



St Brendan's School
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St Mary's School
131 Powells Road, Clarkes Hill 3352
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PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh

SCHOOL CAMP AND EXCURSION POLICY

Ratified: September 2013

To be reviewed: September 2017

Attached: Information for Excursion Permission Form
Asthma Form for Camp
Offsite Activity Planning Checklist

RATIONALE:

The Bungaree Parish Schools '*Camping and Excursion Program*' should enable students to further their learning and social skills development in a non-school setting. Camps and Excursions should complement, and be an important aspect of the educational programs offered at our school. They may have a cultural, environmental or outdoor emphasis.

SCRIPTURAL CONTEXT:

I have come that you may have life and live it to the full.
(John)

POLICY STATEMENT:

As an important aspect of the holistic education of each student offered at Bungaree Parish Schools, a program of school excursions and camps will be put into practice by the school community.

DEFINITIONS:

A camp is defined as any activity involving at least one night's accommodation.

An excursion is defined as any activity beyond the school grounds.

POLICY GUIDELINES

GUIDELINE INDICATORS

<p><i>The Camping and Excursion program at the Bungaree Parish Schools will:</i></p> <p>Provide all children with the opportunity to participate in a sequential camping and excursion program.</p> <p>Provide shared class experiences and a sense of group cohesiveness.</p> <p>Reinforce and extend classroom learnings.</p> <p>Provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.</p>	<ul style="list-style-type: none">• The Camps and Excursion program will be developed sequentially throughout the school.• The Principal, Staff and School Board will ensure that all school camps/excursions are maintained at a reasonable and affordable cost, and comply with all Catholic Education Office, Ballarat (CEOB) requirements.• All camps require Bungaree Parish Schools School Board and CEOB approval.• All camps/excursions will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps/excursions as soon as practicable. The Principal and School Board will set aside in the budget each year the cost of replacing teachers (Relief Teachers) who are involved in camps/excursions, or replacing school teachers who are needed on camp.
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<p>Provide a program that promotes self-worth, resourcefulness, respect, independence, leadership, cooperation and tolerance within students.</p> <p>Reinforce, complement and extend student's learning opportunities beyond the classroom.</p> <p>Develop an understanding within students that learning is not limited to school, and that valuable and powerful learning takes place in the real world.</p> <p>Staff member organising excursion will complete Excursion form and hand to Administration. Administration will upload onto Student Activity Locator on the CECV website.</p> <p>Administration will create a Permission Note</p> <p>Each student will have a Medical Form printed from the SAS student program. Parents will need to check the information and sign the form that they have checked the information.</p> <p>Permission forms are handed back to the teachers. Any changes on a students medical form will be passed back to administration to update in the SAS package.</p> <p>The excursion permission form will be printed on the opposite page of the medical form.</p> <p>These forms will be taken with the teachers on the Excursion for their reference along with the student medical folders.</p>	<ul style="list-style-type: none"> • Students will not be excluded from camps/ excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp/excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis. • All families will be given sufficient time to make payments for individual camps/excursions. • The designated "Teacher in Charge" of each camp will ensure that all camps, venues, bus arrangements and camp activities comply with CEOB, CECV and the Department of Education and Early Childhood Development guidelines. • The school will ensure that a teacher with Level 2 First Aid will attend each camp/excursion. • The school will ensure that communication between those on excursion/camp and the school is maintained on a regular basis. • Parents will be invited to assist in the delivery of school camps/excursions and will be required to have a Working with Children check.
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Extract from Staff Handbook

Excursions/Camps/Sleepovers

The Principal should be notified of a proposed excursion/camp/sleepover in its early planning.

1. Parental consent forms must go home in a timely manner prior to the excursion.
2. A school excursion/camp/sleepover details must be completed and filed with the Principal. Forms are to be submitted in a timely manner as specified in the Camps and Excursion Policy.
3. Does the date clash with other school commitments?
4. Excursions etc. must be well prepared and most importantly be of an educational value. Follow-up work and evaluation should be undertaken.
5. Have safety precautions be considered?
6. Have other adults assisting been made aware of their responsibilities?
7. Is the First Aid kit being taken?
8. Has the bus been booked?
9. Has the Catholic Education Office been notified (Student Locator)
10. Times of departure and return must be followed as closely as possible.
11. The teacher in charge will notify the office of any student absences prior to departure.
12. The teacher in charge will ensure that children are counted on and off the bus or mode of transport.
13. The teacher in charge of the excursion should be notified of any absences or changes.

