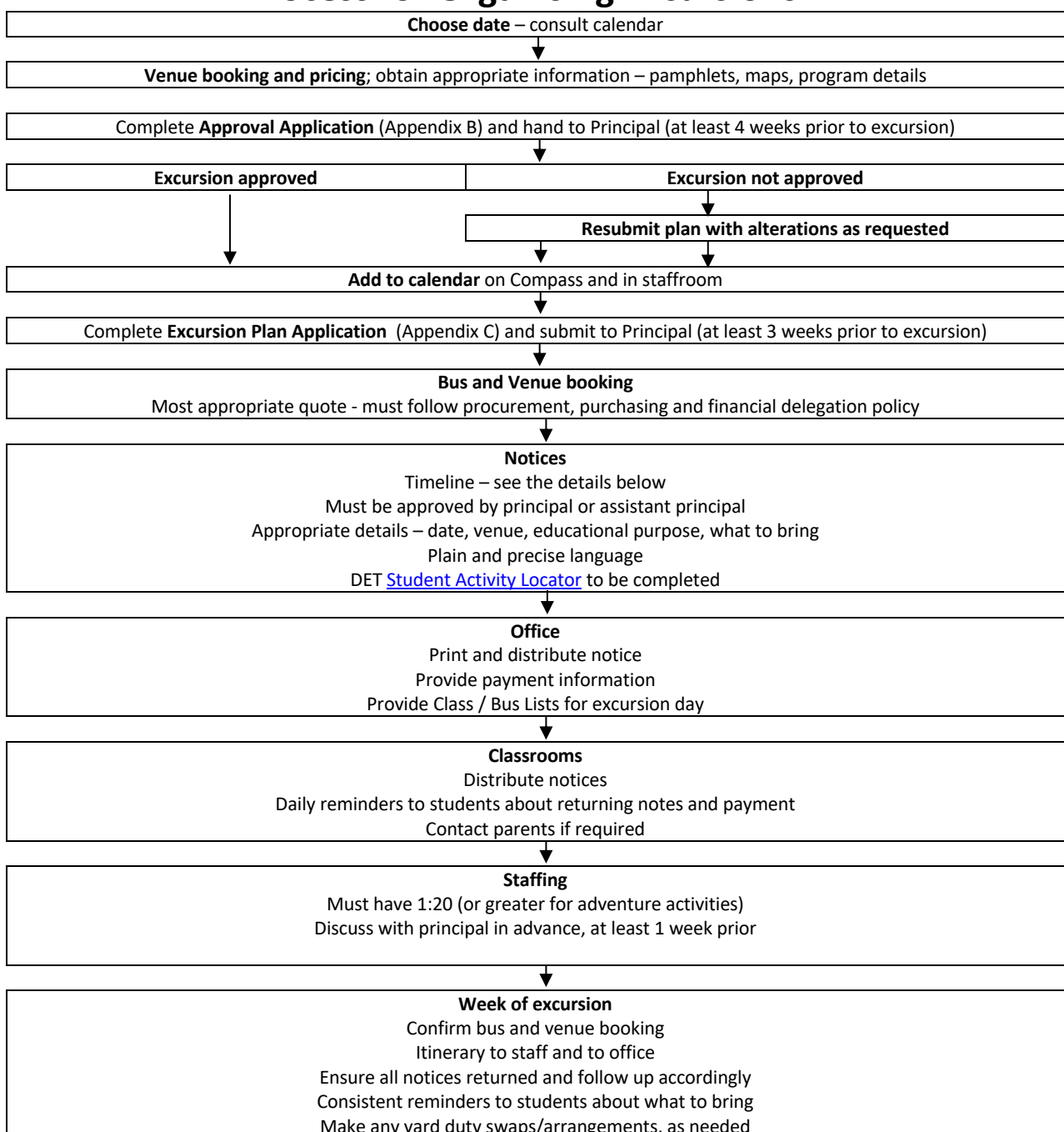
Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*.

