



# GUNBOWER PRIMARY SCHOOL CAMPS AND EXCURSIONS POLICY



## Aims

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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, inclusion, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

## Implementation

A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school.

The program will be developed sequentially throughout the school.

- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, will be required to discuss their individual situation with the Principal/Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- The [CSEF](#) (Camps, Sports and Excursions Fund) is provided by the Victorian Government to ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. Gunbower Primary School is required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sports and/or Excursions for the benefit of the eligible student.
- All families will be given sufficient time to make payments for individual camps. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal or Business Manager will not be eligible to attend.
- Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised.
- School Council will set aside a budget each year that will cover the cost of replacing teachers who are involved in camps.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- **CODE RED** – (schools not in a designated bushfire zone) Principals may need to cancel excursions 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 that 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.

- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with the Department's [Safety Guidelines for Education Outdoors](#) website. They must meet formally with the Principal, to present the Principal with a [planning summary](#), to discuss the proposed camp, and to seek 'in principle' support for the event.
- If the Principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This may include a site visit [Venue Selection](#). A [risk assessment](#) must be completed.

- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Principal and present all documentation, including the completed School Council [approval](#) proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online [Student Activity Locator](#) form then be submitted three weeks prior to the activity.

When presenting information to School Council, the Teacher in Charge must be aware that Council will consider the following:-

- What is the purpose of the camp and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
- Is an appropriately trained member of staff able to provide [first aid](#)?
- Have staff members who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the camp including during travel known?
- Is a record of telephone contacts for supervising staff accompanying the camp available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the camp available at the school?
- Has a copy of the completed School Council [approval](#) proforma (including all attachments) been submitted and approved?
- Will the online [Student Activity Locator](#) form be submitted three weeks prior to the excursion?
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements. [Emergency management plans](#) are to be developed when adventure activities are being undertaken.
- School Council requires that students only travel on buses fitted with seatbelts.
- School Council requires that a report be tabled after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- Classroom teachers will be given the first option to attend camps.
- The teacher in charge will provide a mobile phone for the camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate via mobile phone with this person in regards the anticipated return time.
- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- Gunbower Primary School implements reasonable adjustments to enable a student to where possible attend camps.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge, the parent and the child.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.
- Ensure that the proprietor/manager of the camp is made aware of the school's – Child Safe Code of Conduct, Child Safe Policy & Statement of Commitment.

## Camp Structure

- **Years Prep, 1, 2:** Special Activity Day & Sleepover at school
- **Years 3 & 4:** Yr. 1 Murray Plains Cluster camp to Barham (outdoor camp)  
Yr. 2 Murray Plains Cluster camp to Pioneer Settlement (historical/curriculum camp)
- **Years 5 & 6:** Yr. 1 Murray Plains Cluster camp to Doxa (outdoor adventure camp) and combined camp with Cohuna Consolidated to Canberra  
Yr. 2 Murray Plains Cluster camp to Mebourne (city/cultural camp)

## Planning summary (camps/excursions)

The following planning summary provides an overview of four issues that should be considered before undertaking detailed planning of an outdoor or adventure-based program. This summary is most useful when used in the initial stages of planning for the proposed activity or program, and before bookings are made and dates are confirmed. It can also be applied as a final check before the program commences.

It is strongly recommended that you obtain the support of your principal for the proposed program before undertaking detailed planning.

### Purpose

- You will need to explain the educational benefits that your students will gain, and how they relate to your school's curriculum.

### Environment

- The environment in which an activity is conducted is one of the most dynamic elements of the excursion. You will need to assess the opportunities and challenges that are reasonably foreseeable in the environment in which you will be operating.
- You will need to consider how to manage the impact your program will have on the environment. You will need to contact land managers/owners, well in advance, to check for usage requirements or constraints.
- Transport arrangements should comply with the [School Policy and Advisory Guide - Transporting Students](#) and [VicRoads regulations](#).

### Activities

- The activities undertaken as part of your program should support the educational purpose.
- You will need to follow the specific guidelines for any activity you will be offering students, and to carefully develop detailed risk management plans.

