

Camps POLICY

Mount Pleasant Road Primary School

A. **Rationale:**

A.1. 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 our school. A camp is defined as any activity that involves at least one night's accommodation.

B. **Aims:**

- B.1. To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- B.2. To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- B.3. To reinforce and extend classroom learning.
- B.4. To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- B.5. To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- B.6. To further develop problem solving and life skills.
- B.7. To extend understanding of the student's physical and cultural environment.
- B.8. To ensure staff acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students.

C. **Implementation:**

- C.1. Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal. The Principal, in consultation with appropriate staff, will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- C.2. All camps must be approved by the School Council. The Principal or their nominee will ensure that full records are submitted to School 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 School Council for in principle approval in the November Council meeting in the preceding year.
- C.3. The Principal, in consultation with organising teachers, will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- C.4. The "Notification of School Activity" form will be completed online at <https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx> four weeks prior to the camp departure date and entered in the school calendar. All approved camps will be presented to School Council for their approval.

D. **Access to Camp:**

- D.1. All reasonable efforts will be made to facilitate the participation of students who will have difficulty attending camp solely 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 Principal, on an individual basis.
- D.2. All key 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.

- D.3.** 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 prior to the student leaving for camp. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- D.4.** Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. 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, in consultation with the organising teacher. 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 asked to sign a contract agreeing to abide by all camp rules.
- D.5.** Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to themselves or others. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

E. Organisation

- E.1.** All food, equipment, staffing, organisation 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 must notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- E.2.** A Risk Assessment will be completed by the teacher in charge to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp
- E.3.** Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- E.4.** The Teacher in Charge must provide the office with a final student list as well as a list of those not attending, and the arrangements made for these students.
- E.5.** The class teacher will ensure that there is an alternative program available for those students not attending the camp.
- E.6.** The school will provide a first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- E.7.** If the school cannot staff the camp, parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students. All parents required to have current WWCC unless their occupation exempts them.
- E.8.** For higher risk Outdoor Education activities a qualified staff member from the school or camp must have suitable training and current qualifications to supervise the activity. All staff members must be aware of the increased duty of care.
- E.9.** The teacher in charge will ensure that student medical forms are available at the site and all camp staff members are aware of special medical issues or medication requirements of any student as noted in medical forms.
- E.10.** One staff member will be designated to take responsibility for administering student medication, if required. (following consultation with parents and/or appropriate medical practitioners.)

F. Site Safety

- F.1.** All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the school, 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: [Safety Guidelines for Education Outdoors](#)**
- F.2.** **Code Red** – Principals may need to cancel activities at camps at short notice on days of extreme weather and/or extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up-to-date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an activity is not cancelled, special fire safety precautions will be required.
- F.3.** A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher

in attendance where possible.

F.4. When required, schools must follow the Department's emergency management (bushfire) procedures for off-site activities for all camps.

F.5. The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

F.6. Parents will be informed prior to students leaving for the camp of the anticipated arrival time back to school. The Teacher in Charge will communicate the anticipated return time to the school office in the case where the return time significantly differs from that anticipated. The school office will attempt to notify parents of the changed time by an appropriate communication method.

F.7. Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

F.8. Student safety and wellbeing is our priority. Students will be supervised by a teacher at all times including sessions with an external provider. The *Duty of Care Policy* outlines the expectations of all staff and is adhered to during camps.

F.9. For supervision ratios refer to the document below and Victorian Government Schools Policy Advisory Guide

F.10. For further information regarding safety please check the policy documents below.

G. References:

G.1. Advisory Guide website:

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

G.2. Code Red Days <https://www.education.vic.gov.au/about/programs/health/Pages/coderedabout.aspx>

H. Appendices:

H.1. Appendix A: Pupil/Teacher Ratios

H.2. Appendix B: Excursions Approval Pro-forma

H.3. Appendix C: Approval Proforma for all Excursions and Activities Requiring School

Council Approval

H.4. Appendix D: Risk Register Assessment

Sample-excursion-o
r-camp-risk-register

H.5. Appendix E: MPRPS Camps Checklist for all Staff

I. Evaluation:

I.1. This policy will be reviewed as part of the school's regular three year review cycle or as required by changes in regulation or circumstance.

