Camps Policy

Williamstown High School

Updated June 2016
# Guidelines For Action

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1. **Rationale**

This policy is in place to ensure all of the required DET requirements are followed. This policy will also allow all members of the Williamstown High School (WHS) community to be aware of all procedures and requirements for school camps. WHS is committed to running school camps that have clear links to the curriculum and extra-curricular programs.

The Department of Education and Training Victoria (DET) defines an excursion as any activity organised by the school (except work experience) whereby students leave the school grounds for the purpose of engaging in educational activities (including camps, adventure activities and sport).

For the purposes of this policy the distinction is drawn between a ‘camp’, which refers to educational activities where students are away from home overnight, and an ‘excursion’ which refers to educational activities which occur away from school within one day.

**Please note:** Any adventure activity, even if a day excursion needs to follow the same procedures as outlined in this policy.

2. **Purpose**

1. Camps are a valid part of the school curriculum; they allow for valid and valuable teaching and learning strategies.

2. Camps enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting.

3. Camps provide a valuable opportunity for enhancing the social and academic development of students, participating in a range of outdoor and adventure activities not normally available within the classroom based curriculum. They enrich the sense of belonging of both teachers and students to the school community.

4. Camps should be organised to ensure proper duty of care to students and to be no cost to the school budget.

5. When planning camps and excursions consideration must be given to the total school program. Minimum disruption should be aimed for.

6. All camps must be conducted within guidelines issued by the Department of Education and Training.

3. **General Aims**

Camps should satisfy the following criteria:

1. Allow students to participate in activities, both recreational and educational, often in an outdoor environment. These activities are intended to foster within students an understanding and appreciation of the environment and to develop the ability to operate successfully and responsibly in varied surroundings.

2. Encourage development of independence, self-esteem, co-operation and communication. The activities should also provide an opportunity to foster relationships between all students and other members of the school community.

3. Function as part of the curriculum or as an extension of the curriculum providing students with an enjoyable learning experience that cannot be gained within the immediate school environment.
4. Organisational Framework and Guidelines Governing Program
(Required implementation/specific procedures)

4.1 Approval of Camps
Before any camp process can be commenced, permission must be sought from the Principal Class for the running of a camp. For permission to be granted, proposals would need to be submitted to the Principal Class and details discussed with the Principal Class.

The following steps must be completed to gain approval for all camps:
- A camp planner needs to be completed and submitted and all required signatures must be obtained.
- The endorsement of the Assistant Principal who will check the internal calendar to ensure suitability and timing of the camp is required.
- The Office Manager in consultation with the Business Manager must approve a budget for the camp and this will be signed off by the Office Manager.
- The endorsement of the Daily Organiser is required for all camps. This will ensure that the school calendar has been checked and this activity does not clash with any other school activities already planned and the costs of supervision have been accurately counted in the camp budget.
- Where a camp relates to a specific subject the relevant Curriculum Area Team Leader should endorse the activity. This will include accepting liability from their CAT budget for any loss incurred by the camp.

Once the above endorsements have been obtained for overnight camps, the Assistant Principal, based on an overview of camp requirements and college needs, will ensure the emergency procedures, transport arrangements and student/staff ratios comply with DET guidelines.

Approval for camps, tours and adventure activities will be made by school council, once all appropriate endorsements have been made. The endorsement of the President of School Council is required. – See appendices for appropriate DET documentation.

An electronic notification document is available on http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp and this must be submitted to the Department to notify them that an overnight camp is being undertaken at least THREE weeks prior to the camp taking place. The receipt of this form is provided by DET via email to the submitter and a copy of this needs to be provided to the Office Manager.

The organising teacher must complete the Emergency Response Plan and ensure a copy is left at school reception along with any other camp documentation.

DET guidelines require all non DET employed supervising adult volunteers to have a current Working with Children Check. This must be handed in with all camp documentation.

4.2 Staffing
All camps should be staffed by volunteer teachers. Preference in staffing will normally be given to:
- Staff who teach, or are about to teach, the participating students.
- Staff with specific expertise or qualifications that may be required.

The required amount of staff members will be present for the duration of the camp. Rotation of other staff members may be necessary but should not impact on staff/student ratios.
Department Guidelines for staff/student ratios are:

a) 1:10 Base camps in residential premises or under canvas.
b) 1:15 Study camps in residential premises. E.g. Year 12 camp
c) 1:15 Local and Interstate tours
d) 1:10 Overseas tours

A higher ratio may be necessary for adventure activities and this must be checked prior to staffing approval (outlined in Duty of Care section)

The Assistant Principal, in consultation with the organising teacher, will approve all staffing for camps. There must be a minimum of two staff members attending a camp.

4.3 Cost
Every effort should be made to keep the costs of camps to a minimum without compromising quality or safety. The costs to parents/guardians of camps will be taken into consideration when planning camps. Parents/guardians must be given sufficient lead time to budget for these costs.

Parents/guardians must be given at least eight weeks advance notice of a camp and six months in the case of an overseas camp.

Cancellation
Where the school cancels a camp all money paid by parents will be refunded. Where non-refundable deposits are to be paid to travel agencies or other outside agencies, parents/guardians must be fully informed of what this means prior to the money being passed on to the other agency or business. Travel insurance will be offered to parents/guardians if there is air travel involved.

Withdrawn
Where a student is withdrawn from a camp by her/his family the school will endeavour to recover and refund as much of the payments already made as possible.