### People

- Your students must have the capacity to manage the range of challenges that your proposed experience may present. You will need to prepare them adequately, and provide information that will allow for informed consent to be provided.
- Ultimately it is the staff responsible for the planning, instruction and supervision of students who will contribute to the learning and wellbeing of students.
- You must be able to supply a safe and effective supervision and instruction framework.
- The school council must give formal approval for your detailed plans.
- Prior to departure, prepared documentation that might assist with emergency management must be lodged with the Principal and the designated 24-hour school contact person.

## Planning questions (camps/excursions)

Having received initial support from your principal, use the following questions to begin the detailed planning of your program. (They use the same headings as each of the activity guidelines.) Once a detailed program has been developed the *Proforma for activities requiring school council approval* must be completed (see [approval process](#)).

### Purpose

- What benefits will the students derive from the experience?
- How does the excursion relate to your school curriculum?
- How will you determine what students have gained from the experience?

## **Environment**

- What opportunities and hazards does the physical environment in which the program will take place present for the group?
- How might you minimise your environmental impact on the natural environment?

## **Location**

- Do you or other members of staff have recent and thorough knowledge of the location? If not, do you or other members of staff have experience in a comparable activity environment and have you contacted a person with recent activity experience of the proposed location to inform your planning?
- Is the location remote? If so what skills and experience does this require of the staff and students?

## **Communication**

- What is the communication strategy within the group for day-to-day operations?
- What is the communication strategy in the event of an emergency?
- What limitations does the chosen communication strategy have in the location(s) you will use?

## **Weather**

- What are the common weather features of the environment in the season that you will be visiting?
- Has a weather forecast been obtained prior to the excursion? One day prior; one week prior?
- Will you be able to obtain weather forecasts during the excursion?

## **Transport**

- How will students be transported to, from and during the excursion?
- Are all drivers appropriately licensed and experienced?
- Will you be travelling in an area requiring a Hazardous Areas Authority?
- How will drivers of vehicles, with 13 seats and over, travelling beyond a 100km radius from its designated base, operate in accordance with the National Driving Hours Regulations?
- Will your program allow drivers of vehicles with fewer than 12 seats to operate consistently with the National Driving Hours regulations?

## **Activities**

- Do the activities undertaken as part of your program support the educational purpose?
- Have you read the activity guidelines for activities being undertaken during the excursion?
- Has a risk assessment of the activity been undertaken that relates to your student group and the activity location(s)?

## **Students**

- Do students require specific skills or abilities to participate safely in the proposed activity?
- Are you aware of any difficulties or impairments that may hinder a student's participation?
- Are there any students whose behaviour may present a challenge for the supervision or safety of the group?

## **Equipment – group and technical**

- Is any specialist equipment required for the program activities, or emergency management ?
- What hazards does the equipment present?
- How will you ensure that all group equipment you consider essential is present and appropriate?

## **Clothing and personal equipment**

- Do members of the group require any specific clothing or equipment for the activities or location?

- Have students been given a suggested clothing and equipment list?
- How will you ensure that appropriate clothing and equipment is available on the program?

### Staffing

- Will a registered teacher either employed by the Department of Education or endorsed by the school council be present and have overall responsibility for the activity?
- Do all staff satisfy either current Department of Education police check requirements or the [Working with Children Check](#) (required by non-teaching staff after July 2007)?
- Has the participation of external providers been documented?

### Experience and qualifications

- Do staff providing the instruction and supervision for each element of the program have the required qualifications, skills or experience?
- Will assisting staff be able to assume a supervisory role during the activity?
- Do the assisting staff have the ability to participate competently in emergency response procedures?
- Are these qualifications, skills and experience documented?

### Supervision

- Has a detailed supervision strategy been established for all activities and for non-programmed periods in the excursion?
- Are all staff aware of their specific supervision responsibilities?
- How will students be supervised during each part of the program, including free-time and any overnight periods?

### Overnight excursions

- Has the type of accommodation and location(s) been documented?
- If residential campsites are being used are they accredited?

### Informed consent

- Has informed consent been obtained from parents/guardians?

### First aid

- What first aid qualifications do staff currently hold?
- Are those qualifications appropriate for the location and nature of the activities being undertaken?
- Will a first aid kit stocked appropriately for the location and student group be readily available throughout the program?
- Given the group's communication strategy and taking into account the location of the excursion, can medical care and treatment be obtained within a reasonable period of time in the event of an emergency?