Attached: Excursion Form to be completed by staff member
 Example of Medical form for each student
 Example of Permission form for each student

REFLECTIVE MATERIAL:

Staff Handbook
School Pastoral Care Policy
School Vision and Mission Statements
School teaching and Learning Policy
CEO Camps and Excursion information
Camps and Excursion information.
Working With Children Act 2006

Date Submitted:

INFORMATION FOR EXCURSION PERMISSION FORM

PLEASE SUBMIT TO ADMIN AT LEAST 4 DAYS PRIOR TO EXCURSION DATE

**** Please note that address needs to include the residential number not just the street name and also the phone number as is required by CEO for student activity locator**

EXCURSION NAME	
ADDRESS OF EXCURSION AND PHONE NO.	
CIRCLE SCHOOL/S INVOLVED	ST BRENDAN'S YEAR: PREP, 1, 2, 3, 4, 5, 6 ST MARY'S YEAR: PREP, 1, 2, 3, 4, 5, 6
TEACHER RESPONSIBLE	
EXCURSION DATE	
DEPARTURE TIME	
RETURN TIME	
STAFF ATTENDING	1. 2. 3. 4.
NUMBER OF STUDENTS INVOLVED	
MODE OF TRANSPORT	
AIMS OF DAY'S ACTIVITIES	
EMERGENCY CONTACT NUMBER	
UNIFORM REQUIRED	
CHILDREN REQUIRED TO BRING	
STUDENT ACTIVITY LOCATOR	Office use YES/NO

Tuesday, 10 Sep. 2014 10:51 AM

St Brendan's Primary School

Custom Family Verification Report

Selection: Family Group: BEGBS to BEGBS

Family Group: [REDACTED] **Family Name:** [REDACTED]

Student Details: [REDACTED] **Student Number:** 1165 **VSN:** 788838181

Last Name: [REDACTED] **Mail To:** [REDACTED]

First Name: [REDACTED] **Current Year:** 114

Middle Name: [REDACTED] **Class:** Year4

Date of Birth: 28/12/2004 **Start Date:** 27/01/2010

Mobile Phone: [REDACTED] **Travel Method:** [REDACTED]

Address: [REDACTED]

Medical Details

Doctor: DR. R. HAND **Doctor's Phone No.:** 5332 1501

Medicare No.: 3247926748 **Medicare Expiry Date:** 04/2018 **Anaphylaxis:** No **Asthma:** No

Has Student Been Immunised: Y or N (Please circle one) **EpiPen Expiry Date:** [REDACTED] **Carry EpiPen:** [REDACTED]

Any Medication Required: Y or N (Please circle one) **If Yes, Please List:** [REDACTED]

Any Special Dietary Needs: Y or N (Please circle one) **If Yes, Please List:** [REDACTED]

Allergy: Yes **Last tetanus:** 07/01/2009

Other Contacts for BEGBE, Tony

Name	Relationship	Home Phone	Work Phone	Mobile Phone
[REDACTED]	Father	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Mother	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Uncle	[REDACTED]	[REDACTED]	[REDACTED]

Parent/Guardian Signature: _____ **Date:** _____

Eg: Permission Note

INSERT EXCURSION NAME AND DATES

I give permission for my child to attend: INSERT EXCURSION NAME AND DATES

(NOTE TO BE RETURNED BY INSERT DATE)

Where I am unable to be contacted or it is otherwise impracticable for me to be contacted, I authorise the teacher in charge of the excursion or activity and give my

- Consent for the student below to receive medical or surgical assistance as recommended by a medical practitioner in the event of any illness or accident.
- Administer or consent to such first aid as the teacher in charge of the excursion may consider being reasonably necessary in the event of any illness or accident.

I accept all risks involved in the administration of medical, surgical or first aid treatment considered necessary and the responsibility for payment of all expenses incurred in relation to such treatment and any emergency transportation required.

I also accept that my child may be returned home early from the excursion or activity in the event of serious misbehaviour and that any costs associated with this be met by me.