Appendix A: Pupil / Teacher Ratios

This policy was last ratified by School Council in.....		October 2017
<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>	
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>	
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>	
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkeling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>	
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>	
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>	
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>	
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>	

Orienteering

1:10 Bush

Appendix B: CAMP APPROVAL APPLICATION

To be submitted to Principal for approval as required by DET.

CAMP:

DATE/S:

School Calendar checked?

DESTINATION / DETAILS:

.....

.....

NUMBER OF STUDENTS:

PURPOSE OF CAMP:

.....

.....

ORGANISING STAFF MEMBER:

STAFF PROPOSED:

ARE THERE ANY CAMP SUPERVISORS OTHER THAN TEACHING STAFF: YES / NO

IF YES PLEASE LIST:

IF NOT MPRPS STAFF, ARE THEY TO BE PAID? YES / NO

WORKING WITH CHILDREN CHECK HELD BY VOLUNTEERS? YES / NO

ADVENTURE ACTIVITIES INCLUDED IN CAMP:

If **Yes**, then School Council approval is required and the Camps Policy must be followed.

.....

ESTIMATE OF COSTS	A: TOTAL COST (including GST)	B: GST (A 11)	C: COST (excluding GST) (A – B)
ITEMS			
Transport / Bus			
Food			
Admissions			
Equipment Hire			
Other (detail)			
TOTAL			

From the above table:

Total cost of all items excluding GST:- (C) \$ _____

GST (food only): (B) \$ _____

Subtotal: \$ _____

Number of Students attending: _____ \$ _____

FINAL COST PER STUDENT: \$ _____

Payment to be determined in conjunction with Business Manager YES / NO

Method of payment _____

If YES Order form must be completed for costs related to camp.

Bus Company to be used _____

Signed:

Date:



Appendix C

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

*** EDUCATIONAL PURPOSE**

PROGRAM DETAILS

* Program outline, including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

* Overnight accommodation

Type of accommodation

- Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--|--|---|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES

A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

* Transport arrangements

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

Budget	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i>
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

* Supervising staff

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

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

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

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

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

Teacher-in-charge:

Name	Signed	Date

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

Principal:

Name	Signed	Date

Approved and minuted at a school council meeting on _____

School Council President:

Name	Signed	Date

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

Appendix D: Risk Register riskregister template 2017.doc

Risk Register

School: _____

Supervising teachers/staff: _____

Program/Excursion: _____

Year Level: _____

Dates: _____

Location(s): _____

Risk Description	Existing Controls	Risk Assessment – with existing controls					Treatment <small>For those risks requiring treatment in addition to the existing controls. List what will be done? Who is accountable? When will it happen?</small>	Residual Risk Assessment – after treatments			Actions <small>Options are: Extreme-High - Do not proceed Medium - Ongoing review required Low - Only periodic review required</small>
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating			Risk Consequences	Risk Likelihood	Risk Rating	
		Satisfactory	Severe	Almost certain	Extreme						
		Poor	Major	Likely	High						
		Unknown	Moderate	Possible	Medium						
			Minor	Unlikely	Low						
			Insignificant	Rare							
		Satisfactory	Minor	Almost certain	Extreme						
		Poor	Moderate	Likely	High						
		Unknown	Minor	Unlikely	Medium						
			Insignificant	Rare	Low						
		Satisfactory	Minor	Almost certain	Extreme						
		Poor	Moderate	Likely	High						
		Unknown	Minor	Unlikely	Medium						
			Insignificant	Rare	Low						
		Satisfactory	Minor	Almost certain	Extreme						
		Poor	Moderate	Likely	High						
		Unknown	Minor	Unlikely	Medium						
			Insignificant	Rare	Low						
		Satisfactory	Minor	Almost certain	Extreme						
		Poor	Moderate	Likely	High						
		Unknown	Minor	Unlikely	Medium						
			Insignificant	Rare	Low						



APPENDIX E: MPRPS SCHOOL CAMPS CHECKLIST FOR ALL STAFF


This checklist is in addition to the DET checklist for Teachers for activities requiring School Council approval. Co-ordinators are to complete the required actions after approval by the Principal for the activity. This form is to be handed into the office at the conclusion of the camp.

