



ELTHAM HIGH SCHOOL

CAMPS AND EXCURSIONS PLANNING DOCUMENT

This planning document addresses the Department's requirements for conducting day and overnight excursions. For Overseas Tours please see AP and [Excursions Guidance: Overseas Travel](#) for additional requirements.

This is to be read in conjunction with the Eltham High School Camps and Excursions policy.

TIC – Teacher In Charge

P – Principal

AP – Assistant Principal – Empowering Students and Building School Pride

OC – School Consultative Team - Operations

Staff – Staff attending Excursion Camp

| Requirements timeline for Camps/Adventure activities: | |
|---|---|
| 1 – 25 below | Completed at least 2 weeks prior to being presented to School Council |
| 26 – 33 below | After School Council has considered the application, 2 weeks before the camp <i>Note: timeline is subject to Finance team approval if involving cost to families</i> |
| 34 – 41 below | The week before the Camp/Activity |
| 42 – 48 below | During the Camp/Activity |
| 49 – 51 below | Within 2 weeks of returning from the Camp/Activity |

| Requirement | Person(s) Responsible | Completed ✓ |
|--|-----------------------|----------------|
| PLANNING | | |
| 1. Establish the educational purpose of the program and relevance to the school's curriculum. Also take into consideration the location and environment, activities, people and equipment needed. | TIC | |
| 2. <u>For local and day excursions (not involving adventure activities):</u> Principal approval must be sought through OC via an application on Compass. | TIC | |
| <u>For excursions with an overnight component or involving adventure activities:</u> Complete the Principal Approval form and any attachments (including risk register and, if required, emergency management plan, communication plan etc.). Provide this to the principal with sufficient time to allow the principal to review the documentation. See: Excursions Guidelines – Approvals . | TIC/AP | |
| 3. <u>For excursions/camps involving water based activities:</u> All staff to complete edupay e-learning module: https://www2.education.vic.gov.au/pal/excursions/resources | TIC/Staff | |

| Requirement | | Person(s) Responsible | Completed ✓ |
|--------------------------------------|---|-----------------------|----------------|
| 4. | Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements. If planning an activity on Parks Victoria Land, schools must register their excursion with ParkConnect . See: Excursions Guidelines – Venue Selection . | TIC | |
| 5. | <u>For interstate excursions:</u> Confirm teachers or principals attending the excursion have received appropriate approval. See: Excursions Guidelines – Approvals and Travel for School Staff . | P/AP | |
| STAFFING | | | |
| 6. | Determine the number of excursion staff required (and how many must be registered teachers). Staff must ensure that supervision ratios are correct for ALL aspects of excursion. If the excursion includes adventure activities, activity specific ratios apply. See: Excursion Guidelines – Supervision . | TIC/AP | |
| 7. | Excursion staff comply with Eltham High School Camps and Excursions policy in relation to the Child Safe Standards and having a Working with Children Check . | TIC/AP | |
| 8. | Record the names of volunteer workers for the purposes of volunteer workers insurance. See: Volunteers in Schools . | TIC/AP | |
| 9. | Designate a member of staff as being responsible for first aid, ensuring they have appropriate qualifications, and source relevant first aid kit. See: Excursions Guidelines – First Aid . | TIC/AP | |
| 10. | Clarify the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) so they are understood by all staff and (where appropriate) students prior to the commencement of the excursion. | TIC | |
| 11. | <u>For excursions with an overnight component:</u> Ensure there is a dedicated school contact person in the event of an emergency, both during and outside of school hours. | AP/P | |
| 12. | <u>For excursions with an overnight component:</u> If the overnight stay involves mixed gender groups, ensure there are excursions staff of each sex. | TIC/OC | |
| TRANSPORTATION | | | |
| 13. | An appropriate mode of transport is selected and the use of private vehicles should be avoided unless necessary. | TIC | |
| 14. | Confirm that any bus or private vehicle has appropriate registration and the driver has an appropriate license and comprehensive insurance for the vehicle. See: Excursions Guidelines – Transport . | AP | |
| EMERGENCY AND RISK MANAGEMENT | | | |
| 15. | <u>For local and day excursions (not involving adventure activities):</u> Complete the Risk assessment for Local and Day Excursions as evidence of consideration of the risks that may be encountered while on the excursion. See: Excursions Guidelines – Risk Management Planning . | TIC | |
| | <u>For excursions with an overnight component or involving adventure activities:</u> Complete a Risk Register to identify, analyse, evaluate and address all student and staff health and safety risks during an excursion (including transportation, activities undertaken, excursion venues and staff or student illness) and any significant financial risks to the school and/or parents/carers (for example if an excursion needs to be cancelled). | TIC/AP | |

