



# **DONVALE PRIMARY SCHOOL INCURSIONS / EXCURSIONS POLICY (INCLUDING CAMPS)**

## **BASIC BELIEFS**

### **Excursions**

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

### **Incursions**

For the purpose of this policy, an Incursion is an activity that involves school visitors who provide a performance or service for the students for a fee.

The school's Incursion program enables students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions are an important aspect of the educational programs offered at our school.

### **Camps**

A school camping program is a valuable part of the education of all students. Students can experience activities related to the education program not normally available in the day to day school program. It enables students to further their learning and social skills development. Camps have a cultural, environmental and outdoor emphasis and are an important aspect of the educational programs offered at our school.

## **AIMS for Excursions, Incursions and Camps**

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

## **GUIDELINES FOR ACTION - Camps, Excursions and Incursions**

Prior to conducting a camp, excursion the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
  - [Student Preparation](#)
  - [Student Medical Information](#)
  - [Safety Guidelines for Education Outdoors](#)
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- Prior to conducting a camp, incursion or excursion, the approval of the principal must be obtained.
  - School Council is responsible for the approval of:
    - Overnight excursions
    - Camps
    - Interstate visits
    - International visits
    - Excursions requiring sea or air travel, weekends or vacations
    - Adventure activities

In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
  - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
  - information provided by community groups and organisations that specialise in the activity proposed
  - appropriateness of the venue
  - the provisions made for the safety and welfare of students and staff
  - the experience and competence of staff relevant to the activities being undertaken
  - the adequacy of the student supervision
  - the high risk nature of some activities
  - emergency procedures and safety measures
  - staff-student ratios
  - student experience
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- When planning incursions and excursions, teachers must consider the amount planned over the term so that the overall costing to parents does not become prohibitive. Levels 3, 4, 5 & 6 cannot have an excursion or incursion requiring payment in the term they are having a School Camp.
  - Specialist teachers must communicate with Level teachers any plans of excursions / incursions they have so that costings are measured and overlaps do not occur.
  - Staff wishing to organize an excursion or Camp must complete an excursion / camp proposal form and lodge this for approval. Where an excursion or camp proposal has not been submitted, that excursion or camp will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the excursion or camp as well as the impact on the school for the proposed date.
  - If the Principal's approval is granted, detailed planning should commence using the excursion / camp proforma.
  - For excursions, the completed proforma must be presented to the Principal at least 3 weeks prior to the excursion taking place. Once approval is obtained, discussion with the Business Manager must take place to confirm financial details.
  - For camps, the completed proforma must be presented to the Principal at least 2 terms prior to the camp taking place. The Principal will then move to seek School Council approval.

- All excursions and camps require a 'Notification of School Activity' to be completed three weeks prior to the excursion / camp departure date, and ensure relevant details are entered in the school diary. The excursion's designated 'teacher in charge' is required to do this. The 'Notification of School Activity' Proforma is available from the Business Manager or can be found on the following link.  
[www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- The Principal or his nominee(s) will ensure that all camp, excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.
- All buses booked for excursions and camps must be fitted with seat belts.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in charge will communicate with this person with regards to the anticipated return time.

## **EXPECTATIONS**

- The principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.
- Students not attending a camp, excursion or incursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.
- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions / incursions, and camps.
- The principal or their nominee will ensure that adequate pre-excursion / incursion planning and preparation, including the preparation of students, takes place.
- The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions or incursions. The school may choose to subsidise some camps, excursions or incursions or some student's expenses.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

## **Arrangements for payments**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an incursion, excursion or camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- The schedule of camps, excursions and incursion, including costs, will be distributed in the term bulk billing. Refunds for students who are absent on the day of the incursion or excursion will be made at the discretion of the Principal.
- Parents can bulk pay for the terms incursions, excursions and camps or pay for them individually as they occur.
- All families will be given sufficient time to make payments for incursions, excursions and camps. Parents will be provided with permission forms and information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager and Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

### Teacher Responsibilities:

- A designated “Teacher in Charge” will coordinate each excursion, incursion and camp.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the general office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to assist in the delivery of excursions.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School’s Student Management policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student’s return which will be the responsibility of the parents/carers

