

# CAMPS AND EXCURSIONS

## POLICY

### **Purpose**

To explain to our school community the processes and procedures Ballarat Specialist 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 Ballarat Specialist School
- applies to adventure activities organised by Ballarat Specialist School regardless of whether or not they take place on or off school grounds
- 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
- does not apply to student workplace learning or intercampus travel.

### **Definitions**

- *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;
- *Camps* are excursions involving at least one night's accommodation.
- *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 website under Adventure Activities, at the following link:  
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>
- *Workplace learning activities* such as work experience, and intercampus travel are not considered school excursions.

### **Implementation**

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.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

### **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. Ballarat Specialist 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.

A number of our students are anaphylactic or have complex medical needs. Our risk management plans will include strategies to minimise risk in these cases.

The Australian Camps Association identifies camps that are DET approved. In the first instance, camp organisers should consider these camps a priority option for our students.  
[https://auscamps.asn.au/camps-activities/search-camps?filter\\_state%5B%5D=VIC&sort=name\\_asc](https://auscamps.asn.au/camps-activities/search-camps?filter_state%5B%5D=VIC&sort=name_asc)

Ballarat Specialist School is committed to ensuring students are provided with inclusive camps and excursions programs 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.

In cases where a camp or an excursion exceeds the distance of 100km round trip, the Organising Teacher is required to source an external bus provider and driver through Ballarat Specialist School's internal process. The Organising Teacher is requested to obtain a written travel quote before approval.

Please see attached samples of Ballarat Specialist School's documentation (Appendices A - E).

### **Supervision**

Ballarat Specialist School follows the Department's guidelines in relation to supervision of students during excursions and camps with a minimum of two staff. Ballarat Specialist School will require additional staffing to support our students and will exceed the recommended DET guidelines.

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

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**

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. first aid etc.) and the individual needs of particular students.

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

Ballarat Specialist School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

### **Parent/carer consent**

For all camps and excursions, Ballarat Specialist School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Ballarat Specialist School informs parents about school

camps and excursions by placing a note in student bags, placing an announcement on Seesaw 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, Ballarat Specialist School will provide advance notice to parents/carers of an upcoming local excursion by placing a note in student bags, placing an announcement on Seesaw 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. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Ballarat Specialist School will notify parents once only prior to the commencement of the recurring event.

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

At Ballarat Specialist School, the cost of all camps and excursions are included in our parent payment contributions that are to be paid by parents/carers at the start of each school year, unless alternative arrangements have been agreed to by the Principal prior. All families will be given sufficient time to make payments for all activities. These fees are highlighted in our *Parent Payment Policy*.

Ballarat Specialist 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/Principal. The Business Manager/Principal 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](#).

### **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, a first aid kit, mobile phone, individual medication plans (Asthma / Anaphylaxis) 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 co-operate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved. Teachers are required to take into consideration and plan appropriately for students with Individual Behaviour Plans (IBP's) attending camps/excursions.

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 *Bullying Prevention Policy*. 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.

### **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 as set out in the school's *Mobile Phone Student Use Policy*.

### **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**

Ballarat Specialist School has obtained student accident insurance cover and ambulance cover, at a cost of \$6.60 per student. This ensures students are covered both at school and on excursions.

### **Links and Appendices:**

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 Excursions Fund](#).
- [Code Red Days](#)

Appendices connected with this policy are:

- **Appendix A:** Excursion & Incursion Approval Form (Not Requiring School Council Approval)
- **Appendix B:** Risk Assessment Template
- **Appendix C:** Approval Proforma for all Excursions and Activities Requiring School Council Approval
- **Appendix D:** Normal School Hours Parent Excursion Consent
- **Appendix E:** Parent Excursion Consent – School Council Approval.

### **Evaluation:**

This policy will be reviewed every three years.

This policy was last ratified by School Council in....

