



Camps, Excursions, Swimming and Water Based Activities

Rationale

Lyndale Secondary College provides a comprehensive and stimulating range of camps, excursions swimming and water based activities as a means of complementing and enriching the learning that takes place in the classroom. These experiences stimulate student engagement and provide access to resources and opportunities otherwise not available. In addition, they foster specific development associated with outdoor living and recreation, social skills, self-esteem, group cohesion and leadership skills.

The opportunity to attend a year level camp, or excursion involving an overnight stay is offered to students at each year level depending upon staff availability, staff expertise and relevance to the curriculum.

Note

Lyndale Secondary College has **zero tolerance for child abuse**. Everyone working at Lyndale Secondary College is responsible for the care and protection of the children within our care and reporting information about suspected child abuse. As such, this policy is to be read in conjunction with the **Lyndale Secondary College Child Protection Policy** and **Child Safety Code of Conduct** which applies to DE employees, volunteers and contractors working at Lyndale Secondary College including any physical or virtual place made available or authorised by the School Council for use by a child during or outside school hours including on camps, excursions, swimming and water based activities.

The **Student Code of Conduct** and the **Staff Code of Conduct** also apply on all camps, excursions, swimming and water based activities as do the range of policies listed at the end of this document.

Definition

An excursion is an activity organised by a school (not including work experience) during which a student or students leave the school grounds to engage in educational activities. This includes camps and sport. Swimming and water-based activities are included in this definition regardless of whether they occur outside the school grounds or not.

Guidelines

- DE procedures and requirements relating to the preparation, organisation, supervision, and safety in the conduct of all camps, excursions, swimming and water based activities as outlined in the School Policy and Advisory Guide must be observed.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- All camps, excursions, swimming and water based activities will adhere to DE staff/student ratios. An Assistant Principal will ensure this occurs.
 - Day excursions not involving adventure activities 1:20 with a minimum of 2 staff
 - Overnight excursions not involving adventure activities - base camps in residential premises or under canvas 1:10 with a minimum of 2 staff
 - Study camps in residential premises, including interstate tours 1:15 with a minimum of 2 staff
 - Overseas tours 1:10 with a minimum of 2 staff
 - Adventure activities - see DET *Safety in Outdoor Adventure Activities* for ratios applying to specific activities. For example, orienteering requires a ratio of 1:10 whereas rock climbing and abseiling - on the rock face - must be 1:1. With a minimum of 2 staff.
- All external providers, volunteers and staff working on camps, excursions, incursions and adventure activities will have a Police Check and/or Working With Children Check (WWCC) as required.

- Events will only run if:
 - associated with a clearly stated educational purpose or set of objectives, curriculum and student wellbeing linkages, and planned, structured experiences
 - timed to avoid exams, assessments, reporting obligations and/or clashes with other college priorities. The year's camps will, as far as practicable be scheduled and approved by school council in the final meeting of the preceding year
 - approval has been gained by the Assistant Principal and parents
 - the correct procedures and timelines have been followed
 - approved by the school council in the event of day swimming or water-based activities, overnight excursions and camps. The council will consider:
 - the contribution and appropriateness of the activity to the college program
 - the cost of the activity (budget)
 - the adequacy of planning and preparation
 - the welfare and safety of students and staff
 - the application of staff/student ratios.

Application for excursions and incursions must be submitted on compass at least **three weeks before** the date of the activity on compass or using the ***Camps, Excursions, Swimming and/or water-based activity approval form (appendix 1)***

- An Assistant Principal will ensure that the relevant details about School Council approved camps, excursions, swimming and water based activities are entered on SAL.
<https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx>
- The college will communicate with the school community via the college newsletter and website about the DE Camps, Sports and Excursions Fund (CSEF), which supports families with payments for eligible students to attend camps, sports and excursions.
Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$225 per year is available for eligible secondary school students. A special consideration eligibility category also exists. Payments are made directly to the school and are tied to the student.
CSEF applications for 2023 have now closed.
CSEF applications open form term one, 2024.
[Camps, Sports and Excursions Fund \(CSEF\): Policy | education.vic.gov.au](https://www.education.vic.gov.au/camps-sports-and-excursions-fund-csef-policy)
- All families will be given sufficient time to make payments for excursions.
Payment for camps, sports and excursions will close on compass **five working days prior** to the event.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- The daily organiser and relevant level coordinator, will minimise disruptions to normal routines caused by camps, excursions, incursions or adventure activities by implementing procedures such as:
 - the amalgamation of classes
 - ensuring that any student remaining at the college as a consequence of the event is provided with teacher supervision and meaningful work.
- A designated 'Teacher in Charge' will coordinate each camp, excursion, incursion and adventure activity. That teacher will:
 - Prior to the event
 - Ensure that parents/guardians make informed consent by:
 - communicating the details, in writing, of events including the types of activities and listing any potential hazards in which students will be engaged

