

CAMPS POLICY

Rationale:

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at Wallan Secondary College. A camp is defined as any activity that involves at least one night's accommodation.

Aims:

- To provide students with the opportunity to participate in a camps program that is linked to social and educational outcomes for students
- To provide shared class experiences and a sense of group cohesiveness
- To reinforce and extend classroom learning
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, cooperation and tolerance
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment.

Implementation:

- All camps must be approved by the Principal and School Council.
- The Principal or their nominee will ensure that full records are submitted to College Council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Camps Co-ordinator for 'in principle' support. All camps must be approved by The College Council prior to running..
- The Principal in consultation with appropriate Assistant Principal and staff will consider the educational outcomes of the camp as well as the impact on the College for the proposed dates.
- The Principal and Assistant Principal in consultation with the co-coordinating staff will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The Camps Co-ordinator is required to "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.

Access to Camp

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid 3 weeks prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Students who have been externally suspended within 10 weeks of the camp date could be ineligible to attend. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal and Assistant Principals, in consultation with the Camps Co-ordinator. Both the parent and the student will be informed of this decision prior to the camp.
- All students participating in a school camp will be expected to abide by all camp rules. A Zero Tolerance for inappropriate behaviour, alcohol, tobacco and any other drugs will apply. Students failing to comply with the expectations of the school and the staff attending the Camp will be sent home.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent/caregiver.

Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- The Bursar/Business Manager will be responsible for managing and monitoring the payments made by parents and will provide the Camps Co-ordinator with detailed records on a regular basis.
- The Camps Co-ordinator must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet/
- In the case where a camp involves a particular class or year level group, the coordinating staff will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit and portable kits for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the Camps Co-ordinator will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students. Any parent attending must have a current Working With Children Check.
- For high risk Outdoor Education activities the Camps Co-ordinator must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member preferably with first aid training will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).
- The Camps Coordinator must provide the General Office with a final student list. This list must also include the location of students not involved in the camp.
- The Camps Coordinator must provide full details of venue and students attending to the Assistant Principal 7 days prior to the event for it to be included in the "Weekly Staff Bulletin".
- The Camps Coordinator must inform the canteen manager of the planned event at least 7 days prior to the event.
- The Camps Coordinator must post a list of students attending on the noticeboard in the social staff room.

Site Safety

- A Site Risk Assessment MUST be conducted and signed off by the OH&S manager.
- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
Refer: www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm
- A designated "Teacher in Charge" will facilitate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The Teacher in Charge will communicate the anticipated return time with the College Office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

Links which are connected with this policy are:

Notification of School Activity Online Form

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

- <http://www.education.vic.gov.au/management/governance/spag/default.htm>

Appendices which are connected with this policy are:

- Appendix A: Outdoor Activities Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Wallan Secondary College Camp Consent Forms

Evaluation:

Date of next review: October 2019

This policy was ratified by the Wallan Secondary College Council on

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.



Wallan Secondary College
Medical Information Form

This information is intended to assist WSC in case of any medical emergency with your child whilst attending camp.

All information is held in confidence.

Student's Surname: _____ Given Name: _____

Date of Birth: _____

Parent's/Guardian's Full Name _____

Address: _____

Contact Telephone: BH: _____ AH: _____ Mobile: _____

Emergency Contact (If parent/guardian unable to be contacted)

Name: _____ Telephone: _____

Name & Address of Family Doctor: _____

Medicare No: _____ Ambulance cover Yes No

Medical/Hospital Insurance Fund: _____ Contribution No: _____

Please circle if your child suffers any of the following:

Bed Wetting	Asthma (please complete attached sheet)	Migraine
Diabetes	Fits of any type	Travel Sickness
Blackouts	Dizzy Spells	Sleepwalking
Heart Condition	Other (please specify): _____	

Physical Disabilities(e.g. Deafness, weak ankles- please specify): _____

List Allergies to:

1. Drugs (e.g. penicillin) _____
2. Foods _____
3. Other _____

Tetanus Immunisation: Year of last tetanus immunization _____

Tablets & Medicines: Is your child presently taking tablets and/or medicine? Yes - No (please circle)

If yes, please state name of medication, dosage etc: _____

All medication must be handed to the teacher in charge prior to leaving. All containers must be labelled with your child's name, the dose to be taken and when it should be taken. These will kept with staff and distributed as required. If it is necessary for your child to carry their own medication (eg asthma puffers) it must be with the knowledge and approval of both the teacher in charge and yourself.