Two years before the camp	<ul style="list-style-type: none"> ● Book Camp Venue <input type="checkbox"/> 	<p>Currently the following program is in place</p> <p>Odd Year- Year 3/4 Portsea Year 5/6 Camp Coolamatong</p> <p>Even Year - Year 3/4 Camp Adenac Year 5/6 Old Priory Beechworth</p>
One year before the camp	<ul style="list-style-type: none"> ● Book Coaches <input type="checkbox"/> 	<p>If the camp does not include transport in the price ask the camp if they have a preferred provider who will often give a discount. Get two quotes for coaches with seatbelts in a variety of configurations according to the number of students, capacity of the camp and expected response.</p>
Six Months prior to camp	<ul style="list-style-type: none"> ● Initial Information to parents <input type="checkbox"/> ● Determine an approximate price <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Send a letter to parents to inform them of the camp dates, location, accommodation, type of activities, transport, meals, any special excursions or activities, expected cost and arrangements for deposit and instalment payments. Include a parent permission and deposit return slip. ● To work out the cost per child include meals and accommodation, transport, extra activities and subsidy for extra staff to attend.
Three months prior to camp	<ul style="list-style-type: none"> ● Approval of school camp by School Council <input type="checkbox"/> ● Approval of personnel attending camp by School Council <input type="checkbox"/> ● Notification on Student Activity Locator <input type="checkbox"/> ● Parent Information Night if information was not provided at Information Night at start of year. <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Prepare information for School Council. See Camps policy for details <ol style="list-style-type: none"> 1. Appendix A: Pupil/Teacher Ratios 2. Appendix B: Excursions Approval Pro-forma 3. Appendix C: Approval Proforma for all Excursions and Activities Requiring School Council Approval 4. Appendix D: Risk Register Assessment 5. Appendix E: MPRPS Camps Checklist for all Staff ● You need a ratio of one staff member for every ten students and extra for PSD students if applicable. If you need to take parents they will have to have a current WCC. ● Hopefully there are no non-campers but if there are you need to determine how they will be supervised.

		<ul style="list-style-type: none"> ● Prepare for Parent Information Night. Use camp website for photos maps etc. Obtain a layout of camp, confirm itinerary, list the benefits of the camping program.
Five WEEKS prior to camp:	<ul style="list-style-type: none"> ● Prepare medical forms <input type="checkbox"/> ● Prepare clothing list <input type="checkbox"/> ● DVD Permission <input type="checkbox"/> ● (If you intend showing films other than 'G' rated. ● Allocate roles to staff <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Use the standard camp medical form and asthma action plans ● Prepare a clothing list according to the number of nights you are staying, the type of activities and expected weather conditions. Check with the camp what bedding is required for students and staff. Don't forget to include items like torches, 30+ and toiletries. Include if there is to be spending money (with limit) and which items are not permitted such as aerosols and digital technology. ● Organise staff for the following roles <ol style="list-style-type: none"> 1. Camp Booklet 2. First Aid – prepare first aid kits, collect medication and administer, record 3. Sport's equipment 4. Night activities 5. Non camper's work 6. Any other role required
Four Weeks before camp	<ul style="list-style-type: none"> ● Parents receive <input type="checkbox"/> <ol style="list-style-type: none"> 1. Confidential medical forms 2. Clothing list 3. DVD permission ● Ask students to indicate room buddy preference list in writing <input type="checkbox"/> ● Give staff a medical form to complete. <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Staff complete contact and medical details and place in sealed envelope with name on front. This needs to be given to Co-ordinator and First Aid person needs to also know location. These will only be opened in an emergency and will be returned to staff member on arrival back at school at the end of the camp.
Three weeks before camp	<ul style="list-style-type: none"> ● Medical forms checked <input type="checkbox"/> ● Inform camp of dietary requirements and birthdays <input type="checkbox"/> ● Camp booklet prepared <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Identify all students with allergies, dietary requirements, bedwetting, medical conditions, asthma plans, sufferers of travel sickness. Record on class lists. ● Room allocation: Consider behaviour groups and make sure staff are allocated rooms as close to students as possible.