Where a student is refused permission to attend by the school, for reasons to do with behaviour or safety, all monies paid by the parents will be repaid to the parent/guardian to the extent possible. To ensure that non-refundable deposits do not become an issue, parents should be informed early on, through the camp paperwork, that such deposits will be lost when the school is forced to withdraw the student’s right to attend due to a breach in the school’s Student Engagement and Wellbeing policy.

Part Time Staff
Where a part-time member of staff attends a camp on day/s when they would normally be away from school, the staff member will be paid as a CRT, (or paid at casual relief rates where an SSO attends a camp), only when the person in charge of the camp, in consultation with the Campus Principal or College Principal, agrees that that person is the best possible person to attend the camp due to their role in the school. The costs of these payments need to be incorporated into the costs of the camp, along with all other supervision costs.

Education Support Staff (ES)
In the case of an ES attending the camp, the cost of the ES backfill at school has to be incorporated into the cost of the camp along with the teacher CRT costs. Where an SSO is
eligible for time-in-lieu (see SSO Local Agreement), the cost of backfill for this time also has to
be included in the cost of the camp. All staff members planning camps and thinking of including
SSO’s need to see the Business Manager to seek clarification of potential costs prior to finalising
staffing for the camp. No travel costs for teachers, or other staff attending a camp, will be paid
for by the school. Staff can claim these costs as legitimate work related costs as part of their
annual taxation claim.

4.4 Duty of care
All safety requirements must be considered and adequately resolved prior to the camp.
A designated ‘Teacher in Charge’ will coordinate a camp and ensure the following procedures
and documentation is completed.

1. **Completion of an Emergency Response Plan – see appendices.**
   This must be completed and include the contact numbers and first aid qualifications of staff
   attending and contact numbers of required emergency services.
   This must include a primary contact at the school. This document must be taken on the
camp and any incident should be logged within the response plan.

2. **Completion of a Risk Register – see appendices.**
   In line with DET expectations, a Risk Register should be completed to ascertain all of the
   associated risks that may be associated with the camp and the activities completed at the
camp. Registered camp providers may provide a Risk Register and this must be checked and
   a generic WHS Risk Register should still be completed. The Principal team will ensure all staff
   has appropriate professional development in relation to developing Risk Register
documentation.

3. **Certificate of Currency** – The organising teacher must ensure the public liability certificate
   is provided by all companies involved. If a certificate of currency provided expires prior to
   the camp departing an updated certificate must be provided. The Principal team will ensure the certificate of currency is with a reputable insurer for the minimum sum per occurrence of $10 million.

4. **Camp Consent and Medical Form - see appendices.**
   While parents/guardians can pay for a camp via Compass, all camps require a medical and
   consent form to be completed and signed by parents/guardians.

5. **Preparation** - When planning camps, teachers should ensure that adequate and appropriate
   preparation of students takes place. This should include appropriate lead up and follow up
   work and safety procedures required.

   The Teacher in Charge will coordinate the camp and ensure all necessary steps have been
   completed including ratios for adventure activities. All of this documentation will be checked
   and approved by the Assistant Principal and submitted to School Council as part of the approval
   process.

   **Students:**
   No student may participate in any camp unless the supervising teacher has been provided with
   a signed consent and medical form. Getting approval over the phone will not suffice.

   All signed permission forms must be taken on the camp in the event of an accident or emergency
   requiring medical treatment to any student.
All prescribed and non-prescribed medication must be collected from students. This must include instructions about dosage, time of day medication is required and if there are any other requirements that need to be followed.

The Teacher in Charge will communicate with the school if an anticipated return time to school is changed and is outside the initial return time. Parents will then be informed of this via the school administration team.

Student ratios in relation to duty of care are listed below.