The school’s emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**

Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

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

## CAMPS

**Donvale Primary School has a whole school camping policy which is sequentially developed as follows:**

- Foundation: Breakfast at school where students arrive in pyjamas and prepare themselves for the school day.
  - Year 1: Dinner and camping activities at school.
  - Year 2: An overnight sleepover at school each year including dinner and camping activities with the Year 1 students.
  - Years 3 & 4: A 3 day / 2 night camp each year alternating between a beach and bush setting.
  - Years 5 & 6: A 5 day / 4 night camp each year alternating between a beach and bush setting.
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- An information night may be run prior to the camp, giving parents an opportunity to find out more about the itinerary, accommodation and procedures at the camp.
  - The school will only use residential campsites accredited by the 'Australian Camps Association' or 'National Accommodation, Recreation and Tourism Accreditation Program (NARTA)' for overnight camps.
  - Donvale PS endeavours to include all students in the camping program. The decision to exclude a student for any reason will be made by the Principal, in consultation with the classroom teacher.
  - Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps, excursions or incursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp, excursion or incursion. Parents will be required to collect their child from camp if their child exhibits behaviour that is considered unacceptable, or becomes seriously ill or injured. The Teacher in charge, in consultation with the Principal, will make this decision. Cost incurred will be the responsibility of the parent.
  - Parents must complete the detailed medical form prior to the camp. Any medication to be administered on camp must be handed to the nominated staff member with detailed written instructions immediately prior to departure.

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Notification of School Activity (camps and excursions)
- Appendix D: Camps Risk Assessment Management Assessment Form
- Appendix E: General Excursion Risk Assessment
- Appendix F: Incursion Risk Assessment form

## EVALUATION

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstance.

<b>Date Implemented</b>	18 <sup>th</sup> June 2015
<b>Approved By</b>	School Council
<b>Date Reviewed</b>	17 <sup>th</sup> June 2015
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	2018
<b>References</b>	<u>DET Excursion Policy</u>

**APPENDIX A:  
Pupil / Teacher Ratios**

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

**APPENDIX B:**



# Donvale Primary School

This form must be completed by the teacher in charge of the excursion and given to the office staff at least three weeks prior to any excursion

<b>Excursion Notification Form</b>	
<b>Date of Excursion:</b>	
<b>Name of Excursion:</b>	
<b>Classes/Students Attending (attach home group lists if applicable):</b>	
<b>Venue Name:</b>	
<b>Venue Telephone:</b>	
<b>Venue Address (including Melways reference):</b>	
<b>Time Departing from School:</b>	<b>Time Returning to School:</b>
<b>Any special pick up/drop off requirements?</b>	
<b>Transportation: Public train and bus</b>	
<b>Name of Bus Company:</b>	
<b>Number of buses booked:</b>	
<b>Total Number of Teachers Attending:</b>	
<b>Teacher Responsible:</b>	
<b>Contact Number for Teacher Responsible:</b>	
<b>Names of Additional Teachers Attending:</b>	
<b>Total Number of Students Attending:</b>	
<b>Is there a charge to students?</b>	
<b>Special requirements? (ie Myki cards, money, special clothing)</b>	

## APPENDIX C:

### Office Use

Student Activity Locator notification completed:



**Emergency & Security Management**

*Locked Bag One*

*Black Rock 3193*

*Phone: 03 9589 6266*

*Fax: 03 9589 0296*

*Email: [esm@edumail.vic.gov.au](mailto:esm@edumail.vic.gov.au)*

### NOTIFICATION OF SCHOOL ACTIVITY (Camps & Excursions)

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

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

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

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

#### Notes:

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

SCHOOL NAME AND NUMBER:

Number:

School Name:

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE

& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS:

Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE? Yes: No: Map reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

Visit the Emergency and Security Management Website at <http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for and manage emergencies and security related incidents.



**APPENDIX D:  
CAMPS Risk Management Assessment Form**

**Section 1 –Environment Emergency Management Assessment**

Venue Assessed \_\_\_\_\_ for month of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## APPENDIX E: General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		

## APPENDIX F:

### Incursion Risk Assessment Form

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

- Presenter/s-contractor/s has/have WWCC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

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

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

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		