		<ul style="list-style-type: none"> ● Camp booklet: <ol style="list-style-type: none"> 1. Include room allocation 2. Activity group allocation 3. Duty group if different to above 4. Layout of camp and evacuation point 5. Camp rules 6. Diary 7. Daily program
Two weeks before camp	<ul style="list-style-type: none"> ● Check that all payments have been made in full <input type="checkbox"/> ● Check First Aid Kits <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Follow up with Business Manager any student who has not completed payments ● First Aid <ol style="list-style-type: none"> 1. Replenish First Aid Kit 2. Print out medication administration form 3. Get exercise book to record any First Aid
WEEK BEFORE	<ul style="list-style-type: none"> ● Where necessary, notify Specialists, CRE, Online Music, Reading Recovery, Wise Ones, and Volunteers <input type="checkbox"/> ● Make sure all notices and payments have been returned. <u>Check that parents have entered a contact number.</u> Follow up any who haven't. <input type="checkbox"/> ● Co-ordinator to notify the Business Manager if a cheque will be required. <input type="checkbox"/> ● Find replacements for Yard Duty Roster. Should be volunteers, not swaps. <input type="checkbox"/> ● Confirm all bookings and times with coach company (including school address – not Ballarat!) <input type="checkbox"/> ● Confirm all bookings and times with camp <input type="checkbox"/> ● Send last minute reminder note home to parents including permission to administer medication <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Write Yard Duty volunteers on whiteboard in Staff room and add to bottom of this form. ● Administer Medication Form and the medication in its original container is to be handed to the person responsible for First Aid on the morning of departure.

<p>DAY BEFORE</p>	<ul style="list-style-type: none"> ● Photocopy all permission slips. <input type="checkbox"/> ● Meet with students <input type="checkbox"/> ● Co-ordinator to organise First Aid Kit/s and check that it is complete. Collect tissues. Check that Ventolin is included. First Aid Kit needed for each bus or group if to be separated. <input type="checkbox"/> ● <i>If you have a student with Anaphylaxis or Diabetes, make sure that you have a copy of the action plan and <u>ALL NECESSARY EQUIPMENT TO DEAL WITH AN EMERGENCY.</u> Do <u>not</u> rely on the student having supplies.</i> <input type="checkbox"/> ● Co-ordinator to collect cheque from Business Manager if required. <input type="checkbox"/> 	<ul style="list-style-type: none"> ● Photocopies of permission and medical forms to office with class lists. Staple the class list on the front with names ticked if permission received. Highlight any students who have not brought back the form and indicate arrangements for that student. ● At student meeting discuss all requirements including: <ol style="list-style-type: none"> 1. Bedding 2. Clothing 3. Food for first day 4. Expected behaviour 5. Coach groups 6. Table manners 7. Medication 8. Spending money 9. Banned items ● Arrangements for those not going on camp sent to office with work provided. Send student tote to supervising classroom. ● All checklists from DET and required documentation to Principal.
<p>DAY of departure</p>	<ul style="list-style-type: none"> ● Co-ordinator to inform office if there are any changes at all. <input type="checkbox"/> ● Mark the roll (if any students absent, let office know and alter class list. <input type="checkbox"/> ● Code Red – Principals may need to cancel camps at short notice on days of extreme weather and/or extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up-to-date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required. When required, schools must follow the Department’s emergency management (bushfire) procedures for off-site activities for all excursions. <input type="checkbox"/> ● <u>Take all permission forms with you.</u> <input type="checkbox"/> <p>Take a copy of the class list with you. Collect lunches or make sure individuals have bags, hats etc. Count students on and off the coach at all stops or before walking. Sit students prone to travel sickness at the front. During the day, keep a regular check of the total number of students.</p>	
<p>WALKING PROCEDURE</p>	<p>Students to walk on the path in pairs.</p> <p>One adult at the front of the class and another adult at the back. Both adults should walk on the road side of the path and be constantly monitoring that students keep to the path. Leading adult should also watch out for drivers backing out of or turning into driveways.</p>	

	<p>No student is to walk in front of the leading adult or behind the adult at the back.</p> <p>Cross all roads at a pedestrian or school crossing where possible. When crossing busy roads you will need to divide the class in smaller groups and have one adult supervise each group.</p> <p>When crossing side roads, the class waits while the trailing adult moves up to stand in the middle of the road and the leading adult takes the class across.</p> <p>Make sure that any parent helpers are clear about the procedure before you head off.</p> 
Staff attending and contact numbers	
Arrangements for students not attending	
Changes for Yard Duty	
Debrief and recommendations for next camp at this venue. Booking date	
Hand to Principal	<ul style="list-style-type: none"> ● This completed form ● All original student permission and medical forms ● Medication administration record ● First Aid record