March 2020



# EXCURSION & INCURSION APPROVAL FORM

## (Not Requiring School Council Approval)

Activity Details			
Activity Name			
Location/Venue			
Start Date		End Date (if recurring)	
Departure Time		Return Time	
Class/es		No. of Students	
Teacher/s			
Staff Attending			
Staff Contacts			
Type of activity	<input type="checkbox"/> Day Trip <input type="checkbox"/> Incursion <input type="checkbox"/> Community Access <input type="checkbox"/> Event / Other		
Will this activity occur on a regular basis? <input type="checkbox"/> Yes, <input type="checkbox"/> No			
Activity Precautions (if any)			
General activity description and educational relevance (attach itinerary and map as relevant)			
Transport			
Venue			
Arrangements for students not attending:			
Additional Staff in Support (if any, including volunteers)			

Activity Costings	
Venue Charge	
Transportation Costs	
Food Costs	
Additional Staff (\$200 per Assistant, \$400 per CRT)	
Other Costs (Please itemize) -1	
Other Costs (Please itemize) -2	
Equipment Hire (as applicable)	
Total cost	

Please complete the Planning Checklist on the following page.

<b>Teacher Reminders Checklist</b>	
Discuss this activity with your leading teacher	
Please do not send out parental approval forms until Roger has reviewed them	
Provide at least 3 weeks' notice on the Student Activity Locator	
Work out costings with Business Manager	
Complete Purchase Order/s	
If you are driving more than 100 kilometers you need to book a driver	
Book an appropriate bus/buses with Jo De Navi	
Complete all documentation	
leading teacher signs this form	
All forms to Roger	
Send/receive parental approval form after Roger has approved them	
Ensure appropriate first aid and emergency management materials for the event	
Ensure you have parent permissions and medical forms with you on the trip / activity	
Following the event, return permission and medical forms to the office for 7 year retention	
Adventure Activities require School Council approval. Please do not include them on Community Access activities	

Excursion Approval: \_\_\_\_\_

Approver Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix B – Risk Assessment Template



## BALLARAT SPECIALIST SCHOOL EXCURSION /CAMP RISK ASSESSMENT DOCUMENTATION

School: Ballarat Specialist School

Supervising teachers/staff:

Program/Excursion:

Dates:

Year Level (if relevant): Locations:

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls (How effective are the current controls in how do they occur?) (choose one)	Current Risk Consequence How likely is this risk to occur? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p>Define the risk event including a risk title and a short description What can go wrong?</p> <p><b>Risk Title</b> Slip of Care</p> <p><b>Risk short description</b> Ballarat Specialist School staff fail to meet the duty of care (Ballarat Specialist School TRS 00101)</p>	<p>Causes</p> <ul style="list-style-type: none"> <li>Failure to adequately prepare and plan</li> <li>Failure to apply principles of risk management in planning stage and during the activity</li> <li>Inappropriate staff: student ratio</li> <li>Willful disobedience</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Litigation / adverse court ruling</li> <li>Financially damaged to school and DSE</li> </ul>	<p>Existing controls</p> <ul style="list-style-type: none"> <li>Written activity strategy completed</li> <li>Apply risk management policy and procedures (safety, access, resources, time, location, income, emergency risk for the duration of the activity, including travel to and from the site)</li> <li>Use of and adherence to control measures outlined in the Ballarat Specialist School Emergency Response Manual prior to the excursion</li> <li>Appointed staff from Ballarat Specialist School as defined in the manual</li> <li>Use of and adherence to control measures outlined in the Ballarat Specialist School Emergency Response Manual prior to the excursion</li> <li>The teacher will ensure that all documents (Emergency, Ballarat Specialist School Policy and Advisory Guide) are read and adhered to, particularly requirements for any <u>activity specific</u> activities</li> <li>On arrival at the activity site, hold a briefing with Centre Manager (if appropriate) to confirm any changes to Emergency Response Manual or any updates regarding local conditions (weather, etc.)</li> <li>Teachers to brief all staff on any updates</li> <li>Where safety equipment is provided it is required to be worn / used</li> <li>Activate a communication plan for emergency situations</li> </ul>	Effective	Major	Rare	Medium	<p>Describe the actions to be undertaken for those risks requiring further treatment. What will be done? Who is accountable? (choose one)</p>	Severe	Almost certain	Extreme