- convening parent/guardian information evening(s)
- providing multilingual copies to families of Non English Speaking Background
- Designate, provide in writing and explain the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc).
- Along with the assistant principal, convene a meeting(s) of staff involved to confirm all arrangements.

During the event

- Follow the procedures in the Event Request form and advise the assistant principal immediately of any variations
 - Contact the school immediately in the event of a problem
 - Monitor and manage student and staff conduct.
- Specific written consent must be obtained from a parent/guardian granting permission for a child to take part in a camp, tour, excursion, incursion or adventure activity including the authorisation of medical treatment. This can be entered on Compass.
 - A Confidential Medical form must be completed on Compass by the parent/guardian for each student attending a camp, tour or overnight excursion.
 - All Consent forms and Confidential Medical forms **must be downloaded from Compass, printed and taken on the camp, tour or excursion by the teacher in charge.**
 - Appropriate emergency and risk management planning will be undertaken for all camps, tours, excursions, incursions and adventure activities. The college Emergency Management Plan and Critical Incident Response Plan will be referenced and followed when necessary. The Risk Register will be completed for every event. **See Appendix 3, 3A, 3B, 3C.** A 24 hour emergency contact number will be provided.
 - Parents/guardians and the college must be contacted as soon as possible in the event of an illness or accident.
 - The school is guided by DE's decision making and advice where applicable, for example, in the case of bush fire warnings.

Student Conduct

- The Lyndale Secondary College Code of Conduct, Student Engagement and Inclusion and Student Behaviour Policies apply on all camps, excursions, swimming and water-based activities.
- Students are expected to give full co-operation to the teachers conducting the event. They are expected to behave at all times in a responsible manner with due consideration for the safety, comfort and rights of all participating in the activity.
- Students must at all times promptly obey all lawful instructions given by teachers.
- No student is to leave the camp premises, excursion party or camp/excursion sub-group except under the supervision of a teacher or accompanied by his/her parent/guardian. However, parents/guardians may give prior written authority to allow a relative or friend to escort a child from the group for a short time so long as the overall program is not inconvenienced.
- Smoking or vaping is not permitted.
- The consumption of alcohol or the use of drugs or other harmful substances is strictly forbidden.
- Parents will be responsible for checking their child's luggage for banned substances.
- Students are responsible for the security and care of clothing and other personal property taken on camps, tours or overnight excursions.
- The teacher in charge may arrange for a student to be sent home if a serious breach of camp discipline occurs or if a matter of safety is involved. In such cases prior contact will be made with the Principal and the parents of the student. Parents will be responsible for the costs involved for contact and transport (either by collecting the child in person or by paying the transport fare from the camp to home).

- Parents will be responsible for the cost of repair or replacement of any damage to property, equipment or fittings caused by students.

Staff Conduct and Duty of Care

- All teachers attending a camp are regarded as being *on duty at all times* **except for allocated off duty times** from the time of departure from school until the group returns to school.
- The teacher in charge of the camp may, in organising activities, allocate staff so that all are not actively involved in each activity, but in such a way that the recommended and approved staff/student ratios are observed.
- Alcohol and illicit drugs are forbidden for the duration of the camp.
- Students must remain under the supervision of teachers at all times.
- As is normal school practice, teachers must not smoke in the presence of students.

Communication

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

- Included in staff induction processes and staff training
- Available publicly on our school’s website
- Included in staff handbook
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

This Policy includes 3 appendices.

- Appendix 1 Camp, Excursions, Swimming and Water Based Activities Request Form
- Appendix 2 Risk Management
- Appendix 3A Risk Register – Camps, Excursions, Swimming and Water based activities
- Appendix 3B Risk Register – Local Excursions
- Appendix 3C Risk Register – Overseas Travel

Evaluation

This policy will be reviewed every three years or as experience dictates.