Previous Experience: Is this the first time your child has been away from home? Yes - No (please circle)

Swimming Ability: Please tick your child's swimming ability level.

Non-swimmer	Weak swimmer (<50m)	Fair swimmer (50-100m)
	Competent Swimmer (100-200m)	Strong (200m+)

Consent to administer Paracetamol

I authorise the teacher in charge to administer paracetamol as per WSCs protocol. Yes - No (please circle)
(Please do not send paracetamol to camp with your child. It will be provided if necessary)

Signature of Parent/Guardian: _____ Date: _____



Wallan Secondary College

Asthma Management Form

The following confidential information is required to assist in the proper management of asthma sufferers whilst at camp

Student's Name: _____

Please seek the advice of the asthmatic's doctor if necessary when completing this form.

1. Usual maintenance medical program followed:

2. Peak flow readings: Best: _____ Critical: _____ (bring own peak flow meter)

3. Medication and treatment to be used during worsening asthma: _____

4. Medication and treatment to be used during crisis situations: _____

5. List any known asthma trigger factor(s): _____

Key Questions

6. Has the student been admitted to hospital due to asthma in the past 12 months? Yes No
(Please circle)
7. Has the student been on oral cortisone for asthma within the past 12 months? Yes No
(e.g. Prednisolone, Cortisone, Betamethasone etc) (Please circle)
8. Has the student suffered sudden severe asthma attacks requiring hospitalization? Yes No
(Please circle)

Important Notes

If any of the key questions 6, 7, or 8 above are answered 'yes' then the decision for the student to attend the camp rests with his or her doctor. The process is as follows:

- The person's doctor or parents/guardians (if a student) may contact the Principal on (03) 57834335 for further information on the program and support available.
- A letter from the student's doctor, stating the doctor's decision must accompany this form when it is returned.

I declare that the information provided on this form is complete and correct.

Name: _____ (Parent/guardian)

Signature: _____ Date: _____



Wallan Secondary College

Students' Code of Conduct Camp Agreement

Guiding Principles

- To ensure that the rights of all individuals are protected whilst at the camp, and to and from the camp
- To establish the best possible learning environment
- To ensure that breaches of the code of conduct are treated in a fair and consistent manner and within the expectations of staff and students.

Rights	Responsibilities & Expectations
All individuals and their property are to be valued and treated with respect.	All students should treat one another, staff and property with respect.
All individuals have the right to a safe, secure and cooperative working environment in which participation, risk taking and confronting challenges are encouraged.	All students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.
All individuals have the right to privacy.	All students should respect others rights to privacy.
Staff should be able to perform their duties in an atmosphere of order and cooperation.	Students should comply with instructions given by any members of staff and should willingly participate in the daily routine of the camp.
Staff, students and the natural environment have the right to exist in a healthy and environmentally considerate atmosphere.	All students should conduct themselves in a healthy and environmentally friendly manner towards other students, staff and the natural environment.
The camp expects support from all students, parents, and staff in implementing this Code of Conduct.	All students should behave according to this code and accept the consequences if it is breached. All staff should fairly, reasonably and consistently implement this code. Staff and parents of participating schools should support the Centre in implementing the Code of Conduct.

Specific Rules at the Camp

To respect the rights and expectations of all individuals at the Camp the following forms of behaviour are considered a breach of the code and are therefore unacceptable:

- Cigarettes, alcohol, non-prescribed drugs, offensive weapons, and pornographic material must not be brought to the Camp;
- Using language which is offensive, sexist or racist;
- Fighting, bullying or any other forms of aggressive behaviour;
- Being in the dormitories of the opposite sex;
- Being in another student's room/cabin without permission;
- Leaving the Camp's boundaries without permission;
- Behaving in a manner which is potentially dangerous to self and others;
- Behaving in a manner which damage's or vandalises the property of others or the environment;
- Climbing of trees, buildings or other structures without teacher supervision;
- Mobile phones: Students are not permitted to bring mobile phones to camp. If mobile phones are brought they will be confiscated and handed to their supervising teacher at the start of the camp and returned on departure.
- As a health precaution students are advised not to bring Aerosol Propellant Cans e.g. deodorant sprays.