| Requirement | Person(s) Responsible | Completed ✓ |
|--|-----------------------|----------------|
| See: Excursions Guidelines – Risk Management Planning . | | |
| 16. <u>For excursions with an overnight component or involving adventure activities:</u> Develop an emergency management plan that covers responses to likely emergency situations (identified in the risk register) and arrangements if the excursion needs to be cancelled, recalled or altered. See: Excursions Guidelines – Emergency or Critical Incident Management . | TIC/AP | |
| 17. Emergency management procedures must include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help. | TIC/AP | |
| 18. <u>For excursions involving adventure activities:</u> Ensure any requirements listed under the Adventure Activities Guidelines have been met. See Excursions Guidelines – Adventure Activities . | TIC/AP | |
| 19. <u>For excursions with an overnight component or involving adventure activities:</u> If conducting an activity in a remote location with limited access to technology and emergency services, a documented communication plan must be developed prior to the activity. See: Excursions Guidelines – Communication . | TIC/AP | |
| USE OF EXTERNAL PROVIDERS | | |
| 20. Confirm that any residential campsite is accredited by a provider recognised by the Department. See: Excursions Guidelines – Venue Selection . | TIC/AP | |
| 21. Assess the safety and suitability of the venue (including the environment) for the activities proposed. It is recommended that venues are selected based on the recent and first-hand knowledge. See: Excursions Guidelines – Venue Selection and External Providers . | TIC/AP | |
| 22. Seek prior approval from the principal if planning to conduct an inspection either within or outside of normal school hours (if required/appropriate). | TIC/AP | |
| 23. Consult venue managers and activity providers about their risk management plans and processes. This can inform the school's own risk management assessment. | TIC | |
| 24. Negotiate terms and conditions with third party providers. This includes refusing to sign any Waivers of liability on behalf of students. Students cannot be asked to sign waivers of liability. See: Insurance for Schools . | AP/OC | |
| 25. Confirm that external providers (including specialist instructors) hold appropriate public liability insurance, and have the necessary skills or qualifications for the activity and appropriate experience for the age and skill level of the students. See: Insurance for Schools . | TIC | |
| COMMUNICATIONS WITH STUDENTS AND PARENTS/CARERS | | |
| 26. Obtain written or electronic consent from parents/carers for school excursions (including adventure activities). Parents/carers must be provided with sufficient information about each aspect of the excursion. See: Excursions Guidelines – Consent . | TIC | |
| 27. Obtain specific authorisation from parents for any financial costs associated with the excursion | TIC | |
| 28. If relevant, parents/carers receive information about costs stemming from cancellations or alterations, including sending a student home and cancellation fees imposed by third parties where applicable. | TIC | |
| 29. Inform staff and students about appropriate clothing and personal equipment. | TIC | |

| Requirement | Person(s) Responsible | Completed ✓ |
|---|-----------------------|----------------|
| 30. <u>For local and day excursions (not involving adventure activities):</u> Seek updated medical information. This can be a reminder to parents/carers to update the school with any new/relevant medical information. See: Excursions Guidelines – Student Medical Information . <u>For excursions with an overnight component or involving adventure activities:</u> Provide Medical Information forms to parents/carers for completion. These forms must be accessible during the activity, whilst copies of the forms must be kept at the school. See: Excursions Guidelines – Student Medical Information . | TIC | |
| 32. Give students clear information about organisational and relevant safety arrangements, supervision roles, emergency procedures and expected standards of behaviour. | TIC | |
| 33. For overnight excursions, provide parents/carers the telephone numbers for the designated school contact person in the event of an emergency. | TIC | |
| FINAL PREPARATIONS | | |
| 34. Complete the Student Activity Locator (SAL) online form (EduMail password required) at least three weeks prior to the excursion. | TIC | |
| 35. Inform the regional director if an excursion leaves the school unoccupied. | P | |
| 36. <u>For excursions with an overnight component:</u> Ensure that both the teacher-in-charge, principal and 24-hour contact person each have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as: <ul style="list-style-type: none"> • the itinerary and supervision strategy, including the exact location of the excursion participants at all times, including during travel • the relevant telephone number/s through which excursion staff may be contacted in an emergency (for principals), or the school contact person (for the teacher-in-charge) • the names and family contacts for all students and staff • copies of the consent and medical advice forms of students • a copy of the program's emergency response plan (including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person) • a copy of the completed approval proforma (including all attachments) submitted to the principal. | TIC/AP | |
| 37. Review weather conditions ahead of planned excursions. This includes extreme weather (smoke, lightning, rain, wind, etc.) and significant fire risk or total fire ban days. Liaise with the AP about whether the excursion should be cancelled or special precautions are required. See: Excursions Guidelines – Weather and Emergency Warnings . | TIC/AP | |
| 38. Ensure that there is a first aid kit appropriate to the excursion location and proposed activities available. | TIC | |
| 39. Confirm that teachers on camp have left work for classes to be covered and continuous instruction will be provided for students remaining at the school during the absence of staff accompanying the excursion. | Staff | |
| 40. All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan. | TIC | |
| 41. Familiarise excursion staff with the medical histories of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions. Also make staff aware of students with behavioural issues, or | TIC/Staff | |

| Requirement | Person(s) Responsible | Completed ✓ |
|--|-----------------------|----------------|
| who may require additional support, and the support strategies for these students. | | |
| DURING ACTIVITY | | |
| 42. Ensure you have the means to mark rolls, and a copy of all the approval documentation. This can be via an electronic device or paper copies. | TIC/Staff/ | |
| 43. Clarify the responsibility for supervision of students and emergency procedures with all excursion staff and any external providers, including that teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction. | TIC | |
| 44. Upon arrival, check the excursion venue to assess apparent dangers and hazards and prepare contingency plans if required. | TIC | |
| 45. Familiarise all excursion staff and students with emergency procedures. Explain emergency procedures as soon as practicable after arrival and conduct a trial evacuation exercise to ensure that procedures are appropriate and staff and students are familiar with them. | TIC/Staff | |
| 46. Ensure any students who may have difficulty communicating in an emergency (such as because of age or disability) are readily identifiable. | TIC | |
| 47. If an extreme incident occurs, seek approval of the principal to return a student home from the excursion early for illness, misbehaviour or other safety/wellbeing reasons. | TIC/AP/P | |
| 48. Monitor risks and be prepared to alter or cancel the excursion at any time. | TIC/AP | |
| AFTER THE EXCURSION | | |
| 49. Record details of accidents or incidents on the injury management system on CASES21. | TIC | |
| 50. Store excursion documentation in accordance with the Department's Records Management Policy . | AP | |
| 51. Review the excursion, including planning process, to identify areas for improvement. | TIC | |