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls (How effective are the current controls in how do they occur?) (choose one)	Current Risk Consequence How likely is this risk to occur? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p>Define the risk event including a risk title and a short description What can go wrong?</p> <p><b>Risk Title</b> Injury or Hospitalisation</p> <p><b>Risk short description</b> Staff / student suffers medical condition that requires treatment or hospitalisation</p>	<p>Causes</p> <ul style="list-style-type: none"> <li>Accident</li> <li>Allergic reaction</li> <li>Misadventure</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Student in hospital requires chaperone</li> <li>Staff: student ratio impacted</li> <li>Medicav required</li> </ul>	<p>Existing controls</p> <ul style="list-style-type: none"> <li><u>Relevant medical information</u> (allergies etc.) and emergency contact details obtained for each student and shared with appropriate people</li> <li>Use of and adherence to control measures outlined in the Emergency Response Manual once on site</li> <li>If student has an identified need then medications and anaphylactic pens must be taken on the activity</li> <li>First Aid kit to be taken on activity</li> <li><u>Staff: student ratio</u> to be observed</li> <li>Activate a communication plan for emergency situations</li> </ul>	Effective	Major	Rare	Medium	<p>Anaphylaxis or complex medical needs students:</p> <p><u>Insert name/s or not applicable</u></p> <ul style="list-style-type: none"> <li>Staff have completed anaphylaxis training</li> <li>Ensure that planned excursion is safe and environmentally suitable</li> <li>Discuss potential risks with school nurse</li> <li>Student medication to be taken on excursion</li> <li>All staff briefed</li> <li>Staff member to be responsible for monitoring student's health</li> </ul>	Severe	Rare	Medium
<p>Define the risk event including a risk title and a short description What can go wrong?</p> <p><b>Risk Title</b> Transport</p> <p><b>Risk short description</b> Transport utilised does not meet the Department's requirements</p>	<p>Causes</p> <ul style="list-style-type: none"> <li>Inappropriate transport option</li> <li>Unreliable transport / driver</li> <li>Driver not appropriately qualified</li> <li>Vehicle not inspected prior to excursion</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Litigation / adverse court ruling</li> <li>Inconvenience / lost time</li> <li>Vehicle Accident</li> </ul>	<p>Existing controls</p> <ul style="list-style-type: none"> <li>The teacher will ensure that activity transport meets the requirements outlined in the School Policy and Advisory Guide <u>Excursion Support – Transport</u></li> <li>Where safety equipment is provided / required it is to be worn / used</li> </ul>	Acceptable	Major	Rare	Medium	<p>Describe the actions to be undertaken for those risks requiring further treatment. What will be done? Who is accountable? (choose one)</p>	Severe	Almost certain	Extreme
<p>Define the risk event including a risk title and a short description What can go wrong?</p> <p><b>Risk Title</b> Communication</p> <p><b>Risk short description</b> Failure to develop and follow communications plan</p>	<p>Causes</p> <ul style="list-style-type: none"> <li>Lack of communication plan</li> <li>Inadequate skills / training / procedures</li> <li>Lack of leadership</li> </ul> <p>Consequences</p> <ul style="list-style-type: none"> <li>Unable to inform key personnel in emergency situation e.g. police, ambulance, principal, parents</li> <li>Physical or psychological injury exacerbated</li> </ul>	<p>Existing controls</p> <ul style="list-style-type: none"> <li>Develop a communication plan/strategy that complements advice in the Excursion approval form and the Student Activity locator</li> <li>The teacher will brief staff and share copies of the communication plan before departure for camp</li> <li>Excursion staff made aware of and become familiar with contents of the Emergency Response Manual</li> <li>Excursion staff to have all appropriate paperwork at all times</li> <li>Activity will not take place out of phone coverage</li> </ul>	Acceptable	Moderate	Rare	Low	<p>Describe the actions to be undertaken for those risks requiring further treatment. What will be done? Who is accountable? (choose one)</p>	Severe	Almost certain	Extreme