NAME OF STUDENT

NAME OF PARENT:

SIGNATURE:

DATE:

CONTACT NUMBER FOR PARENT ON

THIS DAY

MY CHILD WILL BE ON THE BUS YES/NO

Please complete, sign and return the form to the school by tomorrow. This authorisation/medical form will be carried by the teacher throughout the excursion and is essential if the child is to participate in the excursion.

CHRIS KAVANAGH

=====✂=====✂=====✂=====

DATE OF NOTE: INSERT DATE

EXCURSION: INSERT EXCURSION NAME AND DATES

ADDRESS OF EXCURSION: INSERT ADDRESS

AIM OF EXCURSION/ACTIVITIES:

DATE: DEPARTURE TIME

TIME OF RETURN:

TRANSPORT: BUS/CAR/TRAIN

TEACHER IN CHARGE:

EMERGENCY CONTACT NO:

STAFF MEMBERS ATTENDING:

APPENDIX 1

Procedures

- Parents will be sent reminder notices a fortnight before the camp/excursion departure date reminding them of the need to finalise payment.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- All students will be required to provide written permission from their parents to attend the camp/excursion, as well as a completed “Confidential Medical Information” form.
- A senior staff member will be in attendance at school whilst the children are returning from camp/excursion. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- The school will provide a mobile phone for all camps/excursions.
- When deciding on which parents will attend, the camps/excursion committee will take into account:
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc*
 - The need to include both male and female parents.*
 - The special needs of particular students.*
- Parents will be notified if a child is in danger of losing their invitation to participate in an experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp/excursion. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- The approval from the Board is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Board and CEOB will include:
 - The educational aims and objectives of the camp.*
 - The names of all adults attending and their expertise and experience.*
 - Travel arrangements and costs.*
 - Venue details and an itinerary of events.*
 - Procedures followed to ensure the safety of the children.*
- The above information will be provided to the Principal at least a week before the School Board meeting date.
- The Principal will forward this information to CEO at least 4 weeks prior to the camp.
- All excursions require Principal approval. Information presented to Principal will include:
 - The educational aims and objectives of the excursion*
 - The names of all adults attending and their expertise and experience.*
 - Travel arrangements and costs.*
 - Venue details and an itinerary of events.*
 - Procedures followed to ensure the safety of the children.*

APPENDIX 2

Supervision of Students and Staff-Student Ratios for Camps, Excursions and Outdoor Activities

The following information regarding supervision and staff-student ratios for camps, excursions and outdoor activities is drawn from the Victorian Department of Education and Training (DE&T) guidelines which are being progressively updated in its Safety in Outdoor Adventure Activities Series booklets (1998–2001)¹.

The information on these pages will be amended and updated in accordance with DE&T minimum requirements for staff-student ratios as these are presented in the Safety in Outdoor Adventure Activities Series.

Information is also provided here about recommended staff-student ratios for day or overnight excursions that do not involve adventure activities (e.g. a class excursion to the Museum, a study camp for Year 12 students). The recommended ratios are based on DE&T guidelines.

(Catholic Education Commission of Victoria, May 2002)

STAFF-STUDENT RATIOS: GENERAL OVERVIEW AND PRINCIPLES

The following guidelines provide the minimum requirements for staff-student ratios.

Subject to specific Department of Education and Early Childhood Development requirements and guidelines, the degree of supervision of students involved in school excursions is a matter for local decision. In many instances, following the safety assessment for an activity, principals choose to implement enhanced measures to ensure the safety of students. Where students with disabilities and impairments are participating, staff-student ratios are likely to be higher.

Sufficient excursion staff to ensure appropriate and effective supervision must be provided. In deciding what constitutes sufficient excursion staff, it is not sufficient to merely have regard to the number of excursion staff present. Rather, the principal should also take into account the guidelines contained in the *Safety in Outdoor Adventure Activities Series* booklets, as well as:

- the qualifications and previous experience of the excursion staff and their knowledge of the area to be visited;
- the age, maturity, abilities, experience and sex of the students;
- the size of the group;
- the nature and location of the excursion;
- the activities to be undertaken;
- any other relevant factors of which they are aware.

When requesting parental consent for a student to take part in an excursion, it is essential that the parents are provided with relevant details about the degree of supervision, the nature of the activity, and the risks involved.

The following general guidelines for supervision apply:

- For the great majority of excursions, the excursion must be under the control of a teacher employed by the school and at least one other excursion staff must be present.

