Deepdene Primary School

CAMPS AND EXCURSIONS

Help for non-English speakers

If you need help to understand the information in this policy please contact Mr Tim Green (Principal) or Ms Christine Vlahos (Assistant Principal) ph 9817 1917

PURPOSE

To explain to our school community the processes and procedures Deepdene Primary School will use when planning and conducting camps, excursions and adventure activities for students.

SCOPE

This policy applies to all camps and excursions organised by Deepdene Primary School. This policy also applies to adventure activities organised by Deepdene Primary School, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Deepdene Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

Camps are excursions involving at least one night's accommodation.

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities

POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

Deepdene Primary School is conscious of the value of providing first hand experiences as a basis for meaningful and effective learning. Excursions, incursions and camps offer an extension to the everyday classroom program.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: Excursions.

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Deepdene Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Deepdene Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Supervision

Deepdene Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and external provider checks

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

Parent/carer consent

For all camps and excursions, other than local excursions, Deepdene Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. Deepdene Primary School uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Deepdene Primary School will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Deepdene Primary School will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Deepdene Primary School will notify parents once only prior to the commencement of the recurring event.

Parent Payments for camps and excursions

Most camps and excursions provided by Deepdene Primary School enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date for camps and excursions provided on a user pays basis will not be able to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

Financial Help for Families

Deepdene Primary School will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager or Principal. The Business Manager or Principal can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at Camps, Sports and Excursions Fund.

Refunds

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy and Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy, Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp or excursion.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Deepdene Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website and in School Documentation on Compass
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs via the school handbook.
- Discussed at parent information nights/sessions
- Reminders via Compass news feed and events module
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department polices and guidelines:

- Excursions
- Camps, Sports and Excursions Fund
- Parent Payments Policy

The following school policies are also relevant to this Camps and Excursions Policy, and are available on the school website: School Policies

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Volunteer Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Parent Payment Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	24/02/2025
Approved by	Principal
Next scheduled review date	July 2028 The recommended minimum review cycle for this policy is 3 to 4 years

Deepdene Primary School

Excursions Risk Register and Emergency Management Plan

When to use this template

This template must be completed and submitted to and signed by the principal as part of any of the following:

- day excursions
- overnight stays
- interstate travel
- overseas travel
- travel via air or sea.

Refer to the relevant Adventure Activity Guidelines for the requirements that must be met for each individual activity.

Risk Registers for specific activities must be completed and tailored to the activity.

Step 1 – Establish the Context

This template should be used to document:

- The details of the activity (What is the activity, its location, the participants, the teacher-in-charge, supervising teachers and volunteers, etc.)
- What steps are being taken to make it safe/r by reducing identified risks

From 15 December 2022, staff with primary responsibility for organising camps and/or water based excursion activities must have completed the Excursions e-learning module before commencing planning. These staff are encouraged to complete the module annually.

Check the Excursions Policy and Guidelines when planning this excursion and prior to completing a risk assessment.

Complete the Camps, Excursions, Swimming and/or Water-based Activity Checklist.

Step 2 – RISK Identification

Ask, what can go wrong?

When completing a risk assessment focus your thoughts on three critical areas:

1. People
2. Equipment
3. Environment

Using the risk register, identify the hazards and then assess the risks associated with the hazards. List them in the first two columns.

The risk register below provides example risks that may support this step and steps three, four and five.

Step 3 – Risk Analysis

Identify the control measures in place to reduce the risk of your hazard. These will include current and additional treatments. Remember that there are already control measures required or recommended through department and school-based policies and guidelines, such as student/staff ratios etc., so take these into consideration at this stage.

Use **Table 1** to determine the consequence of each risk.

Then use **Table 2** to determine the likelihood of each risk.

Step 4 – Risk Evaluation

The risk rating is determined by assessing the likelihood against the consequence. Use **Table 3** to do this.

See **Table 4** for more information on risk assessment.

If the risk register contains any extreme rated risks, it is recommended that the Principal Approval Form is not approved and the excursion is not undertaken.

Step 5 –Risk Treatment

Risk treatments should involve steps the school will take to reduce the risk as far as is reasonably practicable.
Ask what can we do to make it safe/r?

If you need to reduce the risk, start by reassessing the existing controls in place to see if they can be improved. Otherwise, new treatments should be planned and put in place.

Responsibility for implementing the controls or treatments should be assigned to a specific staff member.

Step 6 – Monitor and Review

In the lead up to the excursion, the risk register should be reviewed regularly to ensure all information is up to date. Changes to the risk register may be required if certain factors change, for example, the weather, student/staff health, etc. While on the excursion, staff should continue to monitor risks.

Step 7 – Communication

Communicate the risks with all staff attending the excursion. Ensure that each staff member understands their role in monitoring the risks.

Step 8 – recording and Reporting

Risks associated with the excursion should be recorded in the risk register and subsequently reported to and discussed with the principal and other appropriate staff.