<table>
<thead>
<tr>
<th>Student/Teacher Ratios</th>
<th>Horse Riding:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abseiling/Rock climbing</strong></td>
<td>Riding in an enclosed area:</td>
</tr>
<tr>
<td>1:1 Rock Face</td>
<td>1:8</td>
</tr>
<tr>
<td>1:10 Teachers supervising</td>
<td>Trail rides</td>
</tr>
<tr>
<td>students not directly involved</td>
<td>1:6</td>
</tr>
<tr>
<td>Experienced instructors are</td>
<td>Please note: 1 staff member to instruct and 1 to</td>
</tr>
<tr>
<td>required</td>
<td>assist supervision is minimum requirement</td>
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<td>Please note: 1 staff member to</td>
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<tr>
<td>instruct and 1 to assist</td>
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<tr>
<td>supervision is minimum</td>
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<td>requirement</td>
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<thead>
<tr>
<th><strong>Bushwalking</strong></th>
<th><strong>Orienteering:</strong></th>
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<tbody>
<tr>
<td>Day walks</td>
<td>School:</td>
</tr>
<tr>
<td>Student ratios</td>
<td>1:30</td>
</tr>
<tr>
<td>2:1-20</td>
<td>Outdoor environments with well-defined boundaries:</td>
</tr>
<tr>
<td>3:21-30</td>
<td>1:20</td>
</tr>
<tr>
<td>Overnight</td>
<td>Outdoor environments with less defined boundaries:</td>
</tr>
<tr>
<td>2: 1-12</td>
<td>1:10</td>
</tr>
<tr>
<td>3: 13-18</td>
<td>Please note: 1 staff member to instruct and 1 to</td>
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<td>assist supervision is minimum requirement</td>
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<td>requirement</td>
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<thead>
<tr>
<th><strong>Canoeing/Kayaking/Rafting</strong></th>
<th><strong>Swimming</strong></th>
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<tbody>
<tr>
<td>Inland waters: Flat water or</td>
<td>Type 1: Enclosed pools</td>
</tr>
<tr>
<td>white water (Grade 1-2)</td>
<td>1:10</td>
</tr>
<tr>
<td>1:6</td>
<td>Type 2 venues: Open water</td>
</tr>
<tr>
<td>Inland waters: White water</td>
<td>1:5</td>
</tr>
<tr>
<td>(grade 3) Open water</td>
<td>Please note: 1 staff member to instruct and 1 to</td>
</tr>
<tr>
<td>1:4</td>
<td>assist supervision is minimum requirement</td>
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<td>Please note: 1 staff member to</td>
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<tr>
<td>instruct and 1 to assist</td>
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<td>supervision is minimum</td>
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<td>requirement</td>
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<thead>
<tr>
<th><strong>Challenge Rope Courses</strong></th>
<th><strong>Sailing</strong></th>
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<tbody>
<tr>
<td>Low elements:</td>
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<td>Activity</td>
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<tr>
<td><strong>High elements:</strong></td>
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<tr>
<td><strong>Day:</strong></td>
<td></td>
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<td></td>
<td>1:8</td>
</tr>
<tr>
<td><strong>Overnight:</strong></td>
<td>1:6</td>
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<tr>
<td><strong>Scuba Diving</strong></td>
<td></td>
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<tr>
<td><strong>Type 1 venue:</strong></td>
<td>1:6</td>
</tr>
<tr>
<td><strong>Open Water:</strong></td>
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<tr>
<td><strong>Cycling</strong></td>
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<td></td>
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<tr>
<td><strong>Downhill skiing / Snow Boarding</strong></td>
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<tr>
<td><strong>Day:</strong></td>
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<td><strong>Surf Activities</strong></td>
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<tr>
<td><strong>Type 1 venues:</strong></td>
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<td><strong>Type 2 venues:</strong></td>
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<tr>
<td><strong>Water Skiing</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Beginner</strong></td>
<td>2:1</td>
</tr>
<tr>
<td><strong>Experienced:</strong></td>
<td>2:2</td>
</tr>
<tr>
<td><strong>Wind Surfing</strong></td>
<td></td>
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<tr>
<td><strong>Novice</strong></td>
<td>1:3</td>
</tr>
<tr>
<td><strong>Experienced</strong></td>
<td>1:5</td>
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Last DET update: 24 January 2014

4.5 Site Safety
All safety requirements must be considered and adequately resolved prior to the camp.
Telephone numbers of all emergency services must be provided to the school office, and taken on camp.

Where camps involve overnight stays for co-educational groups, accompanying staff must include at least one teacher of each gender.

The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

In the event of a ‘Code Red Fire Danger Rating Day’ being determined, we are required by the Education Department guidelines to cancel or recall camps which are being held in areas that have been identified as a bushfire prone area. Parents will be notified via Compass and in writing if a camp is being cancelled. If the students are to be recalled from the camp we will notify parents by text.

Teachers in charge of a camp should take on the camp, the mobile phone provided for this purpose. There is a mobile phone available on each campus for this purpose.

The teacher in charge in consultation with the Assistant Principal will monitor site safety in the lead up to a camp.

4.6 Participation

As camps are a part of the school curriculum it is expected that all students for whom a camp is planned will participate in it.

The Principal reserves the right to refuse access to a camp any student whose behaviour is such as to make their participation an unacceptable risk to the well-being of the student themselves, other students or the supervising teachers.

Teachers organising or attending a camp should ensure that an alternate, meaningful program is provided for all students who do not participate in the camp.

4.7 Publicity

All students should receive a copy of the proposed camp program outline with approximate costs well in advance of the scheduled date. All deposit dates, payment dates, including final payment must be adhered to upon the scheduled dates. If a deposit is non-refundable this must be indicated to the parent/guardian on the initial communication letter.

4.8 Travel

When a private vehicle is to be used for the transport of students, the parent/guardian of each student should be advised of the name of the driver(s) and requested to sign consent for their child to travel in vehicle(s) driven by the drivers nominated by the school.

Accurate records of names of students travelling in each vehicle and the route taken must be left with reception before departure.
Any private vehicle used for transport in connection with any school program or function must be currently registered and comprehensively insured (with an indemnity to The Crown stated on the policy) and the driver must hold a valid driver’s license.

Special Conditions apply to interstate and overseas excursions, other high risk and adventure activities. Staff planning such activities should consult the Assistant Campus Principal for advice.

4.9 Student Behaviour

Students are expected to display appropriate behaviour in the lead up to and during any camp. Please refer to the school’s Student Engagement and Wellbeing Policy for Positive Behaviour Expectations.

Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to behaviour outside our Positive Behaviour Expectations at school. The decision to exclude a student will be made by the relevant Student Management Team in consultation with the Assistant Campus Principal. Both the parent and the student will be informed of the decision prior to the camp. This may see non-refundable deposits for camp not returned as bookings may have been made.

In cases of extreme misbehaviour on camp, staff, following consultation with and approval of the Principal, may determine that a student should return home during the camp. In such circumstances, the parent/guardian should be advised of the events which have led to this decision and the arrangements made for the students return home.