Implementation Process

The College has developed levels of appropriate responses and sanctions. Any breach of the Code of Conduct will initiate a disciplinary action. The staff will decide the appropriate level of action.

School Council Approval for all Camps

*This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

1. Camp Location / Phone

Name of Camp: _____

Name of nearest town: _____

Address of Camp: _____

Postcode: _____

Telephone of Camp: () _____

Emergency Services Phone Number and Locations:

Police - Phone: () _____ at _____

Fire - Phone: () _____ at _____

Doctor - Phone: () _____ at _____

Hospital - Phone: () _____ at _____

Ambulance - Phone: () _____ at _____

Other - Phone: () _____ at _____

Type of Camp Accommodation:

Canvas Bunkhouse Chalet

Motel Hotel Other

If other, please give details:

2. Dates / Times

Leave School at _____ am/pm on _____ (day/month/year)

Arrive back at School _____ am/pm on _____ (day/month/year)

No. of days of Camp: _____

Is this Camp in: School time only? YES NO

Holidays time only? YES NO

School time and holidays/weekends time? YES NO

Does this camp clash with any major school activities on the School calendar? YES NO

If YES, list these activities: _____

3. Staff included

Teacher(s)-in-charge: _____

No. of extra staff required to meet safety ratios:

Male: _____ Female: _____ Totals: _____

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

Mr / Mrs / Ms: _____ Position: _____

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES NO

Can these ratios be met with the above staff requested? YES NO

4. Student Numbers / Age

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _____ Girls: _____ Totals: _____

Age range of most students: _____ to _____

Cost of camp (per student): \$ _____

5. Educational aims of Camp (state briefly)

6. Method of Travel / Route

Travel to the Camp: _____

Travel back to School: _____

Travel while at Camp: _____

Are staff member's cars involved? YES No

If YES, complete the details below:

CAR OWNER	TYPE	REG. NO #	INSURANCE	COMPANY	SIGNATURE
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		
			YES <input type="checkbox"/> NO <input type="checkbox"/>		

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses? YES

NO

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE

NOTE: If a BUS is hired (self drive or with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

Route

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

7. Activities on this Camp

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios - (see Appendix A). You may use on-site camp staff in these activities.
- (ii) Special Qualifications - list staff with the required qualifications where appropriate.
- (iii) Student Equipment - students/parents must receive a list of equipment/dress required well before the camp.

ACTIVITY	STAFF RATIO	SPECIAL STAFF ON SITE QUALIFICATIONS	STUDENT EQUIPMENT

8. Camp Insurance

A member of staff need to SIGHT a copy of the Camp's Insurance Policy and note details below for School Council.

INSURANCE COMPANY	POLICY NO.	TYPE OF INSURANCE	LIMIT OF COVER

9. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.

Signed: _____

Date: _____

10. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal.
- (ii) Ensure students/parents receive 4 sheets:
 - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - (b) Permission form and a code of conduct sheet - this form must be signed by both the student and parent.
 - (c) Confidential medical report for School camps.
 - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

Appendix A

OUTDOOR ACTIVITY RATIOS

Abseiling

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for abseiling. (Students not directly involved in abseiling, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Activity	Staff Required	Student Numbers
Single-pitch Abseil (novices)	2	1
	2	2
	3	3
Single-pitch Abseil (advanced)	2	up to 4
	3	5 to 8
	4	9 to 12
Multi-pitch Abseil (experienced)	2	Up to 4
	3	5 to 8
	4	9 to 12

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy that must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Climbing and Abseiling on Walls

Effective supervision is a critical factor in managing risk in adventure activities.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for climbing or abseiling on artificial climbing structures. These must be applied when establishing the instructional and supervision strategy for the activity. (Note: Students not directly involved in climbing/abseiling must be supervised separately, with a minimum staff-student ratio of 1 to 10.)