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls How effective are the current controls we have in place? (choose one)	Current Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p><b>Risk Title</b> Missing students</p> <p><b>Risk short description</b> Students become lost / abscond during the excursion</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Confusion / inexperience in local conditions</li> <li>Knows absconders (ARM plan)</li> <li>Lack of clear instructions / itinerary</li> <li>Lack of supervision</li> <li>Willful disobedience</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Reputation damage to school and DET</li> <li>Inconvenience / lost time</li> </ul>	<ul style="list-style-type: none"> <li>Determine the suitability of the activity suitability for all students</li> <li>Appropriate briefing to students regarding significant local conditions that may impact group as they move about</li> <li>Staff: student ratios be observed</li> <li>Periodic numbers count e.g. before departure, upon arrival, each evening and morning, before and after activities</li> <li>Activate a communication plan for emergency situations</li> <li>Students known to be unwise in the planned environment will not attend</li> </ul>	Acceptable	Major	Rare	Medium	<p>Describe the actions to be undertaken for those risks requiring further treatments. What will be done? Who is accountable? When will it happen?</p>	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low
<p><b>Risk Title</b> Child safety</p> <p><b>Risk short description</b> There is a risk that staff do not consider child safety matters whilst preparing for and/or whilst on excursions and camps.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of awareness of local conditions (unknown people and environments)</li> <li>School fails to monitor who is in vicinity of school excursions / camps</li> <li>Lack of supervision</li> <li>Fail to consider child safety risks</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Disruption to excursion / camp</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage</li> </ul>	<ul style="list-style-type: none"> <li>Team Leader(s) upon arrival at commercial camp sites to conduct briefing with authorities to confirm site arrangements or any updates regarding local conditions.</li> <li>Team Leader(s) following briefing with authorities' brief teaching / support staff of any updates.</li> <li>Staff and volunteers conduct area familiarity upon arrival at venue.</li> <li>Staff: student ratios are observed.</li> <li>Regular student counts.</li> <li>Close and appropriate monitoring of students in high risk locations (e.g. change rooms, public toilets)</li> <li>Use of and adherence to control measures outlined in the Ballarat Specialist School Emergency Response Manual once on site</li> <li>Adopt child safety risk management strategies as appropriate.</li> </ul>	Effective	Severe	Rare	Medium	<p><b>Students who have a higher risk of absconding:</b></p> <p><i>(insert name/s or not applicable)</i></p> <ul style="list-style-type: none"> <li>Ensure that planned excursion is safe and environmentally suitable</li> <li>Student behaviour plan (if applicable) to be taken on activity</li> <li>All staff briefed</li> <li>Staff member to be responsible for monitoring student's safety</li> </ul>	Major	Rare	Medium
<p><b>Risk Title</b> Poor Student Behaviour</p> <p><b>Risk short description</b> A student general behaviour falls below the School's expectations.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Beyond the student's capacity to cope</li> <li>Inexperienced staff</li> <li>Poor communication</li> <li>Unrealistic Expectations of student</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Risk of injury</li> <li>Risk of absconding</li> <li>Disruption to activity</li> </ul>	<ul style="list-style-type: none"> <li>Separate from group to calm</li> <li>Provide 1:1 support where possible</li> <li>Use IBP where applicable</li> <li>Return student to school with staff member if behaviour persists</li> <li>Cancel activity in extreme case</li> <li>Review program on completion</li> </ul>	Effective	Moderate	Rare	Low		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls How effective are the current controls we have in place? (choose one)	Current Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p><b>Risk Title</b></p> <p><b>Risk short description</b></p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li></li> </ul>		Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low
<p><b>Risk Title</b></p> <p><b>Risk short description</b></p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li></li> </ul>		Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low
<p><b>Risk Title</b></p> <p><b>Risk short description</b></p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li></li> </ul>		Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches. The list of risks listed here is not exhaustive and should be adapted to suit the circumstances of your excursion / camp



## Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma 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 Location online form](#) three weeks prior to the excursion.

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>

### PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

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 campsites (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"/> Base camping                  | <input type="checkbox"/> Bushwalking            |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing   |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing          |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling            |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming               |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> Other: _____           |

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

Internal  External  Both

Type 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 [School Policy and Advisory Guide](#), [Transporting Students](#) and [VicRoads](#) regulations.  YES

Budget	
INCOME	EXPENDITURE
Student Fees	Transport
Other income:	Food
	Accommodation
	Staffing
	Equipment
	Other expenditure:
<b>Total income:</b>	<b>Total expenditure</b>

## EXPLANATORY NOTES

### Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

### Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

*For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

### Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

### Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

### Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

**BALLARAT SPECIALIST SCHOOL EXCURSION /CAMP RISK ASSESSMENT DOCUMENTATION**



School: Ballarat Specialist School

Supervising teachers/staff:

Program/Excursion:

Dates:

Year level (if relevant):      Location(s):

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls How effective are the current controls we have in place? (choose one)	Current Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p><b>Risk Title</b> Day in Camp</p> <p><b>Risk short description</b> Ballarat Specialist School staff fail to monitor day of camp students leaving the activity.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Failure to require appropriate risk management in planning stages and during the activity.</li> <li>Improper team assignment roles.</li> <li>WUOL disobedience.</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Physical or psychological injury.</li> <li>Litigation / adverse court ruling.</li> <li>Reputation damage to school and DET.</li> </ul>	<ul style="list-style-type: none"> <li>Students receive explicit instruction on safety before departure and during the activity.</li> <li>Staff to assign appropriate risk management in planning stages and during the activity.</li> <li>Staff to monitor the location of the activity including travel to and from the site.</li> <li>Staff to be alert to control measures outlined in the Ballarat Specialist School Emergency Response Manual once on site.</li> <li>Appropriateness of number of Ballarat Specialist School staff demonstrated and point of contact between students, teachers, parents and staff for the duration of the camp.</li> <li>The location and nature of all activities undertaken in the School Policy and Activity Guide are reviewed and approved by particular requirements for key schedule activities.</li> <li>Control of the activity will be a priority and the Manager (if appropriate) to control any changes to emergency response Manual on any activities involving local emergency personnel at the site.</li> <li>Teacher to brief all staff on day in camp.</li> <li>When appropriate to be involved / included in the briefing (if any).</li> <li>Additional considerations for the activity/assessment.</li> </ul>	Effective	Major	None	Medium	<p>Severe Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Possible Unlikely Rare</p>	<p>Extreme High Medium Low</p>	

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls How effective are the current controls we have in place? (choose one)	Current Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p><b>Risk Title</b> Mixing students</p> <p><b>Risk short description</b> Students become lost / abscond during the excursion</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Confusion / inexperience in local conditions</li> <li>Known absconders (ADM plan)</li> <li>Lack of clear instructions / itinerary</li> <li>Lack of supervision</li> <li>WUOL disobedience</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Reputation damage to school and DET</li> <li>Inconvenience / lost time</li> </ul>	<ul style="list-style-type: none"> <li>Determine the suitability of the activity for all students</li> <li>Appropriate briefing to students regarding significant local conditions that may impact group as they move about</li> <li>Staff: student ratios be observed</li> <li>Periodic numbers count e.g. before departure, upon arrival, each evening and morning, before and after activities</li> <li>Activate a communication plan for emergency situations</li> <li>Students known to be unable in the planned environment will not attend</li> </ul>	Acceptable	Major	Rare	Medium	<p>Severe Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Possible Unlikely Rare</p>	<p>Extreme High Medium Low</p>	
<p><b>Risk Title</b> Child safety</p> <p><b>Risk short description</b> There is a risk that staff do not consider child safety matters whilst preparing for and/or whilst on excursions and camps.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of awareness of local conditions (unknown people and environments)</li> <li>School fails to monitor who is in vicinity of school excursions / camps</li> <li>Lack of supervision</li> <li>Fail to consider child safety risks</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Child safety incident occurs</li> <li>Physical or psychological injury</li> <li>Disruption to excursion / camp</li> <li>Stress for all personnel involved</li> <li>Litigation / adverse court ruling</li> <li>Reputation damage</li> </ul>	<ul style="list-style-type: none"> <li>Team Leader(s) upon arrival at commercial camp sites to conduct briefing with authorities to confirm site arrangements or any updates regarding local conditions.</li> <li>Team Leader(s) following briefing with authorities brief teaching / support staff of any updates.</li> <li>Staff and volunteers conduct area familiarity upon arrival at venue.</li> <li>Staff: student ratios be observed.</li> <li>Regular student counts.</li> <li>Know and appropriate monitoring of students in high risk locations (e.g. change rooms, public toilets)</li> <li>Use of and adherence to control measures outlined in the Ballarat Specialist School Emergency Response Manual once on site</li> <li>Adopt child safety risk management strategies as appropriate.</li> </ul>	Effective	Severe	Rare	Medium	<p>Students who have a higher risk of absconding: <b>(Insert name/s or not applicable)</b></p> <ul style="list-style-type: none"> <li>Ensure that planned excursion is safe and environmentally suitable</li> <li>Student behaviour plan (if applicable) to be taken on activity</li> <li>All staff briefed</li> <li>Staff member to be responsible for monitoring student's safety</li> </ul>	Major	Rare	Medium
<p><b>Risk Title</b> Poor Student Behaviour</p> <p><b>Risk short description</b> A student general behaviour falls below the School's expectations.</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Beyond the student's capacity to cope</li> <li>Inexperienced staff</li> <li>Poor communication</li> <li>Unrealistic Expectations of student</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Risk of injury</li> <li>Risk of absconding</li> <li>Disruption to activity</li> </ul>	<ul style="list-style-type: none"> <li>Separate from group to calm</li> <li>Provide 1:1 support where possible</li> <li>Use IBP where applicable</li> <li>Return student to school with staff member if behaviour persists</li> <li>Cancel activity in extreme case</li> <li>Review program on completion</li> </ul>	Effective	Moderate	Rare	Low	<p>Severe Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Possible Unlikely Rare</p>	<p>Extreme High Medium Low</p>	