Parents/guardians will be responsible for any costs associated with the student’s early return from a camp. This possibility needs to be provided to parents as part of the planning documentation provided to parents.

4.10 Scheduling

Camps should be timed so as to involve minimal disruption to the educational program of other students.

Camps should be scheduled in consultation with the Principal team.

It is an expectation that no camps should be organised for the period of three weeks prior to the completion of semester reports as the focus during this time needs to be finishing courses, work requirements and assessment tasks.

Overseas excursions need to be planned with the full involvement of the Principal team and school’s administration to ensure that these camps do not compete with each other and do not interfere with other school activities planned. This needs to be done well in advance, preferably up to 9 months in advance of the departure time.

4.11 Non Participants

The viability of a camp proceeding will be decided by the Principal team in consultation with the Teacher in Charge.

An alternative timetable will be set for non-participants covering the duration of the camp.
Teachers attending the camp are expected to leave set work behind for those classes of year levels that are not involved in the camp and will proceed back at school.

5 Overseas Camps

It is expected that for good curriculum reasons, school camps or excursions involving staff and students travelling outside of Australia, will take place as required. The following guidelines should be used in conjunction with the school’s official Camp Form.

When planning these trips, staff will need to be cognisant of, and take into account, the following issues:

- Staff and student safety, especially in respect to Federal Government travel warnings
- The need for School Council approval to plan a trip and to travel. DET approval must also be given via a Travel Request Approval.
- The need to use reputable travel agencies who are fully insured and have a certificate of currency that meet all DET and School Council guidelines
- Ensuring that the school or DET is not liable for any financial penalties that may arise from the camp/excursion
- That all administrative costs, including supervision costs and any staff subsidy costs are included in the final costing for the students
- That for contingency reasons, trip-costings for different numbers of students be prepared so that parents are aware of how costs will rise if students drop out. Travel companies will provide this information as part of their support for your planning processes
- That the Principal or his/her nominee from the management team, will accompany the camp/excursion as one of the teaching staff to ensure that DET and School Council policies and requirements are fully followed in the case of an emergency
- That the Principal or Principal’s nominee is fully responsible for the development of the Emergency Response Plan for the overseas excursion and should fully share in the planning of the trip
- That any staff subsidy arrangements will be shared equally among all the staff in attendance
- If school staff, additional to those required by the school to attend to meet DET and School Council guidelines, wish to attend, then permission must be sought from the Principal. Permission will not be granted when the excursion falls during term time as the school would have to cover classes left unattended by the teacher. This also includes SSO’s who would need to be back filled. An approved series of duties for these staff would need to be developed in consultation with the Teacher in Charge and the Principal’s nominee to ensure that taxation guidelines would be met. These staff would have to pay for all travel, food and accommodation costs themselves, and would then have to make a claim for any legitimate costs from the taxation office in their next tax claim.
- That Emergency Management be informed about the overseas excursion.
Things to do by the staff organising the overseas camp:
(Staff must complete all steps under 4.4 Duty of care section as well as points outlined below)

- That School Council approval to plan be gained at least 6 months prior to the camp taking place
- That final School Council approval be sought, with all details including staffing, final costs for students, and a copy of the DET approval to travel overseas document, two School Council meetings prior to departure
- Informing Emergency Management that the overseas camp is taking place. Information provided should include school name and number, flight details, dates of camp/excursion, a full itinerary with accommodation details and excursion venues, number and year level of students participating, number of staff, and name and mobile telephone number (where possible) of person in charge of camp and a copy of the camp emergency management plan. A hard copy of this information should be sent to Emergency Management at least two weeks prior to departure. The Assistant Principal will support this process and ensure the appropriate steps are in place.
- Ensuring that an Emergency Response Plan is prepared prior to departure. This should include information required by the travel company and include information about how sick or injured staff and students will receive medical help or emergency assistance
- Ensuring that the trip takes place at an appropriate time, through discussion with the Principal and relevant school committees, and then ensuring that the camp is placed on the school yearly calendar
- Ensure that relevant school administration are supportive of the camp taking place prior to seeking School Council approval to plan. This should occur at least six months prior to the overseas excursion taking place
- That parent/student meetings be organised where necessary to fully inform parents and students about the camp
- Approval for camps outside Australia must also be received by the Deputy Secretary and Services Group and this will occur in due course if all previously mentioned notifications take place

6 Evaluation and Review

This policy was ratified at School Council on 6 December 2016.
This Policy will be reviewed in December 2019 as part of the school’s three-year review cycle.
This Policy will be under further review as required in line with DET and school requirements.
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 Locator 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:

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 campsite (if applicable)
  – Staff mobiles
  – Other

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

  □ Abseiling □ Base camping □ Bushwalking
  □ Canoeing/kayaking – low □ Challenge ropes course – high □ Challenge ropes course
  □ Cycling □ Horse riding □ Indoor rock climbing
  □ Orienteering □ Rafting □ Rock climbing
  □ Sailing □ SCUBA diving □ Snorkelling
  □ Snow activities □ Surfing □ Swimming
  □ Water skiing □ Windsurfing □ 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 transports 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
## Students and Staff

### Students

Number of female students:

Number of male students:

List required student preparation, if any:

### * Supervising Staff

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

### Documentation TO BE LODGED PRIOR TO DEPARTURE

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

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

---

### Budget

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>Transport</td>
</tr>
<tr>
<td>Other income:</td>
<td>Food</td>
</tr>
<tr>
<td></td>
<td>Accommodation</td>
</tr>
<tr>
<td></td>
<td>Staffing</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>Other expenditure:</td>
</tr>
</tbody>
</table>

Total income: Total expenditure
Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

**Teacher-in-charge:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

**Principal:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

**Approved and minuted at a school council meeting on**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

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*Updated June 2016*
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 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.
Williamstown High School

Camps Emergency Response Plan

PART A: Camp Details

Title of Camp: ..............................................................................................................