Activity	Staff required	Student numbers
Climbing	2	12
	3	18
Abseiling	2	1-2
	3	3

Staff must determine if students are capable of belaying. The minimum age for belaying is 11 years of age.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity and gender of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Bushwalking

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for bushwalking. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Staff required	Student numbers
Bushwalking (day walks)	2	1-20
	3	21-30
Bushwalking (overnight walks)	2	1-12
	3	13-18

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity and gender of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Canoeing

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the student to staff ratio for canoeing. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in canoeing, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Canoeing activity	Staff numbers	Student numbers
<u>Inland waters</u> : flatwater	2	Up to 12
	3	13 - 18
	4	19 - 24
<u>Inland waters</u> : whitewater (Grade 1 - 2)	2	Up to 12
	3	13 - 18
	4	19 - 24
<u>Inland waters</u> : whitewater (Grade 3)	2*	Up to 8
	3	9 - 12
	4	13 - 16
<u>Open waters</u>	2*	Up to 8
	3	9 - 12
	4	13 - 16

* Minimum two designated instructors that meet the experience/qualifications criteria. Additional staff must have experience in the activity at this level.

Students should not be taken on moving water known to be at or above Grade 4.

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented and highlighted when seeking approval prior to the program.

Canoe or kayak activities conducted on open waters pose a significantly increased risk to students due to the potential difficulty in reaching the safety of the shoreline. Canoe and kayak activities of this nature merit an emergency response plan which gives consideration to the:

- educational merits of the activity
- size, age and previous activity experience of the group
- skills and experience of the supervising staff
- prevailing and forecast weather conditions
- availability of rescue vessels
- characteristics of the location.

High Ropes and Low Ropes

Effective supervision is a critical factor in managing risk in adventure activities.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for challenge ropes courses. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Staff required	Student numbers
Low elements	2	1-24
	3	25-36
High elements	2*	1-12
	3*	13-18

*On High Elements, staff must directly supervise each belay transfer.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity and gender of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Cross Country Skiing

Supervision is the critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for cross country skiing. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in cross country skiing, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Activity	Staff numbers	Student numbers
Cross-country skiing (day)	2	Up to 16
	3	17 - 24
	4	25 - 32
Cross-country skiing (overnight)	2	Up to 12
	3	13-18
	4	19-24

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Cycling

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for cycling. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Staff required	Student numbers
Cycling	2	1-20
	3	21-30

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity and gender of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Downhill Skiing and Snowboarding

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for downhill skiing and snowboarding. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in downhill skiing or snowboarding, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Activity	Staff numbers	Student numbers
Downhill skiing (day activities only)	2	Up to 16
	3	17 - 24
	4	25 - 32
Snowboarding (day activities only)	2	Up to 16
	3	17 - 24
	4	25 - 32

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Horseriding

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two instructors must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for horse riding. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in horse riding, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Activity	Staff numbers	Student numbers
Riding in an enclosed area	2	1 - 16
	3	17 - 24
Trail Rides*	2	1 - 12
	3	13 - 18

*For trail rides there must be a minimum of two instructors.

The allocation of staff should be based on:

- age, maturity and gender of students
- predictability of the horses
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Orienteering

Supervision is the critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for orienteering. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in orienteering, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Activity	Staff numbers	Student numbers
School grounds	1	1 - 30*
	2	31 - 60
Outdoor environments with well-defined boundaries	2	1 - 40
	3	41 - 60
Outdoor environments with less defined boundaries	2	1 - 20
	3	21 - 30

*This is the only activity that allows one teacher to supervise students as it is being offered in the school grounds.

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Overnight Camping

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for overnight camping. These must be applied when establishing the instructional and supervision strategy for the camp.

Activity	Staff required	Student numbers
Overnight Camping	2	1-20
	3	21-30

Different ratios may be required if the excursion includes other outdoor adventure activities. Please refer to the relevant ratios for each activity published in other sections on this site. When camps are conducted in more remote areas or with groups with special needs, consideration must be given to more intensive staffing ratios. If overnight camping takes place as part of a bushwalk, please refer to ratios provided in the [Bushwalking](#) guidelines.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity and gender of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Rafting

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two guides must be present for each activity, one with responsibility for leading the activity, and the other to assist the trip leader.

The following table shows the minimum staff-to-student ratios for rafting. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Guides required	Participant numbers**
Rafting: (Grade 1-3)	2	Up to 12
	3	13-18
	4	19-24*

* There should be a maximum of 30 participants in one group for rafting activities. On overnight excursions, this number may need to be lowered to comply with maximum numbers allowed by land managers at campsites. There should be a minimum of two craft for any rafting activity.