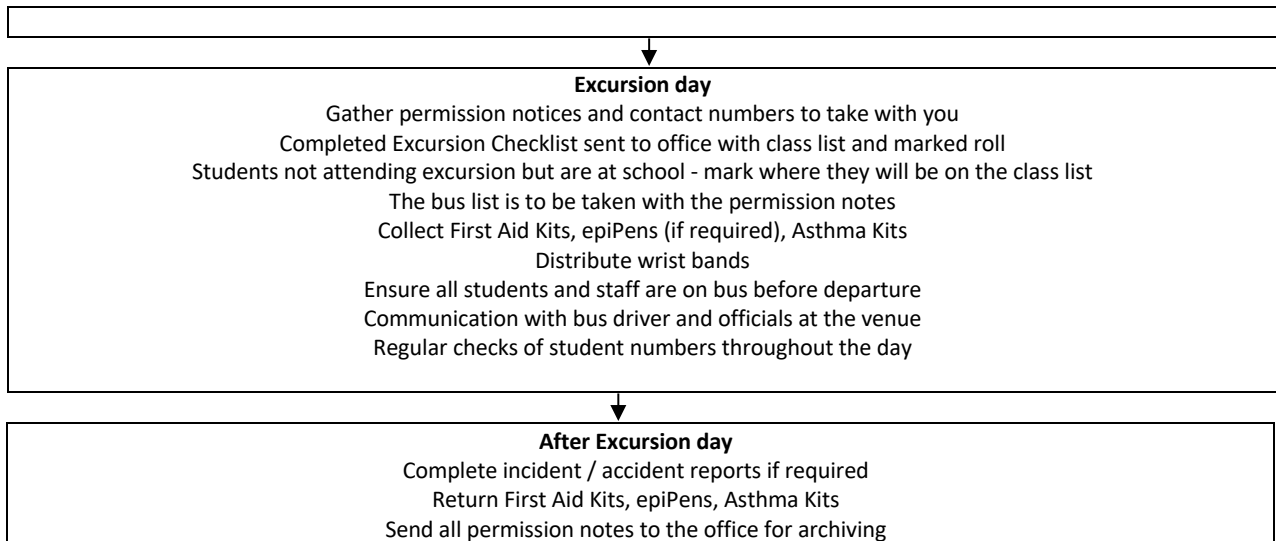
If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

APPENDIX H

Process for Organising Excursions



CAMP/EXCURSION/INCURSION POLICY



APPENDIX I

Camp Specific Requirements

Timelines

Appendix B – Camp / Excursion / Incursion Approval Application must be completed and presented to School Council no later than three meetings before the camp date.

Appendix C - Camp / Excursion / Incursion Plan Pro-forma must be completed and presented to School Council no later than two meetings before the camp date. Risk assessments, quotes and purchase orders must also be submitted.

Camp Folders

Two camp folders are to be prepared, one for the camp and one for the school.

These folders must include:

- Camp location and contact details
- Camp insurance certificate
- Camp accreditation certificate
- Camp emergency management
- Camp risk assessments
- Map showing nearest emergency services – police, fire, ambulance, hospital, medical centre
 - With addresses and phone numbers of each
- List of all staff and volunteers attending, with mobile numbers
- Alphabetical (by surname) list of students attending camp
- Attendance Roll – to be marked twice daily (including students, staff and volunteers)
- Map of campsite and accommodation
- Accommodation allocations list (who will be sleeping where)
- Activity groups
- Timetable of activities
- Student activity booklets
- Student notices (in alphabetical order by surname)
 - Camp permission notice
 - Confidential medical information
 - Medication administration form
 - Student Code of Conduct

CAMP/EXCURSION/INCURSION POLICY

- Staff and Volunteer confidential medical information
 - To be sealed in one envelope and marked 'Confidential'
- Quotes/Invoices from all providers
- Purchase orders

Camp Register

The camp coordinator / first aid provider will be provided with a register containing sections for:

- Medication provided by parents
 - To be filled in with details provided on medication authority forms
- Medication administration register
 - To be filled in every time medication is administered
- First Aid register
 - To be filled in for ALL first aid provided
- Incident register
 - For all incidents such as behaviour, hazards encountered etc.
 - All contact with the school, the Principal and parents must be recorded
 - Early departures from camp are to be entered and signed by person picking up student, with name and phone number
- Notes
 - To record any further information as required

APPENDIX J

Student Code of Conduct - Camps

Dear Parents and Guardians,

Shortly we will be taking your child away on camp – an experience that we are all looking forward to. It will be a time to teach and learn in a different setting and a time to foster and extend friendships between your child's peers and staff.

As part of the preparation for camp we will be discussing the content of our Student Wellbeing, Engagement and Inclusion Policy with the students and reminding them of their rights and responsibilities whilst away from the school and their homes.

Killara Primary School staff members in charge of the camp have the responsibility for the welfare of your child and all the students who will be attending. For this camp to be successful we require the full cooperation of all participants.

Expectations have been devised for the camp, which clearly sets out positive recognition for appropriate behaviour and consequences for inappropriate behaviour. These expectations are very similar to what we expect of the students at school. They aim to give all students fair, clear guidelines for their own safety and wellbeing and for the safety and wellbeing of other students and property.

Personal Responsibility Expectations are to:

- Follow directions
- Make the right choices
- Listen when someone is speaking to you
- Use appropriate language (no swearing or teasing)
- Respect and care for all property
- Use manners at all times.

Communal Responsibility Expectations are to:

- I will lead by example
- I will encourage others to make the right choices
- I will encourage others
- I will respect other people's belongings
- Ensure others feel safe and comfortable by offering support.

If during the camp, a student makes unsuitable choices the following consequences will be enforced:

Consequences will include time with a teacher or parent or removal from activity.