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls How effective are the current controls we have in place? (choose one)	Current Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p>Define the risk event including a risk title and a short description What can go wrong?</p> <p><b>Risk Title</b> Injury or Hospitalisation</p> <p><b>Risk short description</b> Staff / student suffers medical condition that requires treatment or hospitalisation</p>	<p>Describe the risk event cause/s and consequence/s. What would cause it to go wrong? (cause/s) What are the impacts if it does go wrong? (consequences)</p> <p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Accident</li> <li>Allergic reaction</li> <li>Misadventure</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Student in hospital requires chaperone</li> <li>Staff: student ratio impacted</li> <li>Medical required</li> </ul>	<p>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?</p> <ul style="list-style-type: none"> <li><b>Relevant medical information</b> (allergies etc.) and emergency contact details obtained for each student and shared with appropriate people</li> <li>Use of and adherence to control measures outlined in the Emergency Response Manual once on site</li> <li>If student has an identified need then medications and anaphylactic pens must be taken on the activity</li> <li>First Aid kit to be taken on activity</li> <li><b>Staff: student ratio</b> to be observed</li> <li>Activate a communication plan for emergency situations</li> </ul>	Effective	Major	Rare	Medium	<p>Describe the actions to be undertaken for those risks requiring further treatments. What will be done? Who is accountable? When will it happen?</p> <p><b>Anaphylaxis or complex medical needs students:</b></p> <p><b>(insert name/s or not applicable)</b></p> <ul style="list-style-type: none"> <li>Staff have completed anaphylaxis training</li> <li>Ensure that planned excursion is safe and environmentally suitable</li> <li>Discuss potential risks with school nurse</li> <li>Student medication to be taken on activity</li> <li>Student medication plan to be taken on excursion</li> <li>All staff briefed</li> <li>Staff member to be responsible for monitoring student's health</li> </ul>	Severe	Rare	Medium
<p><b>Risk Title</b> Transport</p> <p><b>Risk short description</b> Transport utilised does not meet the Department's requirements</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Inappropriate transport option</li> <li>Unreliable transport / driver</li> <li>Driver not appropriately qualified</li> <li>Vehicle not inspected prior to excursion</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Physical or psychological injury</li> <li>Litigation / adverse court ruling</li> <li>Inconvenience / lost time</li> <li>Vehicle Accident</li> </ul>	<ul style="list-style-type: none"> <li>The teacher will ensure that activity transport meets the requirements outlined in the <b>School Policy and Advisory Guide Excursion Support - Transport</b></li> <li>Where safety equipment is provided / required it is to be worn / used</li> </ul>	Acceptable	Major	Rare	Medium	<p>Severe Major Moderate Minor Insignificant</p> <p>Almost certain Likely Possible Unlikely Rare</p> <p>Extreme High Medium Low</p>			
<p><b>Risk Title</b> Communication</p> <p><b>Risk short description</b> Failure to develop and follow communications plan</p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li>Lack of communication plan</li> <li>Inadequate skills / training / procedures</li> <li>Lack of leadership</li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li>Unable to inform key personnel in emergency situation e.g. police, ambulance, principal, parents</li> <li>Physical or psychological injury exacerbated</li> </ul>	<ul style="list-style-type: none"> <li>Develop a communication plan/strategy that complements advice in the Excursion approval form and the Student Activity locator.</li> <li>The teacher will brief staff and share copies of the communication plan before departure for camp</li> <li>Excursion staff made aware of and become familiar with contents of the Emergency Response Manual</li> <li>Excursion staff to have all appropriate paperwork at all times</li> <li>Activity will not take place out of phone coverage</li> </ul>	Acceptable	Moderate	Rare	Low	<p>Severe Major Moderate Minor Insignificant</p> <p>Almost certain Likely Possible Unlikely Rare</p> <p>Extreme High Medium Low</p>			