** A participant is any person not qualified as a rafting guide.

The table above provides minimum guide allocations. Different rivers and river levels may require smaller groups or additional guiding staff.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity, gender and physical characteristics* of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

*For example, if a group includes any physically large students, supervising staff must have the required training and qualifications to undertake any necessary rescue and the required physical attributes.

Where students are in rafts without guides, the trip leader and guides must consider how this will affect the management of the group. Guides must maintain at least the same guide to student ratio as for guided rafts and may require a greater number of staff.

Students must not be taken through rapids known or, in the circumstances, likely to be at or above grade 4 (please see the explanation of the International River Classification System in these guidelines).

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Recreational Swimming

Effective supervision is a critical factor in managing risk in adventure activities.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for recreational swimming. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Staff required	Student numbers
Type 1 and Type 2 Venues	2	1-20
	3	21-30
Type 3 Venues	2	1-10
	3	11-15

If the group is larger than 20 students, the teacher in charge must consult other participating staff members about their ability to supervise and respond to an emergency with the larger group of students, and adjust staffing accordingly.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity, gender and physical characteristics* of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

*For example, if a group includes any physically large students, supervising staff must have the required training and qualifications to undertake any necessary rescue and the required physical attributes.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to this strategy.

Lifeguards at pools and beaches can only be used for supervision and included in staff-student ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility during the activity is for the students undertaking the activity.

If a student needs to be rescued, the duty lifeguard will usually take responsibility for the rescue. If the duty lifeguard is not able to assist, a staff member must undertake the rescue.

To ensure that there is no confusion between the roles of duty lifeguards and excursion staff members, staff must consult the relevant lifeguard on arrival at the venue.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Rock Climbing

Supervision is the critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table provides the recommended allocation of staff for rock climbing. It can be used as a starting point for establishing the supervision strategy. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in rock climbing, must be supervised separately with a minimum staff student ratio of 1 to 20.)

Activity	Staff numbers	Student numbers
Single-pitch top belay	2	Up to 12
	3	13 - 18
	4	19 - 24
Single-pitch ground belay	2	Up to 12
	3	13 - 18
	4	19 - 24
Tramline multi-pitch	2	Up to 4
	3	5 - 6
	4	7 - 8
Independent multi-pitch	2	Up to 4
	3	5 - 6
	4	7 - 8

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Sailing

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for sailing.

Activity	Staff numbers	Student numbers
Enclosed waters	2	Up to 17
	3	17 - 24
Open waters	2	Up to 12
	3	13 - 18
	4	19 - 24

Note: Each staff member should not be responsible for supervising more than three craft.

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Scuba Diving

Effective supervision is the critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for scuba diving. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Instructors required	Student numbers
Type 1 venue	2	1-12
Open water (type 2 or 3 venues) - introductory dive	2	1- 4

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity, gender and physical characteristics* of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

*For example, if a group includes any physically large students, supervising staff must have the required training and qualifications to undertake any necessary rescue and the required physical attributes.

Any staff in excess of the minimum ratio who are out of the water (supervisory staff in the boat) need not have scuba diving qualifications, but must have the swimming, lifesaving and CPR ability to assist in an emergency.

Any adults learning to scuba dive must be included with the students for the purpose of staff-student ratios.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to that strategy.

Staff members must:

- know the group of students
- be aware of their supervision responsibilities at all times
- identify boundaries and communicate them clearly
- make decisions consciously, actively and based on sound information
- consider the size of the group
- consult with other supervising staff about the supervision strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Sea Kayaking

Supervision is the critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for sea kayaking. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in sea kayaking, must be supervised separately with a minimum staff student ratio of 1 to 10.)

	Staff numbers	Student numbers
Inland waters	2	Up to 12
	3	13-18
	4	19-24
Open waters	2*	Up to 8
	3	9-12
	4	13-16

* Minimum two qualified instructors. Additional staff must have experience in the activity.

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Sea kayak activities conducted on open waters pose a significantly increased risk to students due to the potential difficulty in reaching the safety of the shoreline.