¹ The *Safety in Outdoor Adventure Activities Series* booklets are available from the Camping Association of Victoria, 332 Banyule Road Viewbank, Vic. 3084, Freecall 1800 061 702.

- Principals need to ensure that excursion staff have levels of first aid training which are appropriate to the excursion activities and location.
- In a small number of instances and for secondary-aged students only, principals may determine that direct supervision is not needed for activities involving small groups or individual students. In such circumstances, the teacher responsible for the activity should maintain a formal record containing:
 - a description of the activity, including locations;
 - the names and ages of students involved;
 - the time of leaving and returning to school.
- Where excursions involve overnight stays for mixed groups, excursion staff should include at least one person of each sex. In primary schools, this requirement may be waived where staff of each sex are unavailable.
- In addition to teachers employed by the school, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, instructors, campsite staff and trainee teachers.
- All approved excursion staff can be included in the staff-student ratio. School students cannot be used as excursion staff.
- The experience and qualifications necessary for excursion staff will vary, subject to the nature of the outdoor/adventure activities undertaken. For training/certification/accreditation information, refer to the *Safety in Outdoor Adventure Activities Series* noted above.

Excursions not involving adventure/physical education activities

The degree of supervision for students involved in ‘non-adventure’ excursions is a matter for local decision. Significant factors in determining what constitutes adequate supervision include the age and maturity of the students, the nature and location of the excursion and the mode of transport required.

- **For day excursions**, the minimum requirement is one excursion staff per twenty students (1:20).
- **For overnight excursions** in residential premises or under canvas, the minimum requirement is one excursion staff per ten students (1:10).
- **For study camps** (e.g. Year 12) in residential premises, the minimum requirement is one excursion staff per fifteen students (1:15).
- **For tours, including interstate tours**, the minimum requirement is one excursion staff per fifteen students (1:15).

Staff-Student Ratios for Specific Activities

Swimming

The following guidelines apply only to two venue types:

- **Venue Type 1:** Swimming pool and confined, shallow, natural-water venues
- **Venue Type 2:** Open, deep-water venues, non-surf beaches

The following guidelines and staff-student ratios are minimum requirements for **Venue types 1 & 2**:

- At least two excursion staff must supervise students involved in swimming activities, whether the activities be of recreational nature or a structured swimming lesson. A teacher employed by the school must be present and have overall responsibility for the activity.
- Lifeguards at pools and beaches can only be used for supervision and counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time, and their sole responsibility during the activity is for the students in the program.
- One excursion staff to no more than ten students (1:10) in the water.
- Staff-student ratios and the maximum number of students in the water at any one time will vary according to the levels of risk perceived to be associated with the activity. When determining the specific staff-student ratio for each activity, consideration needs to include the age and experience of students, the experience and qualifications of excursion staff, characteristics of the venue, and weather and water conditions.
- Arrangements need to be sufficiently flexible that should water conditions become more challenging, activities can be transferred to another venue or a plan be implemented to make groups smaller and more manageable for easier supervision, or some other appropriate action.
- The maximum number of students in the water at one time should be based on an assessment of beach conditions and their affect on effective supervision.
- If there are not sufficient qualified staff to supervise the number of students who are to be involved in recreational swimming, a plan to rotate students in and out of the water may be implemented to maintain safe supervisory ratios.
- The minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained for students who are not in the water. Appropriate on-shore activities may need to be provided for these students.

Type 3 venues include all ‘surf venues’, i.e. beaches with direct access to ocean waters, any beach exposed to ocean swell and any beach that is exposed to currents, strong winds or large waves. The following guidelines apply:

- At least two excursion staff must supervise students involved in surfing activities.
- **For all recreational surfing with or without boards**, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.
- **For students in the water receiving surfing instruction without boards**, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.
- **For students in the water receiving surfing instruction with boards**, the minimum ratio of one excursion staff to no more than eight students (1:8) should be maintained.
- **For students who are not in the water**, a minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained.
- Lifeguards at beaches can only be counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility is for the students in the program.

Base Camping

A minimum of two excursion staff, one of whom is a teacher employed by the school, is required to supervise students participating in excursions that involve base camping. The minimum staff-student ratio for base camping is 1:10.

A higher ratio may also be required when the program includes outdoor adventure activities, when camps are conducted in more remote areas or when students with disabilities and impairments are involved.