Key Reviewer	Date Ratified	Next Review
Principal	2023	2027

Signatures	
Pam Robinson Principal	Imran Maniar School Council President

CAMPS, EXCURSIONS, SWIMMING AND/OR WATER-BASED ACTIVITY

PRINCIPAL APPROVAL FORM

This document details minimum requirements for approval of excursions which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, school holidays or adventure activities.

It must be submitted to the principal for approval prior to the excursion.

- All information on this document is required. Add attachments if necessary.
- Complete the [Student Activity Locator \(SAL\)](#) at least **three weeks** prior to the excursion.
- Review and sign the *Camps, Excursions, Swimming and/or Water-based Activity Checklist* which includes the requirement that school staff with primary responsibility for organising camps and/or water-based excursion activities must complete the excursions e-learning module.
- Sections with an asterisk * have explanatory notes included at the end of this document.

SUMMARY

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 (please specify):

Medical Information Form – Camps and Overseas Excursions

The Department of Education requires the information requested in this form for all students participating in camps and overseas excursions, to plan for and support the health care needs of students.

This form is to be completed by a parent/carer prior to their child going on a camp (overnight excursion) or overseas excursion. The information provided must be current at the time of the camp or overseas excursion. Parents/carers will also receive detailed information about the excursion/program prior to participation and be provided with a parent consent form. Any questions about excursions will be answered by the school.

First Aid and Medical Assistance

If there is a situation or incident which requires first aid to be administered to a student, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for a student if it is considered reasonably necessary. In the event that a student needs medical attention during the camp or overseas excursion, school staff will contact their parent/carer as soon as practically possible.

Parents/carers are responsible for all medical costs if a student becomes ill or injured on a school approved excursion unless it is found that the illness or injury was caused by the Department of Education failing to discharge its duty of care. For camps, parents/carers can purchase student accident insurance cover from a commercial insurer if they wish to. Department policy requires schools to ensure families obtain insurance for all overseas excursions, the school will provide further information.

Privacy Statement

The personal and health information collected in this form, and attachments, will be managed securely and accessed only by staff and volunteers, on a need-to-know basis, and in accordance with the Department of Education Schools' Privacy Policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law. In the event of a medical emergency, information will be provided, as required, to emergency services and medical practitioners.

Excursion/program name: Teacher to fill this in
Date(s): Teacher to fill this in

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/carer's full name:

Emergency telephone numbers: *After hours*

Business hours

Name of person to contact in an emergency (if different from the parent/carer):

Emergency telephone numbers: *After hours*

Business hours

Please ensure the person you list here is aware you have provided their contact information for this purpose

Lyndale Secondary College ensures that appropriate emergency and risk management planning is undertaken for camps, excursions, swimming and water based activities.

The college Emergency Management Plan and Critical Incident Response Plan extends to and incorporates school camps, tours, excursions, incursions and adventure activities.

All excursions staff, and where appropriate, students, must be familiar with emergency procedures for each excursion.

Risk Management

An assessment of excursion risks must be undertaken.

For excursions requiring school council approval, an excursion risk assessment plan must be provided which includes consideration of risks across the entire excursion (including transportation, activities undertaken and excursion venues). Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk management process.

The Risk Management form Appendix 3A must be completed for camps, excursions, swimming and water based activities

The Risk Management Register, Appendix 3B must be completed for overseas travel.

- When staying at a residential campsite emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to ensure that procedures are appropriate and staff and students are familiar with them.

- **Overseas Travel Requirements**
Schools planning and conducting overseas excursions must ensure that they:
 - comply with any Department of Foreign Affairs and Trade (DFAT) travel advice current for the proposed location
 - subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas
 - review their risk assessment if there are any changes to the DFAT travel advice.

- **Medical Insurance for overseas excursions**
The cost of medical and hospital treatment is high in some countries; therefore all students and staff should take out travel and medical insurance for the entire overseas trip

- **Supervision**
Emergency procedures should include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
Students who may have difficulty communicating in an emergency because of age or disability should wear identity tags on excursions.

- **First Aid**
At least one staff member responsible for each group of students must have first aid qualifications.
Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

Appendix 3A - Risk Management Register – Camps, Excursions, Swimming and Water Based Activities

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Excursions Risk Register and Emergency Management Plan

WHEN TO USE THIS TEMPLATE STEP 2 – RISK IDENTIFICATION

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

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

Refer to the relevant [Adventure Activity Guidelines](#) for the requirements that must be met for each individual activity.