Year Level: ................................ Date of Camp:...........................................................

Staff Member in Charge: ............................................................................................

Location of Camp: .......................................................................................................

Camp Contact Details:

Camp Emergency Response Plan (if applicable): Supply as an attachment

Melway Reference (if applicable): ................................................................................

Major Mode of Transport: ..........................................................................................

Transport Company Name: ......................................................................................

Contact Person of Transport Company: ......................................................................

Contact Phone Number/s of Transport Company: .....................................................

PART B – Staff Details:

<table>
<thead>
<tr>
<th>Staff Attending</th>
<th>Mobile Numbers (if available)</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff with First Aid Qualifications</th>
<th>Level of Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Key School Contacts in case of Emergency (in Melbourne)  

<table>
<thead>
<tr>
<th>Contact Number /s</th>
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<tbody>
<tr>
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</tbody>
</table>

Updated June 2016
PART C – Emergency Management (Department of Education)

Emergency Management Contact Personnel at DE&T (*should you be unable to contact the above*)

- Emergency Services ph: 000
- Teacher should then alert the Principal and Principal will alert the Region.
- Emergency & Security Management (Statewide no. 24 hrs) ph: 9589 6266 fax: 9589 0296
- Team Leader / Coordinator – Andrea Cox ph: 5337 8429
- Regional Contact Person – Judy McGuire ph: 8397 0300

PART D – First Aid

Closest Hospital / Doctors’ Surgery to Camp Site

Address …………………………………………………………………Phone: …………………………………

Melway Reference (if applicable): ………………………………. 

First Aid Kits (tick box only when task is completed)

- Checked ☐
- Fully Stocked ☐

PART E – Student Details

Total Number of students attending the camp: …………………………………

Total number of boys: ………………..   Total number of girls: …………………

Students Attending (list all names or attach list)
…………………………………………………………………………
…………………………………………………………………………
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PART F – Check List

Please ensure the following is completed.  (tick only when task is completed)

- Notification of School Activity complete on-line for DE & T
- Consent Forms completed
- List of all students attending camp
- Melbourne Contact Details of students attending camp
- Camp Medical Report Forms completed for all students
- List of students on medication (details of type of medication included)
- Police Checks undertaken for adult volunteers attending camp
- List of students with Mobile Phones (phone numbers included)
- Copy of Key Elements in an Emergency with Teacher-In-Charge

KEY ELEMENTS IN AN EMERGENCY

SHORT-TERM TASKS – Within the first twenty four hours

Set aside five minutes to calm down and collect your thoughts.  Implement the school emergency plan.  Consider with your team, the level of response that might be required, as well as all possible responses

Immediate Tasks Checklist

- Notify the local emergency services using their emergency numbers - 000
- Notify the Principal Class member allocated, as seen above.

The Principal will:

- Notify the Emergency Contacts in Melbourne.  They will advise the Principal to the next course of action.  If none of the Emergency Contacts in Melbourne are available, contact the Regional Contact Person Emergency & Security Management (Statewide) on 9589 6266.
- actively seek information from the Department of Education, police, hospital or elsewhere
- notify all teachers / members of team about the emergency
- ensure that staff and students are safe from injury or harm
- establish a school emergency team to coordinate the response
- allocate responsibilities to individual staff
- allocate responsibility for provision of informing parents where necessary
set aside time to brief key personnel and to review responses

The Teacher will:

- coordinate routine camp activities (if relevant / possible)
- establish a recovery room for affected students and staff
- allocate staff to monitor the recovery room
- monitor student group’s and teacher reaction
- injury report form completed
- allocate responsibility for evacuation and/or assembly of staff and students
- record details on the *Initial emergency record* and *Emergency message record* forms

**INITIAL EMERGENCY RECORD**

Date: ........................................ Time of Incident: ........................................

Name of Staff Member/s to whom emergency was reported / witnessed the emergency:

Details of the emergency: *(describe the incident in as much detail as possible, describing who was involved, how, where and when it occurred, who is injured, nature and extent of injuries, where everyone is now, what action is being taken to help)*

IMMEDIATE ACTIONS REQUIRED

Principal notified ........................................ YES  NO  Time: ........................................

**Updated June 2016**
Emergency services notified  YES  NO  Time: .................................
Emergency and Security Management Branch notified
YES  NO  Time: .................................
By telephone on (03) 9589 6266

**EMERGENCY MESSAGE RECORD**

<table>
<thead>
<tr>
<th>Time</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>....................................................................................................</td>
</tr>
<tr>
<td></td>
<td>from</td>
</tr>
<tr>
<td></td>
<td>....................................................................................................</td>
</tr>
</tbody>
</table>

**Action required**

- ....................................................................................................
- ....................................................................................................
- ....................................................................................................
- ....................................................................................................
- ....................................................................................................

**Completed**

- ....................................................................................................
- Message taken by ......................................................................