Rope Courses

A minimum of two excursion staff, one of whom is a teacher employed by the school, and at least one who is suitably qualified or experienced in challenge ropes course activities, must always be present with the students.

The minimum staff-student ratio for a challenge ropes course that has a low level of difficulty and is compact in design is 1:12. Where the course has a higher level of difficulty, additional excursion staff should be available to supervise the more difficult elements when students are using them.

Bushwalking

A minimum of two excursion staff is required, one of whom is teacher employed by the school. When determining the staff-student ratio, the age, fitness and experience of students and excursion staff must be considered, together with the length of the bushwalk and the locality. The minimum ratio is 1:10 for day bushwalks. The minimum ratio is 1:6 for overnight bushwalks. Where there are students of both genders on overnight walks, excursion staff should include at least one male and one female.

Orienteering

Where the orienteering activity is conducted outside the school grounds, a minimum of two excursion staff, one of whom is a teacher employed by the school, must be present. The age and experience of students and the locality need to be considered when determining the appropriate staff-student ratio.

The following minimum ratios apply:

- in city or town parklands with well-defined boundaries, a minimum of 1:20
- in neighbourhood streets, and in small areas of bushland with well-defined boundaries and close proximity to centres of population, a minimum of 1:15
- in larger areas of bushland and more remote bushland areas, a minimum of 1:10

Horse Riding

The age, maturity, ability and experience of the students, together with the predictability of the behaviour of the horses and the type of terrain, need to be considered when determining the staff-student ratio. However, a minimum of two excursion staff should be at any riding program. A teacher employed by school must always be present.

A ratio of one beginner rider to one qualified or suitably experienced excursion staff is required for mounting and dismounting. Thereafter for beginner riders:

- in a suitable enclosed area, with suitable horses, the minimum ratio is 1:8
- on a suitable trail ride, with suitable horses, the minimum ratio is 1:6 with a minimum of two qualified or suitably experienced excursion staff on the ride.

For semi-experienced riders, with basic horse handling skills (for example, able to trot safely and fully control a horse):

- in a suitable enclosed area, the minimum ratio is 1:10

- on a suitable trail ride, with suitable horses, the minimum ratio is 1:8 with a minimum of two excursion staff on the ride, one of whom should be qualified or suitably experienced.

REFLECTIVE MATERIALS



SCHOOL CAMP AND EXCURSION MEDICAL UPDATE FORM

This form is to be completed by parents/carers of students with asthma prior to an excursion or camp. The form is to be attached to a copy of the student's Asthma Action Plan and brought with students to the camp or excursion.

Student Name: _____

Emergency Contact Name: _____

Phone: (H) _____ (W) _____ (M) _____

Parents/Carers Name: _____

Phone: (H) _____ (W) _____ (M) _____

Has the student been hospitalized due to asthma, had an acute asthma attack or worsening asthma in the last two weeks? (please circle) Yes No

Is the student well enough to attend camp/excursion? (please circle) Yes No

Has the student's medications changed in the last two weeks? (please circle) Yes No

Please provide details of students medication and instructions for use in the table below

Medication requirements:		
Name of Medication (eg. Flixotide, Asmol)	Method (eg. puffer & spacer, dry powder inhaler)	When and how much? (eg. 1 puff in morning, 2 puffs at night, 2 puffs before exercise)

Has the student had any other illness in the last two weeks? (please circle) Yes No

If YES, please give details:

Nature of illness? _____

When? _____

Severity? _____

Has this affected their asthma? (please circle) Yes No

Parent's/Carers's Signature: _____ Date ____/____/____

Offsite Activity Planning Checklist for School Camps

This document consists of four parts:

- **Part 1** is for making an initial application for the proposed offsite activity to the school's principal. The principal must approve this part and, if necessary, provide feedback in the space provided. Part 1 must be completed before parts 2 to 4.
- **Part 2** is for recording the details of the offsite activity.
- **Part 3** is a checklist to assist you with preparing for and planning the offsite activity.
- **Part 4** must be signed by the teacher in charge of the activity to show that parts 2 and 3 have been completed and by the principal to give final approval for the offsite activity.

Once all parts have been completed, the original signed version of this document should be kept on file at the school.

Definition

An **offsite activity** includes any excursion, camp (including study camps), interstate or overseas tour, holiday trip or off-campus activity such as attendance at a sporting fixture.