Risk Title & Description	Risk Causes & Consequences	Existing Controls	Current Risk Assessment – with existing controls				Treatment	Target Risk Assessment – after treatments		
			Effectiveness of existing controls How effective are the current controls we have in place? (choose one)	Current Risk Consequence How big would the impact of this risk be if it occurred? (choose one)	Current Risk Likelihood How likely is this risk to occur? (choose one)	Current Risk Rating What is the current risk level based on the risk rating matrix?		Target Risk Consequence (choose one)	Target Risk Likelihood (choose one)	Target Risk Rating What is the target risk level based on the risk rating matrix?
<p><b>Risk Title</b></p> <p><b>Risk short description</b></p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li></li> </ul>		Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	
<p><b>Risk Title</b></p> <p><b>Risk short description</b></p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li></li> </ul>		Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	
<p><b>Risk Title</b></p> <p><b>Risk short description</b></p>	<p><b>Causes</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Consequences</b></p> <ul style="list-style-type: none"> <li></li> </ul>		Ineffective Needs improvement Acceptable Effective	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches. The list of risks listed here is not exhaustive and should be adapted to suit the circumstances of your excursion / camp

## Ballarat Specialist School – Normal School Hours Parent Excursion 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.

**Name of school:** Ballarat Specialist School

**Title of excursion:**

**Educational purpose of the program:**

What do you hope the students will learn from the excursion?

**Details of supervising staff:**

Name of staff and indicate who will be on the excursion.

**Costs:**

Include all foreseeable program and individual costs as well as the parent's costs.

**Name and contact details of the 24-hour school emergency contact:**

This is for parents who need to contact someone during the program. You should have them undertake.

**Departure details**

Include the time, date and place where students depart from 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)?

**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 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.

**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 excursions 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.

**ICT/Photograph consent**

I agree to my child using the Internet and computer network in accordance with the same Internet student user agreement that applies at their current school. (Strike out if you do not consent)

I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school's publications, school's website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation. (Strike out if you do not consent)

**Cancellations or Alterations**

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

**Consent for emergency transportation**

In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.

**Student accident insurance**

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

**Parent 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/guardian: \_\_\_\_\_ (full name)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ OR \_\_\_\_\_

\_\_\_\_\_

## Department of Education and Early Childhood Development Proforma

### Parent Excursion Consent – School Council Approval

To obtain effective consent, schools need to provide sufficient information to parents about the nature of any 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.

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:

Educational purpose of the program:

What do you hope the students will learn from the experience?

Details of supervising staff:

Name, full staff and contact details (see teacher's charge list)

Costs:

Include all reasonable program and incidental costs as well as the minor costs.

Name and contact details of the 24-hour school emergency contact:

This is for parents who need to contact parents during the program. (See family emergency contact form)

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 from expert medical care (eg. hospital or ambulance)?

Accommodation arrangements:

List all accommodation (eg. cabins, tents, caravans, 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 this 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 required)
- 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.'

**ICT/Photograph consent**

'I agree to my child using the internet and computer network in accordance with the same internet student users agreement that applies at their current school.' (Strike out if you do not consent)

I also consent to my child being photographed and/or visual images of my child being taken during excursions by the school for use in the school's publications, school's website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation. (Strike out if you do not consent)

**Cancellations or Alterations**

'I understand that the principal may need to cancel or alter excursion arrangements in short notice, due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience to families where to parents, these may be unavoidable.'

**Consent for emergency transportation**

'In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above'

**Student accident insurance**

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

**Parent 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/guardian: \_\_\_\_\_ (full name)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ OR:

\_\_\_\_\_

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