*Updated June 2016*
When planning an excursion or camp please make all initial bookings tentative. Do not make confirmed bookings or pay any deposits until you have gained approval for the activity and are sure the excursion / camp will go ahead. Next follow the steps outlined below in order given. They are there to protect the school and make sure all contingency plans are covered.

- Check calendar (term planner and Compass Calendar) and confirm approval with Assistant Campus Principal
- Confirm endorsement from the relevant CAT or program leader
- Complete the budget for excursion / camp costs and calculate individual student charges. If excursion / camp charges are part of a budget, charges will be taken from this budget to cover all costings.
- Submit the excursion / camp planner to the Assistant Campus Principal for approval, including a list of all students attending (attached on the back)
- Complete required documentation for camps (and adventure excursions) as per school council procedure then give to the Assistant Campus Principal so they can submit to school council for approval.
- Ensure the Office has received all signed paperwork so the can process the excursion / camp. The office will then generate individualised student permission via events on Compass. Consent and payment for excursions and camps can be made via Compass. Please note: In addition camps must have a detailed camp and medical form completed and signed off by parent/guardian
- Complete the follow up activities with the Daily Organiser and post-approval processes

### Name of Proposed Excursion/Camp:

### Educational description of proposed excursion / camp (to be published in Compass Events):

### Organising teacher/s:

### Location address of excursion/camp:

### Location phone number/s of excursion/camp:

### Class or group of students involved:

### Proposed date/s: Times of excursion/camp:

#### 1. Approval and Calendar Check

Please check the dates, purpose and type of activity with the Assistant Campus Principal. The calendar check will be completed by the Assistant Campus Principal and if possible dates will be approved.

________________________
(Signature of Assistant Principal)  
Date

#### 2. Endorsement of Curriculum Area Team Leader or Relevant Program Coordinator

The content of this excursion/camp is consistent with the specified course of study. The appropriate CAT/Program budget will bear the loss incurred by this excursion/camp.

________________________
(Specify name of CAT or Program)  
(Signature of CAT or Program Leader)  
Date
### 3. Information Required for Permission Forms

<table>
<thead>
<tr>
<th>Transport Method:</th>
<th>Myki Card required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Time and location departing from:</th>
<th>Time and location returning to:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>School Uniform Required:</th>
<th>Lunch or additional money required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Other special requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Teacher in charge name and mobile contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Payment due date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I give permission for my child to be dismissed from ______________________________at the conclusion of this excursion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(not appropriate for year 7 and 8).</td>
</tr>
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<td></td>
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</tbody>
</table>

### 4. Excursion / Camp Budget

<table>
<thead>
<tr>
<th>Costs</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entrance Fees</strong></td>
<td><strong>Costs to be paid by students</strong></td>
</tr>
<tr>
<td>_____ students @ $ ____ each</td>
<td>_____ students @ $ ____ each</td>
</tr>
<tr>
<td>_____ staff @ $ ____ each</td>
<td><strong>Subsidies / Sponsorships (specify)</strong></td>
</tr>
<tr>
<td><strong>Transport</strong></td>
<td></td>
</tr>
<tr>
<td>e.g. Bus Hire</td>
<td></td>
</tr>
<tr>
<td><strong>Other (specify)</strong></td>
<td></td>
</tr>
<tr>
<td>e.g. Accommodation, Food</td>
<td></td>
</tr>
<tr>
<td><strong>Supervision cover required</strong></td>
<td><strong>Other Income (specify)</strong></td>
</tr>
<tr>
<td>_______ Periods @ $55.00 each</td>
<td></td>
</tr>
<tr>
<td><strong>Other Costs (specify)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

.......................................................... ..........................................................

**(Signature of Office Manager)**
5. Supervision

<table>
<thead>
<tr>
<th>TEACHERS ATTENDING (Campus)</th>
<th>EXTRAS</th>
<th>TEACHERS ATTENDING (Campus)</th>
<th>EXTRAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Teachers</td>
<td></td>
<td></td>
<td></td>
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<tr>
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</tbody>
</table>

List of Adult Supervisors with date of cited Current Police Check.

........................................................................................................................
........................................................................................................................
........................................................................................................................

6. **Student Payment Timeline: VERY IMPORTANT**

a. The excursion/camp planning document must be submitted to the Assistant Campus Principal **AT LEAST 3 weeks prior** to the proposed excursion date and **or 3 months prior** for a school camp.
b. All student payments need to be made and finalised **AT LEAST 3 days before the excursion date** or as specified for camp.
c. With **5 days prior** to the excursion date, the office will provide the organising teacher a list of student payments.
   The office will provide a list of student payments for camps on a regular basis as required.
d. **Notifications** will be sent out to remind parents of pending payments at this time.
e. The office **WILL NOT** take any more payments after the specified due date.
f. If **AT LEAST 80%** of students have not paid within **3 school days prior to the excursion date**, the Assistant Campus Principal will discuss and decide if the excursion or camp will proceed.
g. If the specified minimum amount of students required for a camp to proceed is not met within the required timeframe the Assistant Campus Principal will discuss if the camp will proceed.

7. **Accounts Receivable Charge Slip** (This is required by the Administration staff to create a charge to enable students to pay)

**NAME OF EXCURSION/CAMP:**

**DATE HELD:**

........................................................................................................................

**CHARGE TO ACCOUNT/ CAT:**

........................................................................................................................

**COST PER STUDENT:**

........................................................................................................................