It does not include work experience programs.

Approval

Responsibility for the approval of all offsite activities resides with the school principal.

Duty of Care

Schools, principals and teachers must remain cognisant of the legal duty of care owed to students under their supervision by virtue of the special nature of the relationship between the school/principal/teacher and the student. More information about the duty of care can be found in the Catholic Education Commission of Victoria Ltd's (CECV) [Catholic Schools Operational Guide](#).

PART 1: Initial application to principal for School Camps

Application completed by	
For an offsite activity planned for (specify date/s and times)	
Grade/year attending activity	Number of students
Proposed venue	
Proposed purpose or educational aim of the activity	
What arrangements are in place for a pre-offsite activity visit?	
What arrangements are in place for a risk assessment?	
Proposed offsite activity leader	
Number and names of other staff members likely to be participating	
Anticipated number of adult volunteers	
Anticipated staff/student ratio (including volunteers)	
What is the proposed process and timeline for sending out information to parents, medical forms, clothing and equipment lists, consent forms?	
Proposed accommodation arrangements	
Proposed catering arrangements, including provision of special dietary requirements	

Anticipated total cost, including transport:

Parents' contribution?

School's contribution?

Applicant's signature

Date

Response by principal

Principal's signature:

Date

PART 2: Offsite activity details for School Camps

General	
Name of teacher in charge of the activity	
Mobile telephone contact number during the activity	
Grade/year attending activity	
Purpose or educational aim of the activity	
Venue	
Venue for the activity	
Address	
Name of caretaker at venue	Phone number at venue
Type of accommodation at venue (e.g. cabin, dormitory, motel, tents)	
Activities that will be undertaken during the offsite activity (e.g. orienteering, swimming, bushwalking, cycling)	
Dates	
Departure date	Return date
Student and staff numbers	
Total number of students attending	Total number of employed staff attending
Total number of volunteers attending	Total number of personnel at the venue
Student-Staff Ratio (including volunteers) at offsite activity (e.g. 1:9)	Total number of boys attending

Total number of girls attending	Number of students eligible to attend but not attending
Transport: departure	
Outbound departure point	Time of departure
Means of transport	Outbound journey: name of proprietor
Phone number of proprietor	
Brief detail of route to be taken to venue	
Transport: return	
Homeward departure point	Time of departure
Means of transport	Homeward journey: name of proprietor
Phone number of proprietor	
Brief detail of route to be taken back to school	
Cost	
Total cost per child attending, including transport	\$
Parents' contribution?	\$
School's contribution?	\$

Staffing arrangements		
1. Names of staff employed by the school who will be accompanying the group on the activity		
NAME	POSITION	
2. Names of other adults (e.g. volunteers) accompanying the group on the activity		
NAME	RELATIONSHIP TO SCHOOL	WCC*
3. Names of personnel at the venue		
NAME	POSITION	WCC*

***Working with Children Check**

PART 3: Offsite Activity Checklist for School Camp

Offsite activity planning		Complete
1	<p>The offsite activity has been prepared and planned in accordance with the relevant sections of the CECV's Catholic Schools Operational Guide:</p> <p> Offsite Activities Offsite Activity Planning Preparation for Offsite Activities Sports and Outdoor Education Swimming and Watersports Approval for Offsite Activities Excursion Staff Emergency Management </p> <p>Another useful resource is the Department of Education and Early Childhood Development (DEECD) School Policy and Advisory Guide entry on Excursions and Activities.</p>	
2	<p>Minimum staff-student ratios have been met as described in the CEOM document Supervision of Students on Camps, Excursions, Outdoor Activities and Tours.</p>	
3	<p>Interstate and overseas tours have been prepared and planned in accordance with the CEOM document Guidelines to Schools for Interstate and Overseas Tours.</p>	
4	<p>Provision has been made for the constant supervision of all students attending the offsite activity, including any free time.</p>	
Approval and consent		
5	<p>Written consent has been obtained from each student's parent/guardian granting permission for the student to attend the offsite activity and authorising the teacher to obtain emergency medical or surgical treatment or to administer first aid treatment in the event of any illness or accident.</p>	
6	<p>Parents/guardians have been made aware that any student who seriously misbehaves during the offsite activity may be sent home before the activity's conclusion and parents/guardians have acknowledged in writing that they accept responsibility to pay any costs associated with a student's return.</p>	
7	<p>A copy of the consent forms have been filed at the school and another will be taken on the activity by the teacher in charge.</p>	