Department of Education Risk Management Framework – Assessment Tools

TABLE 1 – Consequence Criteria

*The **Consequence Criteria** helps to determine the severity of the impact if a risk were to be realised.*

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Strategic
Insignificant	• Educational outcomes were met with workarounds	• Minor injury requiring no first aid or peer support for stress / trauma event	• Small loss that can be absorbed	• Internal impact (no external impact)	• Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	• Most educational outcomes were met with staff and students satisfied with the excursion overall	• Injury / ill health requiring first aid • Peer support for stress / trauma event	• Loss of 'consumable' assets • < 2% deviation from budget • Minor fraud possible	• Complaint made to the school • Adverse comments local community media, and/or social media • Short term external provider or stakeholder dissatisfaction	• Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	• Partial achievement of educational outcomes	• Injury / ill health requiring medical attention • Stress / trauma event requiring professional support	• Loss of assets • 2–5% deviation from budget • External audit management letter	• Complaint made to the Department • Adverse state media comment • External provider or stakeholder relationship impacted	• Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	• Limited educational outcomes met • Students and/or parents dissatisfied	• Injury / ill health requiring hospital admission • Stress / trauma event requiring ongoing clinical support	• Loss of significant assets • 6–15% deviation from budget • External audit qualification on accounts • High end fraud committed	• Relationship with external provider/stakeholder severely impacted • External investigation • Adverse comments national media	• Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	• No educational outcomes met • Student disengagement from school or peers	• Fatality or permanent disability • Stress / trauma event requiring extensive clinical support for multiple individuals	• Loss of key assets • >15% deviation from budget • Systemic and high value fraud	• Formal inquiry into event or incident • National front page headlines • Stakeholder relationship irretrievably damaged	• SSP goals, targets and key improvement strategies cannot be delivered • Changes need to be made to the SSP

TABLE 2 – Likelihood Criteria

*The **Likelihood Criteria** refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.*

Descriptor	Description	Indicative %	Indicative Frequency
Almost Certain	Expected to occur	>95%	Multiple times in the next year
Likely	Probably will occur (no surprise)	66–95%	At least once in the next year
Possible	May occur at some stage	26–65%	Once in the next 3 years
Unlikely	Would be surprising if it occurred	5-–25%	Once in the next 5 years
Rare	May never occur	<5%	Once in the next 10 years

TABLE 3 – Department of Education Risk Rating Matrix

*The **Risk Rating Matrix** is used to combine consequence with likelihood to determine the overall level of risk.*

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

TABLE 4 – Department of Education Acceptability Chart

*The **Acceptability Chart** is used to decide whether the risk is acceptable based on the rating calculated.*

Extreme **(must have Principal / Regional Office oversight)**	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Principal/Regional Office level, be subject to the development of detailed treatments, emergency response plans (as appropriate), ongoing oversight and review by the principal and Regional Office. Where there is a health and safety risk, the principal should give active consideration to whether the benefits of the activity outweighs the risk of the activity.
High **(with ongoing Principal Class Officer review)**	Any decision to continue exposure to this level of risk should be made at principal level. The risk should be reduced as far as practicable by developing treatments. Ongoing review should occur to ensure controls remain effective, and the principal kept updated on the level of risk and treatments that are implemented. Where there is a health and safety risk, the principal should give active consideration to whether the benefits of the activity outweighs the risk of the activity.
Medium **(with frequent risk owner review)**	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed by implementing treatments to ensure the risk is reduced to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
Low **(with periodic review)**	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.

EXCURSION DETAILS *Step 1 – Establish the context*			
Activity type	*e.g. year 6 camp*	**Teacher-in-charge**	
Location		**Other supervising staff**	
Year level/Class			
Dates			