**PAYMENT CLOSING DATE**

........................................................................................................................

Once completed, an event will be created on Compass by the administration team.
9. Post-Approval Processes

Please tick the box to indicate that you have completed the following procedures.

- The campus is notified of the upcoming excursion/camp. (at least a week in advance for excursions and three weeks for camps).
- Details of program planned for students not attending have been given to daily organiser and required staff.
- If cheques need to be obtained on or before the date of the excursion/camp an order form should be completed and given to the Accounts Payable Manager at least three working days before the cheque is required.
- All orders must be processed as soon as approval has been given. No order can be completed after the excursion/camp has commenced.

10. Before Leaving for the Excursion/Camp

Please tick the box to indicate that you have completed the following procedures.

- All students attending have provided consent online and/or signed consent forms.
- Any relevant contact numbers (including organising staff) during the excursion/camp have been given to the general office. This should include camp itinerary.
- Ensure that you take the event handbook from Compass, with relevant personal details and medical information.
- All students attending have paid in full.
- You MUST collect and take a first aid kit and specific medicines for relevant students (anaphylaxis, asthma etc).
- Ensure all appropriate camp paperwork is taken with you on camp - Emergency Response Plan, Risk Register and all other planning documents.

11. On Returning to the School:

Please tick the box to indicate that you have completed the following procedures.

- All permission forms, first aid kits and specific medications needs to be returned to the general office.
- Document any injury or illnesses that may have occurred while on the excursion/camp (with support from the administration team).

Signature of Teacher in Charge .......................................................... Date..........................
Risk Register

School:

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):
<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Existing Controls</th>
<th>Risk Assessment - with existing controls</th>
<th>Treatment</th>
<th>Residual Risk Assessment - after treatments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Effective of existing controls</td>
<td>Risk</td>
<td>Risk</td>
<td>Risk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consequences</td>
<td>Likelihood</td>
<td>Rating</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Major Moderate</td>
<td>Unlikely Unlikely Unlikely</td>
<td>Extreme High Medium Low</td>
<td></td>
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</tr>
<tr>
<td>Poor</td>
<td>Minor</td>
<td>Likely Likely Likely</td>
<td>High Medium Low</td>
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<tr>
<td>Unknown</td>
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<td></td>
<td>Low</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Major Moderate</td>
<td>Unlikely Unlikely Unlikely</td>
<td>Extreme High Medium Low</td>
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<tr>
<td>Poor</td>
<td>Minor</td>
<td>Likely Likely Likely</td>
<td>High Medium Low</td>
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<tr>
<td>Unknown</td>
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<tr>
<td>Unknown</td>
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<td>Low</td>
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</tr>
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<tr>
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<td>Major Moderate</td>
<td>Unlikely Unlikely Unlikely</td>
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<tr>
<td>Poor</td>
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<td>Likely Likely Likely</td>
<td>High Medium Low</td>
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<tr>
<td>Unknown</td>
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<td></td>
<td>Low</td>
<td></td>
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</tbody>
</table>

Options to Consider:
- High: Immediate attention required
- Medium: Periodic review required
- Low: Only periodic review required

Updated June 2016
**Risk Analysis Tools**

**DEECD Consequences Criteria**

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Health and Safety Consequence Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insignificant</td>
<td>First aid only – no measurable impact or lost time</td>
</tr>
</tbody>
</table>
| Minor | Medically treated injury  
Peer support for stress event |
| Moderate | Hospital treatment (outpatient), less than 3 days lost time  
Stress event requiring professional support |
| Major | Long term injury or illness (hospital admission)  
Possible permanent disability  
Stress event requiring clinical support |
| Severe | Fatality and/or permanent disability  
Stress event requiring extensive clinical support for multiple individuals |

**DEECD Likelihood Criteria**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Description</th>
<th>Indicative Frequency</th>
</tr>
</thead>
</table>
| Almost Certain (>95%) | Expected to occur | Prone to occur regularly  
Is anticipated for each repetition of the activity or event |
| Likely (66 – 95%) | Probably will occur ("no surprise") | May be anticipated multiple times over a period of time  
May occur once every few repetitions of the activity or event |
| Possible (26 – 65%) | May occur at some stage | May occur several times across DEECD  
or a region over a period of time |
| Unlikely (5 – 25%) | Would be surprising | May occur somewhere within DEECD  
over an extended period of time |
| Rare (<5%) | May never occur | May occur somewhere, sometime ("once in a life time / once in a hundred years") |

Note:
1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).
### DEECD Risk Rating Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Almost Certain</th>
<th>Likely</th>
<th>Possible</th>
<th>Unlikely</th>
<th>Rare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consequence</td>
<td>Insignificant</td>
<td>Minor</td>
<td>Moderate</td>
<td>Major</td>
<td>Severe</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Minor</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Moderate</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Major</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Severe</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