For severe breaches, parents will be contacted and the student will be sent home.

In such circumstances, the parent/guardian will be advised immediately of the:

- Circumstances associated with the decision to send the student home
- A time when the parent/guardian may collect their child from the camp venue

We aim to make this camp an enjoyable, memorable and a safe experience for all concerned. We seek your cooperation in reinforcing that your child fully understands this plan.

Code of Conduct

I, _____ (parent's name) have discussed the information related to behaviour expectations during this camp with my child, _____ (child's name).

I understand and accept that I will be contacted and asked to collect my child from camp in the event of her/him being responsible for and/or involved in any serious misbehaviour during this camp.

Ratified: 2019

Review Date: 2022



CAMP/EXCURSION/INCURSION POLICY

Signed: _____ (Parent/Guardian) Date ____/____/____

Signed: _____ (Student) Date ____/____/____

MEDICATION AUTHORITY FORM - CAMPS

For students requiring medication to be administered at camp

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Student Details

Name of school: Killara Primary School

Name of student: _____ Date of Birth: _____

MediAlert Number (if relevant): _____

Medication to be administered at camp:				
Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (oral/topical)	Dates to be administered
				Start: / / End: / /
				Start: / / End: / /
				Start: / / End: / /
				Start: / / End: / /
				Start: / / End: / /

Please indicate if there are any specific storage instructions for any medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

Monitoring effects of medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____

Signature: _____ Date: _____

Contact details: _____

APPENDIX L

**KILLARA PRIMARY SCHOOL
Student Emergency Contact and Medical Details**

This confidential health form asks for personal information about your child and others that provide care for your child. All staff at Killara Primary School and the Department of Education and Training are required by law to protect the information provided by this medical report.

This health information is asked for so that the school staff can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at camp, any known allergies and contact details of your child's doctor. We depend on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Child's Full Name _____

Date of Birth ____/____/____ Grade _____

Parent's / Guardian's Full Name _____

Address _____
_____ Postcode _____

Emergency Telephone _____ **After Hours** _____

Mobile _____ **Business Hours** _____

Name and Address of Family Doctor _____

Doctors Phone No _____ Medicare No _____

Health Insurance Fund YES / NO Member No _____

Ambulance Subscription YES / NO Subscription No _____

Dietary Requirements

Please tick if any of the following apply:

Gluten Free

Vegetarian

Allergies (specify)
○ _____
○ _____

Anaphylaxis (specify)
○ _____
○ _____

Other (specify)
○ _____

Please tick if your child suffers any of the following:

- Bed wetting
- Fits of any type
- Heart condition
- Dizzy spells
- Sleep walking
- Asthma
- Blackouts
- Migraine
- Travel sickness
- Diabetes
- Epilepsy
- Other (specify) _____

Anaphylaxis / Allergies to:

- Penicillin
- Any foods
- Other allergies
- Other drugs

Please Specify _____

Tetanus Immunisation

Last tetanus immunisation was _____ If over ten years since last immunisation, please tick if booster is to be arranged by parents before the camp [] Booster date _____
(Tetanus immunisation is normally given at five years of age [as Triple Antigen or CDT] and at fifteen years of age [as ADT])

Tablets and Medicines

Is your child presently taking tablets and / or medicine? YES / NO
If YES – Please complete the Medication Authority Form - Camps and give it to the First Aid officer along with all medication on the morning of the camp. **Please do not allow children to be in possession of any medicine while on the camp.**

CAMP/EXCURSION/INCURSION POLICY

Previous Experience Is this the first time your child has been away from home? YES / NO

Consent to Medical Attention

I authorise the teacher in charge of the camp 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 _____

APPENDIX M

KILLARA PRIMARY SCHOOL Staff / Volunteer Emergency Contact and Medical Details

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

Full name: _____	Date of Birth: _____
Address: _____	
_____	Postcode: _____

Emergency Contacts	
Name: _____	Name: _____
Ph: _____	Ph: _____
Ph: _____	Ph: _____

Name of family doctor: _____
Address of family doctor: _____
Phone Number: _____

Medicare number: _____
Medical/hospital insurance fund: _____ Member number: _____
Ambulance subscriber? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, subscriber number: _____

Anaphylaxis / Allergies

Please tick if you are anaphylactic / allergic to any of the following:

Penicillin Other Drugs: _____

Foods: _____

Other allergies: _____

What special care is recommended for these allergies?

Dietary Requirements

Please tick if any of the following apply:

- Gluten Free
- Vegetarian
- Other (specify)

Year of last tetanus immunisation: _____

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

Medication

Are you taking any medication? Yes No

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

Existing Medical Conditions? Yes No

If yes – please list



CAMP/EXCURSION/INCURSION POLICY

Medical Consent

Where the teacher-in-charge of the excursion is unable to contact the emergency contact named above, I authorise the teacher-in-charge to:

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

Signature of Staff member/ Volunteer:

Date: