

# Yarra Junction Primary School

School Number: 3216



## CAMPS & EXCURSIONS & EVENTS POLICY

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<b>Sighted by School Council</b>	15/03/2023
<b>Approval Authority School Council President: (Signature &amp; Date)</b>	<i>Jaon Rush 15/3/2023</i>
<b>Approval by Principal or Nominee</b>	<i>Lisa Rankin 15/03/2023</i>
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	15/03/2024
<b>References</b>	<a href="#">DEECD Excursion Policy</a> <a href="#">Safety Guidelines for Education Outdoors</a> <a href="#">DEECD Excursion Policy</a>

### YARRA JUNCTION PRIMARY SCHOOL

**Yarra Junction Primary School's vision:** to develop each child's social, emotional, and academic growth by promoting our students to be creative, curious, and critical thinkers within an engaging and connected learning environment.

**Vision Statement:** We care, We inspire, We Achieve.



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## **PURPOSE**

To explain to our school community the processes and procedures Yarra Junction Primary School will use when planning and conducting camps, excursions and adventure activities for students.

## **SCOPE**

This policy applies to all camps and excursions organised by Yarra Junction Primary School. This policy also applies to adventure activities organised by Yarra Junction Primary School, regardless of whether or not they take place on or off school grounds, and to school sleepovers.

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. Yarra Junction Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

## **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, day excursion, school sports)

### **Incursions**

For the purpose of this policy, incursions are activities organised by the school where the students engage in extra-curricular activities within the school day. E.g.: First Aid in schools.

### **Camps:**

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

- Attend an excursion involving at least one night's accommodation

### **Events:**

For the purpose of this policy, events are activities organised by the school where the students engage in a school-based activity under the supervision of their parent / carer. These events include Production for Prep to Grade 4, Open Nights, Christmas Picnic Tea, Festival of the arts.

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NB:

**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>

## **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 outside of the classroom and school. Camps and Excursions are not mandated for students to attend at YJPS, they are opportunities to engage in at parents' / carers choice. Except for a whole school excursion (eg: Athletics and Swimming Carnival) students will be provided with a continuation of learning onsite.

### **AIM OF CAMP / EXCURSION PROVISION:**

- To provide students with the opportunity to participate in an extracurricular program that is linked to social, cultural, and educational outcomes for students, and which reinforces, complements, and extends the learning opportunities beyond the classroom. *Any student not attending a camp/excursion will be provided with a continuation of learning onsite against the curriculum.*
- To extend the understanding the students have of their physical and cultural environment, while developing an understanding that learning is not limited to school, but that valuable and powerful learning takes place in the real world.
- To support the building of positive relationships among students, and between staff and students by providing a safe, secure learning experience for students in a venue external to the school.
- To provide shared class and year level experiences, team building and connectedness to school and further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation, and tolerance, through promoting active participation and involvement in new experiences.
- To enable staff to make observations about the students in a different environment, thereby increasing understandings about the student.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions. https://www2.education.vic.gov.au/pal/excursions/policy](https://www2.education.vic.gov.au/pal/excursions/policy)

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## Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Yarra Junction Primary School will conduct camps for years 3 -6 where there is enough teaching staff who are **willing and able** to supervise students on camp. School Consultative in November 2022 agreed that teaching staff would not accrue time in lieu for camps however Education Support staff would accrue 2 days' time in lieu for ES staff attending camps for 3 or more nights and accrue 1 day time in lieu for ES staff attending camps for 1 – 2 nights of camp. This is a school-based agreement. School based agreement are derived from consultative committee and informed by YJPS staff opinion.

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. Yarra Junction Primary School'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. In the event of a medical pandemic lockdown being announced, excursions or camp activities will be cancelled or rescheduled.

Yarra Junction Primary School 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.

### Camp Organisation

YJPS staff who oversee organising a camp or excursion involving water complete the edupay e-learn module every 12 months.

[Oracle | PeopleSoft Enterprise 8 Sign-in \(eduweb.vic.gov.au\)](https://eduweb.vic.gov.au)

### Supervision

Yarra Junction Primary School 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

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external providers are managing the activity.

### **Parent volunteers**

Parents who are members of the School Council may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff oversee camps and excursions, and parent/carer volunteers are expected to follow teachers' instructions.

Non – School Council parents will not be considered to attend camps.

Non-School Council parents may be considered by the school Principal to attend excursions. The principal 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.

### **Volunteer and external provider checks**

Yarra Junction Primary School requires all volunteers to have a current Working with Children Check card. A copy of these details is to be placed in the office Camp folder.

### **Parent/carer consent**

For all camps and excursions, other than local excursions, Yarra Junction Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Yarra Junction Primary School uses Compass to inform parents about camps and excursions and to seek their consent. 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, Yarra Junction Primary School 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. Yarra Junction Primary School will also provide advance notice to parents/carers of an upcoming local excursion through compass notification and/or a note home in the students' bag.

For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Yarra Junction Primary School will notify parents once only prior to the commencement of the recurring event.

Some excursion and camp venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion/camp

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venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venue will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle information securely and only retain it for the required 28-day period.

By signing the Compass Consent, parents are consenting to the collection of contact details. The above information is printed on the Consent form.

Furthermore, when a parent/carer signs the camp/excursion consent form they consent to the staff attending the camp/excursion to take photographs of their child using either a school camera or personal device for the use of these photographs for Yarra Junction Primary School's Compass platform, newsletters, webpage, and noticeboards. Staff are to upload photographs to school's user drive and adhere to deleting student photographs from personal devices within 48 hours after the completion of camp/excursion/incursion.

Please note that staff MUST remove photographs taken from personal devices at the conclusion of the event.

### **Cost of camps and excursions, refunds, and support**

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Students who have not finalised payment by the required date will not be allowed to attend unless the principal determines exceptional circumstances apply.

Yarra Junction Primary School 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/or Principal. 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](#).

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all the camp or excursion, our school will:

- Not refund deposits
- Consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis considering the individual circumstances.

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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 (with a First Aid Qualification) 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* (google 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.

Each camp or excursion will be attended by a minimum of one First Aid qualified staff member.

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. Department of Education current COVID Guidelines in relation to student illness will be adhered to. (E.g.: isolation of student). If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

The Department of Education COVID guidelines recommend that the evening prior to departing for camp/excursion that students attending conduct a Rapid Antigen Test (RAT). The school is to be notified if a student is positive via email the evening prior to the camp/excursion coordinator or Principal.

If a student whilst on camp develops COVID symptoms, parents will be notified to seek consent for a staff member to conduct a Rapid Antigen Test (RAT). If the student's RAT is positive, parents **MUST** collect their child. This may impact students/staff sharing a cabin/tent where students/staff are considered as "close contacts" as per Department of Education operational guidelines for school camps.

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## **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*, the *Student Code of Conduct* or *Bullying Prevention Policy*. The decision to exclude a student will be made by the 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.

A Behaviour consent is to be completed on compass when consenting to attend a camp / excursion.

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

## **Electronic Devices**

Students **will not** be permitted to bring electronic devices to camps or excursions. 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. (e.g. Mobiles with APPS to support medical support such as seizures / diabetes)

## **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, Yarra Junction 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

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considerations.

## **Communication**

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

- Included in staff induction processes and staff training
- Available on Schools Compass platform
- Available publicly on our school's website [or insert other online parent/carer/student communication platform]
- Included in staff policy folder in the staffroom
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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## TEACHER GUIDELINES FOR PLANNING A CAMP / EXCURSION

ITEM NO.	ITEM	COMPLETED DATE
1	<p><b>Excursion no. 1, 2, 3 &amp; 5 below</b></p> <p><b>Camp no. 1, 2, 4 &amp; 5 below</b></p> <p><b>Investigate a camp / excursion.</b></p> <p>The conduct of adventure activities complies with relevant Departmental <a href="#">Safety Guidelines</a>.</p> <p>Activities conducted on public lands, such as state forest or national park, comply with current permit and access requirements.</p> <p>Prior to submitting a proposal <b>(If a camp)</b> send an email to confirm staff who are <b>willing and able</b> to attend (as per time in lieu policy). Camp can only operate with sufficient staff. ES staff are to be informed of YJ agreement that they will accrue 1 day time in lieu for camps 1-2 nights and 2 days' time in lieu for camps 3-4 nights. <b>NB:</b> Willing and Able staff do not have to be teachers of the camp cohort. E.g.: 5/6 camp can be attended by F – 4 teachers.</p> <p>Meet with school bursar to calculate excursion/camp cost.</p> <p><i>Transport arrangements comply with the <a href="#">School Policy and Advisory Guide – Transporting Students</a> and <a href="#">VicRoads</a> regulations.</i></p> <p><b>Complete procurement form (below Appendix I) – copy x 2 (one copy in camp/excursion folder and one in procurement folder, in office) (See Appendix I)</b></p>	
2	<p><b>Principal Approval –</b></p> <p><b>Complete Principal Approval form for all overnight camps and adventure excursions (high ropes) and print and give to Principal for signing. Principal responsible for submitting to School council.</b></p> <p>Submit event on compass for Principal approval (all excursions / camps/ sporting events)</p>	

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3	<p><b>Excursion</b></p> <p>Excursions (except high risk excursions such as ski-ing, snow play, rock climbing, high ropes) <b>do not</b> require school council approval.</p> <p>a) Teacher in charge to confirm with Excursion venue.</p> <p>b) Bursar to be notified of the excursion details.</p> <p>c) Teacher in charge to upload excursion/incursion on compass (Consent / payment / camp details etc) – seek Bursar support if required.</p> <p>d) Teacher in charge to confirm attending staff (send an email asking staff if they are willing and able to attend if excursion beyond hours)</p> <p>e) Teacher in charge to ensure all staff attending camp or excursion involving water have completed the edupay e-learn module (refer to staff folder office).  <a href="http://eduweb.vic.gov.au">Oracle   PeopleSoft Enterprise 8 Sign-in (eduweb.vic.gov.au)</a></p> <p>f) Teacher in charge to organise Bus Boxes and First Aid</p> <p>g) Teacher in charge to organise any equipment e.g.: Gazebo/ Tarp / Sports equipment etc.</p> <p>h) Teacher in charge to complete online <a href="#">Student Activity Locator (SAL)</a> form and submit at least <b>three weeks</b> prior to the activity.</p> <p>i) Teacher in charge to lodge application for <b>interstate</b> camps on <a href="#">Pages – travelapplication (eduweb.vic.gov.au)</a></p> <p>j) Teacher in charge to add excursion/event to staffroom calendar and Compass Calendar</p> <p>k) Teacher in charge to complete a risk assessment and Emergency Management Plan (YJ Policy folder – google drive)</p> <p>l) Teacher in charge to place this checklist and risk assessment in excursion folder.</p> <p>m) <b>HIGH RISK ONLY – (ski-ing, snow play, rock climbing, high ropes) Approval Proforma (below) &amp; Risk Assessment and Emergency Management Plan (google drive YJ Policy), excursion details to be submitted to school council for approval.</b></p> <p><b>P.E teacher to communicate with relevant Sports Leader teacher (as per roles and responsibilities for any support with above.</b></p>	a)
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	h)	
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4	<p><b>CAMP</b></p> <p>a) Teacher in charge to confirm with camp venue or excursion venue</p> <p>b) Bursar to be notified of the camp/excursion details.</p> <p>c) Teacher in charge to upload camp on compass (Consent / payment / camp details etc) – seek Bursar support if required. Teacher in charge to follow up with Principal approval of event on Compass.</p> <p>d) Teacher in charge to confirm attending staff</p> <p>e) Teacher in charge to organise Bus Boxes and First Aid</p> <p>f) Teacher in charge to organise any equipment eg: Gazebo/ Tarp / Sports equipment etc.</p> <p>g) Teacher in charge to complete online <a href="#">Student Activity Locator (SAL)</a> form and submit at least <b>three weeks</b> prior to the activity. <a href="https://partner.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FsitesZ2Fsal&amp;reas=0&amp;formdir=5">https://partner.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FsitesZ2Fsal&amp;reas=0&amp;formdir=5</a></p> <p>h) Teacher in charge to lodge application for <b>interstate</b> camps on <a href="#">Pages - travelapplication (eduweb.vic.gov.au)</a></p> <p>i) Teacher in charge to add excursion/event to staffroom calendar and Compass Calendar</p> <p>j) Teacher in charge to complete a risk assessment and Emergency Management Plan (YJ Policy folder – google drive)</p> <p>k) Teacher in charge to place this checklist and risk assessment in excursion folder.</p> <p>l) <i>Camp/Excursion Proforma, Risk Assessment and Emergency Management Plan presented to School Council for approval.</i></p> <p>m) <i>Staff to complete medical form (Below or google form within YJ Documents – Camp/Excursion)</i></p> <p>n) <i>Staff who are not registered teachers are to provide Working with Children’s card details.</i></p> <p>o) <i>A member of staff with appropriate qualifications has been designated as being responsible for first aid.</i></p> <p>p) <i>The 24-hour school contact person has been designated.</i></p> <p>q) <i>Teacher in charge to provide parents with:</i></p> <ul style="list-style-type: none"> <li>• Detailed itinerary</li> <li>• If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations</li> <li>• Staff and student equipment &amp; clothing lists</li> <li>• Date and details of Camp information session (onsite or Webex)</li> </ul> <p>r) <i>Teacher in charge to ensure students medical detail proforma completed (Appendix VI or google form within YJ Documents – Camp/Excursion)</i></p> <p>s) <i>Debrief Staff - all participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.</i></p> <p>t) <i>Teacher in charge and Bursar to follow up with:</i></p>	a
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	<ul style="list-style-type: none"> <li>• <i>Consent forms to identify final numbers attending event.</i></li> <li>• <i>Payments to ensure all students attending event have fully paid (Bursar to make contact with parents/carers if payment not 100% prior to the due date)</i></li> <li>• <i>(Seek Principal advice for families unable to make full payments.) -</i></li> </ul>	
5	<p>Tick all completed items on Teacher Guidelines (eg: a – m on Item 3 for excursions and a -t on item 4 for camp)</p> <p>Print a copy of “Teacher Guidelines and give to Bursar or Principal (Bursar or Principal to file in camps/excursions folder)</p>	

### **CAMP / EXCURSION DAY**

- Teacher in charge to ensure adequate first aid kits (including student medications) are taken and signed out on the YJPS medication register (Teacher in charge can delegate this to attending staff)
- Teacher in charge to confirm student numbers against roll and advise school office of student numbers.
- Teacher in charge to communicate with school 59671544 or Principal 0416024077, to confirm arrival at camp or excursion venue.
- Teacher in charge to communicate with school 59671544 or Principal 0416024077 to confirm estimated return to school time. Bursar or Principal to notify parent community if time varies from camp/excursion information.
- Teacher in charge to ensure first aid kits (including student medications) are returned and signed back in on our medication register. (Teacher in charge can delegate this to attending staff)

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# YJPS Procurement – Camps & Excursions

## STEP 1 – Understanding needs Complete all highlighted sections

What do I need to procure? Why do I need to procure it? written) or  
Approximately how much is this expected to cost? > \$2,500 and ≤ \$25,000 One written  
 Has this procurement been included and approved in regular budgeting or planning processes? quote  
*The camp or excursion is:*  
 ≤ \$2,500 One quote (either verbal or *Camps and Excursions are not included in budgets as they are fully financed by parents.*

## STEP 2 – Performing market analysis

Which supplier am I seeking a quote from, and why? *Why has this particular supplier been chosen to provide a quote?*

## STEP 3 – Market engagement Quotes

*This may be based on considerations such as:*

- Geographic location
- Reputation
- Previous experience with supplier
- Feedback or recommendations from other schools

### Received from Suppliers

### Supplier Price Notes

Quoted price

*Supplier name Other key details about the supplier's quote*

## STEP 4 – Supplier selection

Which supplier has been chosen?  
Why? What is this decision based on?  Yes  No  Not required

Has the successful supplier been notified?  
Has a purchase order been placed with the supplier?

Has the purchase order been raised in CASES21?

Has a contract been established and signed?

*Examples could include:*

- Value for money (not necessarily the lowest price)
- Reputation and reliability of supplier
- previous experience and knowledge of the

school)  Yes  No

Yes  No  Not required  Yes  No

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# ***CAMPS, EXCURSIONS, SWIMMING AND/OR WATER-BASED ACTIVITY***

## **PRINCIPAL APPROVAL FORM**

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**This document details minimum requirements for approval of excursions which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, school holidays or adventure activities.**

It must be submitted to the principal for approval prior to the excursion.

- All information on this document is required. Add attachments if necessary.
- Complete the [Student Activity Locator \(SAL\)](#) at least **three weeks** prior to the excursion.
- Review and sign the *Camps, Excursions, Swimming and/or Water-based Activity Checklist* which includes the requirement that school staff with primary responsibility for organising camps and/or water-based excursion activities must complete the excursions e-learning module.
- Sections with an asterisk \* have explanatory notes included at the end of this document.

### **SUMMARY**

Name of Program:

Year level(s):

Location(s):

Date(s) \*:

Name of teacher-in-charge:

### **EDUCATIONAL PURPOSE\***

#### ***YARRA JUNCTION PRIMARY SCHOOL***

***Yarra Junction Primary School's vision:*** to develop each child's social, emotional, and academic growth by promoting our students to be creative, curious, and critical thinkers within an engaging and connected learning environment.

***Vision Statement:*** We care, We inspire, We Achieve.

## 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 (please specify):

### Physical Location

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

### Contact phone number(s)

Residential Campsite (if applicable)

Staff mobiles

Other

### Adventure activities

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

- |  |  |
|--|--|
| <input type="checkbox"/> Abseiling                               | <input type="checkbox"/> Camping                 |
| <input type="checkbox"/> Artificial climbing and abseiling walls | <input type="checkbox"/> Canoeing/kayaking       |
| <input type="checkbox"/> Bushwalking                             | <input type="checkbox"/> Challenge ropes courses |

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- Cycling
- Horse riding
- Orienteering
- Rafting
- Rock climbing
- Sailing
- Scuba Diving
- Sea Kayaking
- Snorkelling
- Snow activities
- Surfing
- Swimming
- Water Skiing
- Windsurfing

**YARRA JUNCTION PRIMARY SCHOOL**

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The teacher-in-charge of the activities has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.

YES

The conduct of each activity will comply with the requirements outlined in the Excursions Policy and Guidelines and the adventure activity guidelines for that activity.

YES

## RISK Register

**A risk register for the excursion must be completed and attached with this submission.** Guidance on the risk register is available under [Excursions – Guidelines](#).

## Travel insurance arrangements

Does your excursion involve interstate or overseas travel?

YES (please complete below)       NO (please continue to next section)

Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)?

Please see [Insurance for Schools](#) for further information.

YES (please provide evidence of travel insurance with VMIA)

NO

If NO, please indicate travel insurance arrangements below.

## TRANSPORT ARRANGEMENTS\*

Internal       External       Both

Types of transport 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 [Excursions Policy and Guidelines](#), [Vehicles \(excluding Buses\) – Owned or Hired by School](#) Policy, [Private Vehicle Use](#) Policy and [VicRoads](#) regulations:

YES

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# BUDGET

INCOME		EXPENDITURE	
Student fees		Transport	
Other income		Food	
		Accommodation	
		Staffing	
		Equipment	
		Contingency funds	
		Other expenditure	
<b>Total income</b>		<b>Total expenditure</b>	

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# STUDENTS AND STAFF

## Students

Number of female students:

Number of male students:

Number of self-described students:

List required student preparation, if any:

List any addition information relevant to the student cohort:

## Supervising staff\*

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

Staff name	Male/ Female/ Other	First aid qualification (Y/N)	CPR qualification (Y/N)	School Staff /Volunteer/external provider	Working with children Check (if required) (Y/N)

The staffing listed above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing.

YES

The staffing listed above complies with the minimum supervision ratios as required by the relevant Adventure Activity guidelines.

YES

Not applicable for this excursion

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## DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact before the program commences.

- Camps, Excursions, Swimming and/or Water-based Activity Checklist
- Signed informed consent from parents/guardians
- Completed medical information form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.  
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed documentation of staff qualifications and experience (if applicable)
- Documentation of participant preparation, prerequisite skills/knowledge (for Adventure Activities)
- Risk register
- Emergency Management Plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Evidence of travel insurance (for interstate and overseas excursions ONLY)
- Communication plan (required for overseas excursions and excursions to remote locations)
- Teachers responsible for organising camps and/or water-based excursion activities has-completed the Excursions e-learning module
- Other school-specific information:

**Note:** this form should not be approved and the excursion should not be undertaken if the risk register contains any extreme rated risks in DET's Acceptability Chart (The Acceptability Chart is used to decide whether the risk is acceptable based on the rating calculated).

Acknowledgment by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

### Teacher-in charge

Name  
Signed  
Date

### Approved by the principal.

Name  
Signed  
Date

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Yarra Junction Primary School  
2370 Warburton Hwy, Yarra Junction, Victoria, 3797.  
Phone: (03) 5967 1544

### Confidential Medical Information

The school will use this information if you are involved in a medical emergency. All information is held in confidence.

Full name:
Address:
Date of birth:
Name of person to contact in an emergency: Emergency telephone numbers: <i>After hours Business hours</i>
Name of family doctor: Address of family doctor:
Medicare number:
Medical/hospital insurance fund: Member number:
Ambulance subscriber? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, ambulance number:

### Please tick if you suffer any of the following:

- Asthma  Blackouts  Migraine
- Diabetes  Dizzy spells  Heart condition
- Fits of any type
- Other:

### Allergies

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

- Penicillin  Other Drugs:
- Foods:
- Other allergies:

What special care is recommended for these allergies?

### Medication

Are you taking any medicine(s)?  Yes  No

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

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## **CLOTHING AND PERSONAL EQUIPMENT LIST (example) -**

### **General considerations**

Clothing taken on outdoor or adventure programs should allow participants to be comfortable and protected in a range of conditions, regardless of the season. Clothing that is quick drying and resistant to damage is ideal. Clothing should fit the person well. Practicality is the emphasis rather than how fashionable clothes are! Unsuitable or ill-fitted clothing can impair student participation and may be hazards.

**Note:** Students must not bring alcohol, cigarettes, medication not documented on the medical form, or illegal substances. Other items not to be taken must be communicated to students and parents.

### **Essential clothing and equipment all students must bring:**

- sun hat

#### **Other Clothes**

- long pants
- windcheaters
- shorts
- swimmers
- sneakers
- warm jumper
- long sleeve warm shirts or thermal tops
- woollen jumper (at least one) ▪ t-shirts
- changes of underwear ▪ socks
- pyjamas
- pair mittens or gloves
- rain coat
- 2 pair sneakers (1 x old\* and 1 x new) (\*essential for boating activities)

#### **Sleeping**

- sleeping bag
- sleeping mat

#### **Toiletries**

- soap
- toothbrush and toothpaste

#### **Personal equipment**

- torch
- personal medical requirements

#### **For Winter Programs**

##### **Clothing**

- Thermal underwear
- Gloves

##### **Notes**

- water bottle
- pillow
- sunscreen
- insect repellent

Staff should communicate to students what money they may need for incidentals during the program. ▪ All personal items and baggage should be clearly marked with the owner's name.

- A policy on mobile phones should be communicated to students and parents. Mobile Phones are not permitted.
- As a health precaution student are advised not to bring aerosol propellant cans e.g. deodorant sprays.

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