Documentation		
8	Details of the offsite activity have been entered in the Catholic Schools Student Activity Locator database. (More information about the Student Activity Locator database is available on the Emergency Management page on CEVN.)	
9	A copy of the daily program for the activity giving specific details of activities to be undertaken by staff and students has been attached to this form and will be filed at the school.	
10	The teacher in charge of the activity will have the medical histories and emergency contact information for each student and staff member available at all times during the activity.	
11	The teacher in charge of the activity has a copy of the latest version of the school's Emergency Management Plan.	
12	The teacher in charge of the activity has obtained and evaluated the Emergency Management Plan for the venue.	
13	Parents/guardians have been provided with details of: <ul style="list-style-type: none"> the program and its educational aims the venue which personnel will be involved and who will be in charge the mode of transport specific activities to be undertaken during the offsite activity clothing and equipment requirements departure and return dates and times the emergency contact procedure. 	
14	If applicable, identity tags have been produced for all young children attending the activity.	
First-aid, accidents, illness, medications		
15	A portable first-aid kit will be available at all times during the activity.	
16	There are sufficient numbers of staff attending the activity who are trained and qualified in administering first-aid.	
17	If a student is injured or becomes ill during the activity, the student's parents will be notified as soon as is practicable.	
18	If necessary, the process for collecting and dispensing student medication has been determined.	
19	If accidents or injuries occur, full records will be maintained and comprehensive reports will be completed and filed promptly.	
Emergency management		
20	Upon arrival at the offsite activity, emergency procedures including an evacuation drill and safety instructions with students and supervising staff will be undertaken.	
21	Should the activity be affected by extreme weather (including bushfires), a contingency plan is in place that documents the arrangements to	

	cancel, relocate, recall or otherwise change the offsite activity.	
22	During the bushfire season, the risk of bushfire in the activity location has been considered as part of the activity planning and approval.	
23	Consider the need to take a radio with back-up batteries to the offsite activity (to be used in the event of bushfire or other emergency, if phone networks are compromised)	
24	The teacher in charge of the offsite activity has filled in the Emergency and Critical Incident Support Information form and will keep a copy of it during the offsite activity.	
Risk management		
25	Potential risks and hazards of the offsite activity have been identified and assessed. A risk management report has been attached to this document.	
26	Where possible, the venue has been visited prior to the commencement of the offsite activity to determine the suitability of the site, facilities, and equipment.	
27	The program to be followed during the activity has been set within the range of the abilities of participants.	
28	If applicable, an inventory of all equipment to be used, including a thorough check as to the good condition and safety of all equipment, including any equipment provided by students or others, has been carried out or will be carried out on arrival at the activity.	
Transport		
29	If using a bus, seats are available for all children of fifteen years of age or more, and loading in excess of authorised bus seating will occur only on the basis of three primary school children to two adult seats where circumstances permit.	
30	All vehicle drivers (i.e. bus, car) providing transport to and from the activity are insured comprehensively and carry the appropriate licence.	
31	If private motor vehicles are being used to transport students, teachers or parent volunteers to and/or from the activity then such use must be in accordance with the Private Car Use section of the DEECD School Policy and Advisory Guide .	
Staff and volunteers		
32	The principal has appointed one teacher to be the teacher in charge and the responsible authority.	
33	A meeting of staff and volunteers involved in the activity was/will be held prior to commencement of the activity and the following issues discussed: <ul style="list-style-type: none"> role descriptions: all staff and volunteers involved have been allocated roles and understand their responsibilities and the chain of command the overall activity plan. 	
34	Staff and volunteers attending the activity are aware that they are not to take or consume alcohol at any time under any circumstances during the activity.	

35	All volunteers chosen to accompany students on the activity have undergone and completed a satisfactory Working with Children Check and, if necessary, a National Police Record Check and are well known to the principal or a senior member of the staff.	
36	Satisfactory arrangements have been made for providing continuous instruction to any classes or students not attending the activity during the absence of the teachers on the activity.	

PART 4: Approval

SIGNED

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(Teacher in charge of activity)

APPROVED

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(Principal)

DATE

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