Sea and surf kayak activities of this nature merit a thorough emergency response plan, which gives consideration to:

- educational merits of the activity
- size, age and previous activity experience of the group
- skills and experience of the supervising staff
- prevailing and forecast weather conditions
- availability of rescue vessels
- nature of the location.

Snorkeling

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for snorkelling. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Staff required	Student numbers
Type 1 venue	2	1-20
	3	21-30
Type 2 venue		
Snorkel swimming	2	1-20
	3	21-30
Snorkel diving	2	1-16
	3	17-24

In general, it would be expected that staff members included in the ratios above would be supervising from in the water, unless prevailing conditions meant that supervision would be more effective from a boat or the shore.

The maximum number of students in the water at one time should be based on an assessment of the water and weather conditions and the impact of these conditions on effective supervision. If there are not enough qualified staff to supervise the number of students who are to be involved in snorkelling, a plan to rotate students in and out of the water may be implemented in order to maintain safe supervisory ratios.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity, gender and physical characteristics* of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

*For example, if a group includes any physically large students, supervising staff must have the required training and qualifications to undertake any necessary rescue and the required physical attributes.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Surfing

Effective supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity. One staff member is to have responsibility for instruction in the activity and the other is to assist the instructor.

The following table shows the minimum staff-to-student ratios for surfing. These must be applied when establishing the instructional and supervision strategy for the activity.

Activity	Staff required	Student numbers
Type 1 and 2 venues	2	1-20
	3	21-30
Type 3 venues	2	1-16
	3	17-24

Note: Type 1 and 2 venues are included as they may be used for practice and training, before entering the surf environment.

Decisions about staff numbers and suitability for the activity should be based on the:

- age, maturity, gender and physical characteristics* of students
- ability and experience of students
- needs of individuals
- dynamics of the student group
- experience, qualifications and skills of staff
- location of the activity
- anticipated conditions at the location.

*For example, if a group includes any physically large students, supervising staff must have the required training and qualifications to undertake any necessary rescue and the required physical attributes.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members should supervise students according to this strategy.

Lifeguards at beaches can only be used for supervision and included in staff-student ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility during the activity is for the students undertaking the activity.

However, in situations where a rescue is necessary, it would normally be expected that the duty lifeguards would take charge of the rescue. In situations where the duty lifeguards are otherwise occupied, the staff member(s) must undertake the rescue.

To ensure that there is no confusion between the roles of duty lifeguards and excursion staff members, staff must consult with the relevant lifeguard on arrival at the venue.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented. The minimum requirements for this activity are provided above.

Water Skiing

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for water skiing. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in water skiing, must be supervised separately with a minimum staff student ratio of 1 to 10.)

Activity	**Staff numbers	Student numbers
Waterskiing (beginner)	2	1
Waterskiing (experienced)	2	*Up to 2

* Only one student is to be in tow at a time unless students are highly experienced skiers, in which case a maximum of two may be towed at the same time.

** Staff required must include an observer and driver. The boat driver and observer cannot be the same person.

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Wind surfing

Supervision is a critical factor in managing risk in the outdoors.

A minimum of two staff members must be present for each activity, one with responsibility for activity instruction and the other able to assist the instructor.

The following table shows the staff to student ratio for windsurfing. It should be applied when establishing the instructional and supervision strategy for the activity. (Students not directly involved in windsurfing, must be supervised separately with a minimum staff student ratio of 1 to 10.)

	Staff numbers	Student numbers
Novice	2	1 - 6
	3	7 - 9
	4	10 - 12
Experienced	2	1 - 10
	3	11 - 15
	4	16 - 20

Determining the allocation of staff is based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The teacher in charge is responsible for the supervision strategy, which must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

If a decision is made to vary the recommended allocation of supervising staff, reasons for the variation must be documented.

Appendix B

Guidelines for teachers planning a camp

1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms must be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. Students can be sent home if their behaviour warrants a severe consequence.

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing - transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

Appendix C

Notification of School Activity (Camps & Excursions)

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

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

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

<https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>

This notification is to be completed 3 weeks prior to the commencement of all camps and school excursions which also includes:

- Overnight, weekend, interstate, overseas activities
- Non-Adventure activities which, by their nature, locations or timing, may be hazardous
- School closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. The form must be submitted three weeks prior to the commencement of any activity.
2. A new submission is required each time an activity is repeated on a different date.