### DEECD Acceptability Chart

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme = Intolerable</td>
<td>Immediately consider whether this activity should cease. Any decision to</td>
</tr>
<tr>
<td>(without Executive</td>
<td>continue exposure to this level of risk would be made at Executive Officer</td>
</tr>
<tr>
<td>Oversight)</td>
<td>level, would be subject to comprehensive analysis to generate a detailed risk</td>
</tr>
<tr>
<td></td>
<td>treatment plan and be the subject of on-going oversight and high level review.</td>
</tr>
<tr>
<td>High = Tolerable</td>
<td>Consider whether this activity should continue. This decision would normally</td>
</tr>
<tr>
<td>(with continual</td>
<td>be made at senior levels, would be based on detailed analysis to generate a</td>
</tr>
<tr>
<td>Management review)</td>
<td>risk treatment plan and be subject to on-going review to ensure treatments</td>
</tr>
<tr>
<td></td>
<td>remain effective and the benefits balance the risk.</td>
</tr>
<tr>
<td>Medium = Tolerable</td>
<td>Exposure to the risk may continue provided it has been appropriately</td>
</tr>
<tr>
<td>(with frequent risk</td>
<td>assessed, has been mitigated to <em>As Low As Reasonably Practical</em> (ALARP)</td>
</tr>
<tr>
<td>owner review)</td>
<td>and is subject to frequent review to ensure the risk analysis and treatment</td>
</tr>
<tr>
<td></td>
<td>remain valid. Permanent/long term actions to reduce the risk should be</td>
</tr>
<tr>
<td></td>
<td>considered.</td>
</tr>
<tr>
<td>Low = Acceptable</td>
<td>Exposure to this risk is acceptable but is subject to periodic review to</td>
</tr>
<tr>
<td>(with periodic review)</td>
<td>ensure the risk does not increase and evolving treatment(s) or accepted</td>
</tr>
<tr>
<td></td>
<td>standards do not vary.</td>
</tr>
</tbody>
</table>
CAMP CONSENT FORM AND MEDICAL REPORT

This report is required to assist us in the case of any medical emergency. All information is confidential. Please make sure all information is accurate and detailed.

**Consent to Attend Camp**

I agree to my child’s attendance at and participation in the camp as outlined below:

<table>
<thead>
<tr>
<th>Name of Child:</th>
<th>Name / Title of Camp:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From / / to / /</th>
<th>Venue / Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Educational purpose of the program:

Details of supervising staff:

Costs involved:

Departure details: Return details:

Accommodation arrangements: Travels arrangements:

Adventure activities to be undertaken or offered within this program:

The following strategies will be used to minimize the risk of physical injury to students:

Name and contact details of the 24 hour school emergency contact:
### Consent to Return Expenses

I also agree to meet the expenses incurred if my child has to be returned to home or school either by a teacher accompanying her / him and then returning to the camp, or by collecting the child myself from the camp venue/s. I understand that such an arrangement may be necessary because of illness, accident, injury or, if in the opinion of the Teacher-In-Charge, there is non co-operation of any description by my child.

### ICT/Photograph consent:

I consent to photographs 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. (Strike out if you do not consent.)

### Parent consent:

I have read all of the above information provided by the school in relation to the camp/activity.

I give permission for my son/daughter _______________________________ to attend.

<table>
<thead>
<tr>
<th>Signature of Parent / Guardian:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Full Name of Consenting Parent / Guardian *(Please print clearly)*

Emergency contact numbers:
- Home:
- Work:
- Mobile:

Note: Parents must also complete the attached confidential medical form for this activity.
# Medical Report

**Camp or activity:**

**Given Name(s):**  
**Family Name:**

**Date of Birth:**  
**Home Group:**  
**Home Telephone No.:**

**Home Address:**

**Mother / Guardian Name:**  
**Father / Guardian Name:**

**Telephone: Home:**  
- **Mobile:**
- **Work:**

**Telephone: Home:**  
- **Mobile:**
- **Work:**

**Emergency Contact Person:**  
**Emergency Contact Telephone**
- **Home:**
- **Mobile:**
- **Work:**

**Relationship to Student:**

**Family Doctor**
- **Name:**
- **Address:**
- **Telephone:**

**Medicare Number:**  
**Health Insurance Fund:**

**Ambulance subscriber?**
- **Yes**
- **No**

**If yes, ambulance number:**

## Medical Information

*(Please place a tick in relevant box)*

### Allergies
- Penicillin
- Any foods
- Medication
- Other

### Details / Recommendations

#### Medical Conditions
- Anaphylaxis
- Asthma
- Diabetes
- Fits of any type
- Sleepwalking
- Migraine
- Heart Condition
- Dizzy Spells
- Travel Sickness
- Blackouts
- Other
- Bed Wetting
Details / Recommendations:

If your child has a medical condition that requires an action plan, please enclose a copy of this plan with the form.

Date of Last Tetanus Injection:

**Medicines must not** be in the possession of students. They must be handed to the Teacher-In-Charge before leaving – along with student’s name, dosage, known side effects and distribution schedules IN WRITING. If a student needs to carry their own medication (eg for asthma) it must be with the expressed knowledge and consent of a parent / guardian and the teacher in charge.

Is your child taking any medicines? Yes ___ No ___

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

Special Dietary Needs:

Special Cultural / Religious Needs:

Please describe any other disabilities or conditions, which require special care.

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**Consent to Medical Care**

In the event of illness or injury to my child during the camp, I authorise the teacher-in-charge to consent, where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary by a medical practitioner. Such consent includes anaesthetics, blood transfusions and surgical operations. I also consent to the administration of any first-aid that the teacher-in-charge reasonably judges to be necessary.

<table>
<thead>
<tr>
<th>Signature of Parent / Guardian:</th>
<th>Date:</th>
</tr>
</thead>
</table>

| Full Name of Consenting Parent / Guardian (*Please print clearly)*: |

This policy was last ratified by School Council on: 15 November 2016.