<http://emergency.vic.gov.au/prepare/>

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

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

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

<http://www.education.vic.gov.au/school/Principals/health/Pages/outdoorresfire.aspx>

## Example of Proforma for Excursions and Activities Requiring School Council Approval

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

<b>Budget</b>	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees	Transport
<i>Other income:</i>	Food

	Accommodation
	Staffing
	Equipment
	<i>Other expenditure:</i>
<b>Total income:</b>	<b>Total expenditure</b>

## 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.

## Excursion / Incursion Tasks

Excursion	
Person in Charge	

Staff Member					
Date Due					
Venue costing					
Bus costing					
Activities costing					
Budget					
To School Council					
Fill in order forms					
Confirm bookings					
Book Bus					
Excursion in Outlook Calendar					
Notes approved by Principal					
Notes to Parents					
On-line Registration – 3 weeks prior					
Risk Management					
Paper work / notes in office folders					
Information in the newsletter					
Organise ES Staff if required					
Parent Helpers approved by Principal					
Contact helpers (if any)					
Working with Children Checks					
Check that students have paid					
Organise any cheques required					
First Aid					
Class Check Lists					
Photos while on excursion					
School Newsletter follow up					

## Excursions (Day)

### Rationale

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Day excursions complement, and are an important aspect of the educational programs offered at our school.

### Aims

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### Implementation

- Day excursions are defined for the purpose of this policy as any organised and supervised school activities that require children to venture beyond the school boundary.
- The Principal is responsible for the approval of all non-adventure single-day excursions other than those that must be approved by the School Council. Council approved excursions are detailed in the 'Outdoor Education' policy.
- A designated 'Teacher in Charge' will coordinate each day excursion.
- Prior to the commencement of any detailed planning relating to a proposed day excursion, the Teacher in Charge must meet with the Principal, to present the Principal with a planning summary, to discuss the proposed activity, and to seek 'in principle' support for the event.
- If the Principal's approval is granted, detailed planning should commence using the planning questions proforma as a guide. This may include a site visit. A risk assessment must be completed.
- **CODE RED** – (schools not in a designated bushfire zones) Principals may need to cancel excursions 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 that 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.

### Excursion Structure

- All Year Levels: As a guide per year:
  - One major excursion (e.g. to Melbourne)
  - One minor excursion (e.g. to Echuca)
  - Various local and cluster excursions and activities

When presenting information to the Principal, the Teacher in Charge must be aware that the Principal will consider the following:

- What is the purpose of the excursion and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the excursion?
- Is an appropriately trained member of staff able to provide first aid?
- Have supervisory adults who are not registered teachers completed a Working with Children Check?
- Is the location known of staff and students throughout the excursion including during travel?
- Is a record of telephone contacts for supervising excursion staff available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the completed, signed parental consent forms for those students on the excursion available?

- If day excursions include adventure activities organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy the Principal’s requirements.
- If approved, the online Student Activity Locator form can then be submitted three weeks prior
- School Council prefers that students only travel on buses fitted with seatbelts if available.
- The Principal requires that a report from the Teacher in Charge occur after each day excursion if any mishaps or concerns have arisen.
- Parents will be charged for individual excursions as they occur.
- While excursions are optional, students are strongly encouraged to attend. Students who do not attend will continue their relevant learning at school.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a day excursion, will be required to discuss their individual situation with the Principal/Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- The CSEF is provided by the Victorian Government to ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities.
- Gunbower Primary School is required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sports and/or Excursions for the benefit of the eligible student.
- All families will be given sufficient time to make payments for excursions. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- 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.
- Classroom teachers will be given the first option to attend excursions.
- The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a first-aid kit for all day excursions.
- Copies of completed, signed Permission forms, must be carried by excursion staff at all times.
- The Teacher in Charge will communicate with the school with regards to the anticipated return time.
- SMS notifications or Facebook post will be sent out if return time varies significantly.
- While school excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the excursion.
- Parents may be invited to participate in excursions. When deciding on which parents will attend, the Teacher in Charge will take into account the following:
  - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  - The preference to include both male and female parents.
  - The special needs of particular students.
  - Ensure all staff comply/satisfy with either current Departmental police check requirements or Working with Children Check
  - Parents selected to assist with day excursions may be required to pay their excursion costs.
  - Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school day excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
  - The primary references that must be consulted when considering all day excursions is the School Policy Advisory Guide:

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

Date presented at School Council	March 2018
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Review Date	
VRQA required	Yes