RISK REGISTER					
Step 2 – Risk Identification		**Step 3 – Risk Analysis**	**Step 4 – Risk Evaluation**	**Step 5 – Risk Treatment**	
Risk *What are the hazards?*	Causes and Consequences *What is the harm associated with the hazard?*	Existing controls *What do we have in place to reduce the risk?*	Current risk rating	For ratings High or above Remember to identify who is responsible	New risk rating
People (skill, experience, heath, fitness, behaviour, other people, groups or crowds) *COMPLETE THE BELOW AND CONTEXTUALISE TO SUIT THE ACTIVITY YOU ARE CONDUCTING - SOME EXAMPLES HAVE BEEN PROVIDED N.B. THESE ARE EXAMPLE ONLY*					
FOR EXAMPLE *Student exposed to potential harm due to child safety situational risk.*	**Causes** • *Inappropriate conversations or behaviour* • *Lack of awareness regarding child safety procedures & reporting requirements* **Consequences** • *Students feel unsafe* • *Physical or psychological injury*	• *Check WWCC for all supervisors, staff and volunteers* • *Put in place controls that take into account whether the venue is also subject to the Child Safe Standards* • *Follow the school's child safe standards policy and procedures* • *Dedicated space for exclusive use by school negotiated prior to event* • *Movement of students only allowed within clearly defined boundaries* • *Movement of students only allowed within clearly defined boundaries* • *All staff carry mobile phones for ease of communication & students, staff and volunteers informed about who to report behaviours of concern to* • *Students aware of identifying clothing (e.g hi-vis vests) worn by staff during pre-activity safety briefing*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
FOR EXAMPLE *Student suffers medical emergency that requires hospitalisation*	**Causes** • *Allergic reaction* **Consequences** • *Physical injury*	• *Relevant medical information including allergies is collected and documented* • *Staff are briefed on emergency management/ incident response plan and are aware of their individual roles, who to contact and have phones and numbers*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
FOR EXAMPLE *Students not aware of potential risks*	**Causes** • *Ineffective communication with the group before or during the activity* **Consequences** • *Student injured*	• *In the pre-session safety briefing, staff will explain all relevant hazards*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
[##other risks to consider:]	**Causes** • **Consequences** •	•	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
Equipment (clothing, ropes, etc). *COMPLETE THE BELOW AND CONTEXTUALISE TO SUIT THE ACTIVITY YOU ARE CONDUCTING - SOME EXAMPLES HAVE BEEN PROVIDED N.B. THESE ARE EXAMPLE ONLY*					
FOR EXAMPLE *Inappropriate clothing e.g. sun protection*	**Causes** • *Unexpected weather change* **Consequences** • *sunburn*	• *Ensure adequate planning*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	

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FOR EXAMPLE *Damaged or faulty equipment*	**Causes** • *Equipment not maintained* **Consequences** • *Staff or student injury*	• *Ensure school equipment is regularly maintained or fit for purpose and check equipment before conducting activity*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
[##other risks to consider:]	**Causes** • **Consequences** •	•	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
Environment (weather, remoteness, terrain, shelter and structures). *COMPLETE THE BELOW AND CONTEXTUALISE TO SUIT THE ACTIVITY YOU ARE CONDUCTING - SOME EXAMPLES HAVE BEEN PROVIDED N.B. THESE ARE EXAMPLE ONLY*					
FOR EXAMPLE *A student or group of students get into difficulty.*	**Causes** • *Walking at night* • *Extreme weather* **Consequences** • *Injury*	• *Provide appropriate supervision* • *Complete pre-activity checklist and take steps accordingly*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
[##other risks to consider:]	**Causes** • **Consequences** •	•	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	
Other risks *COMPLETE THE BELOW AND CONTEXTUALISE TO SUIT THE ACTIVITY YOU ARE CONDUCTING - SOME EXAMPLES HAVE BEEN PROVIDED N.B. THESE ARE EXAMPLE ONLY*					
FOR EXAMPLE *Transport*	**Causes** • *Inappropriate transport option* • *Unreliable transport / driver* • *Driver not appropriately qualified* **Consequences** • *Physical or psychological injury* • *Litigation / adverse court ruling* • *Inconvenience / lost time*	• *The teacher-in-charge will ensure that excursion transport meets the requirements outlined in* Excursion Support - Transport • *Where safety equipment is provided / required it is to be worn / used*	**Extreme** **High** **Medium** **Low**	(Name and position of the person responsible)	

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EMERGENCY MANAGEMENT PLAN *add additional details as necessary*			
Key contacts			
Teacher-in-charge		**Venue contact**	
First aid staff		**Principal**	
School reception		**Assistant Principal**	
DET – Incident Support and Operations Centre	**1800 126 126 (24 Hours)**	**School 24 hour contact**	
Local emergency contacts			
Nearest Hospital		**Fire/Police/Ambulance**	**000**
Nearest Medical Centre		**CFA**	
SES		**Other**	
Evacuation response (attach maps and mark locations if required)			
Access points (emergency vehicles, helicopter etc.)		**Time for school support to arrive**	
Assembly points		**Travel time to nearest medical help**	

Emergency Response Procedure		
For students or staff with an existing medical management plan (e.g. Anaphylaxis Management Plan, Asthma Management Plan etc.) please attach the plan to this document. There is no need to complete additional emergency response procedures unless it is deemed necessary by the principal.		
What *(injury, illness, weather, environmental conditions)*	**Actions required** *(including equipment and location such as first aid, EpiPen etc.)*	**Who is responsible for each action?**
For example: *Medical emergency requiring hospitalisation*	*Contacting ambulance/ transporting student to [insert name of nearest appropriate hospital* *Administration of first aid until student arrives at hospital/ ambulance arrives*	*Teacher-in-charge* *Teacher qualified in first aid* *Other staff*

I have reviewed the Camps, Excursions, Swimming and/or Water-based Activity Checklist and confirm that all required items have been completed.
Principal Signature:
Date:

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