[Risk Registers](#) for specific activities must be completed and tailored to the activity.

STEP 1 – ESTABLISH THE CONTEXT

This template should be used to document:

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

From 15 December 2022, staff with primary responsibility for organising camps and/or water based excursion activities must

Ask, what can go wrong?

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

1. People
2. Equipment
3. Environment

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

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

STEP 3 – RISK ANALYSIS

Identify the control measures in place to reduce the risk of your hazard. These will include current and additional treatments.

Remember that there are already control measures required or recommended through department and school-based policies and guidelines, such as student/staff ratios etc., so take these into consideration at this stage.

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

Then use **Table 2** to determine the

Approval Form is not approved and the excursion is not undertaken.

STEP 5 – RISK TREATMENT

Risk treatments should involve steps the school will take to reduce the risk as far as is reasonably practicable.

Ask what can we do to make it safe/r?

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

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

STEP 6 – MONITOR AND REVIEW

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

STEP 7 – COMMUNICATION

Content to suit your circumstances and

Appendix 3B - Risk Assessment for local excursions - Template

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Risk assessment for local excursions – template

This form must be used to assess and document the risk assessment completed for all local excursions. Local excursions are excursions to locations within walking distance of the school and do not involve adventure activities. Note: workplace learning and intercampus travel are not considered school excursions. The school's Child Safety Code of Conduct and Risk Register must be considered in all aspects of planning.

This risk assessment must be easily accessible during the excursion, either in hard copy or electronically.

Please adapt the document below to suit the school's needs.

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge		Names of other staff in attendance (eg. Volunteers)	
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and equipment.

Note: If risks with answers of 'no', do not have reasonable controls in place to mitigate the risks, the excursion should not proceed.

Risk		Y/N	Risk management strategies (Controls) Document what is in place to reduce the risk to an acceptable level
Supervision	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?		
	Has consideration been given to risks relating to supervision more broadly such as use of public toilets and possible contact with unknown adults?		

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Appendix 3C School risk register – Overseas Travel

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Overseas travel Risk Register (with examples)

Instructions

School staff have a duty of care to their students to take reasonable steps to protect them from any injury that should have been reasonably foreseen. This duty can extend beyond school grounds, and includes school approved activities. It is important to note that this duty of care cannot be delegated to third parties.

Schools must ensure that they take reasonable steps to ensure that they meet their duty of care to their students when organising and travelling overseas including trip to their sister-school as part of their sister-school partnership.

The purpose of an overseas travel risk register is to **identify, document, and manage or control** risks relating to the visit. It is not always possible to eliminate all risks. Rather, the Department expects that schools will **manage and monitor** any risks and **regularly review** their risk assessment. Risk management is **not** intended to interfere with the school's role in providing educational benefits for children and young people. Where possible, risks should be controlled instead of a school ceasing a beneficial activity altogether.

Before completing the risk register, you should:

1. Consult with school staff, students and the school community (including families, volunteers and school council) and overseas sister school about any risks they have identified. You may be able to do this through existing channels, including school council, parent club, or Student Representative Council or any third party service providers
2. Consider risks in the physical school environment
3. Consider risks in the online school environment
4. Consider risks from, for example: excursions, camps, homestays, student workplace learning, and other activities held off the school site
5. Consider risks that might be specific to vulnerable cohorts, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, and international education students.

When completing the risk register, you should:

1. **Add** any risks - strategic, operational or project related that **are relevant** to this visit
2. **Add** existing risk management strategies (controls) that your school is already undertaking
3. **Choose** the risk assessment ratings that apply to the risk in your school (refer to [Risk Rating Matrix \(PDF 56kb\)](#))
4. Where the risk rating is **low** and the existing risk management strategies (controls) are effective, you do **not** have to undertake new risk management strategies (treatments)
5. Where the risk rating is **medium or above**, **add** new risk management strategies (treatments) that your school will undertake
6. **Add** the name and position title of the person in your school who will be responsible for the new risk management strategies (treatments) and completion due date
7. **Add** a date (and diarise) the next review of the risk register (it is recommended that Extreme and High risk are monitored, reviewed and reported on **quarterly**)
8. **The principal should sign** the risk register.

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Endorsed Date: July 2023
Date of next review: July 2026

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