

**CAMPS & EXCURSIONS POLICY**

**Purpose**

Camps and Excursions 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. These activities complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

* To reinforce, complement and extend the 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.
* To provide a safe, secure learning experience for students in a venue external to the school.
* To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
* To further develop problem solving and life survival skills.
* To extend understanding of their physical and cultural environment.

**Scope**

This policy applies to all students at Rosewood Downs Primary School.

**Policy**

**Planning**

The Principal is responsible for the conduct of all excursions and must comply with the Department policy on the *Schools Policy Advisory Guide* (<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>)

including ensuring that :

* An online *Notification of School Activity* form is completed prior to the activity – [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.aspx) (link requires log in) 6 weeks prior to the activity date, and ensure details are entered on daily planner
* a planning and approvals process is undertaken

**Approvals**

All excursions and camps must be approved before they can take place.

Staff wishing to organise an excursion or camp must complete an excursion/camp proposal form and lodge this for approval by the Principal (or their nominee) for the approval of all single-day excursions or to the School Council for approval of:

* Overnight excursions
* Camps
* Interstate visits
* International visits
* Excursions requiring sea or air travel, weekends or vacations
* Adventure activities

Where an excursion proposal has not been submitted, that excursion will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or nominee(s) will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.

The Principal or nominee(s) will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent)

**Expectations**

The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all camps/excursions.

The Principal or nominee will ensure that full records are maintained regarding the camp/excursion.

The Principal or nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.

The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student’s expenses.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DETrequirements and guidelines that apply to the conduct of excursions are alsoapplicable to all overseas and interstate (domestic) camps/excursions.

**Program**

Prior to conducting a camp or excursion, the Department’s requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

* [Safety, Emergency & Risk Management](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx#mainContent), including Bushfires
* [Student Preparation](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx#mainContent)
* [Student Medical Information](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx#mainContent)
* [Safety Guidelines for Education Outdoors](http://www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx#mainContent)

The principal or nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:

* the contribution of the activity to the school curriculum
* the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
* information provided by community groups and organisations that specialise in the activity proposed
* appropriateness of the venue
* the provisions made for the safety and welfare of students and staff
* the experience and competence of staff relevant to the activities being undertaken
* the adequacy of the student supervision
* the high risk nature of some activities
* emergency procedures and safety measures
* staff-student ratios
* student experience

Students not attending a camp or excursion will be placed in another class and have an appropriate learning program provided by the class teacher.

**Duty of Care**

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care.

External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed.

Prior to the camp or excursion parent/carers should be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

We have a duty of care to all students and staff. Behaviour that puts others at risk may result in student non-attendance. The decision to exclude a student will be made by the Principal, in consultation with the parents and the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.

**First Aid**

At least one member of staff responsible for each group of students will hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid.

For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area.

Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.

**Students with Disabilities**

Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.

Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

**Emergency Notifications and Communications**

In the event of an emergency, to ensure information is provided to emergency services, Rosewood Downs Primary School will notify:

* DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp). A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](https://edugate.eduweb.vic.gov.au/edulibrary/Schools/principals/spag/safety/StudentActivityLocatorUserGuide.pdf)
* [Department of Foreign Affairs and Trade](https://www.orao.dfat.gov.au/orao/weborao.nsf/Homeform?Openform) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

Parents or carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.

Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.

Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the excursion by the teacher in charge.

In the event of an emergency, accident or injury:

Staff on the excursion will:

* take emergency action as documented in the excursion and camp’s emergency and risk management plan
* immediately notify the school Principal

The Principal will make arrangements for the Department’s Security Services Unit to be telephoned on 9589 6266.

**Fire Danger or Ban**

The Principal may need to cancel excursions and camps at short notice on days of 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 with students attending camps in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

When required, Rosewood Downs Primary School will follow the Department’s emergency management (bushfires) procedures for off-site activities.

**Risk Management**

An assessment of excursion risks will be undertaken in accordance with Department guidelines - [Planning – Managing Risk](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrisk.aspx).

For excursions requiring school council approval, an excursion risk assessment plan will be completed 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 assessment process.

**Payments**

All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Principal.

All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

**Teacher Responsibilities**

A designated teacher-in –charge will coordinate each excursion or camp.

Teachers participating in an excursion and/or camps will:

* understand the purpose of the program and its connection to student learning
* be aware of their supervisory responsibilities throughout the program, see: [Excursion support - supervision](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorressupervise.aspx)
* know who is the nominated member of staff who will provide first aid if required, see: [Excursion support - first aid](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorresfirstaid.aspx)
* know the exact location of students they are responsible for at all times including during travel
* ensure that all children have returned a signed permission note and payment to be able to attend the excursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.

The nominated teacher-in-charge will:

* provide the office with a final student list
* ensure that there is an alternative program for those students not attending
* know the exact location of students at all times including during travel
* maintain a record of telephone contacts for the supervising staff accompanying the excursion
* know who the school contact person is and their phone number
* have a copy of the names of family contacts for all students and staff on the excursion
* have copies of the parental approval and medical advice forms for those students on the excursion
* maintain a copy of the completed approval form (including all attachments) submitted to the school council, see: [Approval pro forma](http://www.education.vic.gov.au/Documents/school/principals/safety/approvalform.docx) (Appendix B)
* have submitted a notification of school activity using the Student Activity Locator online form three weeks prior to the excursion, see: [Student Activity Locator online form](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorroleteacher.aspx) (EduMail password required)

**Student Behaviour**

Disciplinary measures apply to students on camps and excursions consistent with the School’s Student Wellbeing Policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

* of the circumstance associated with the decision to send the student home
* of the time when the parents/carers may collect their child from the camp or excursion
* of the anticipated time that the student will arrive home
* of any costs associated with the student’s return which will be the responsibility of the parents/carers

**Links and Appendices**

The Key Links which are connected with this policy are sourced through: [DET School Policy Advisory Guide - Excursion and](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx#mainContent) Activities

Appendices which are connected with this policy are:

* Appendix A: Student/Teacher Ratios
* Appendix B: Excursions Approval Pro-forma
* Appendix C: Explanatory Notes to DET Excursion Approval Proforma
* Appendix D: Environment and General Risk Assessment

**Evaluation**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

This policy was approved by School Council on 23/07/2018

**Appendix A**

**TEACHER/STUDENT RATIOS**

Click on the hyperlink to take you to the SPAG for all relevant information and the current staff – student ratios for the following outdoor activities.

|  |  |
| --- | --- |
| [Abseiling and Rock Climbing](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx) [*Abseiling Walls and Artificial Climbing Walls*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorabseilpeople.aspx*  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx* | [*Rock Climbing*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimbrock.aspx* |
| [Bushwalking](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwalk.aspx | [*Ropes Course Challenge*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrope.aspx* |
| [Camping - Overnight](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcamp.aspx | [Sailing (Small Boats - Dinghies, Catamarans)](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsail.aspx* |
| [Canoeing and Kayaking](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcanoe.aspx | [*Snorkelling*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsnorkel.aspx* |
| [*Cross Country Skiing*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskicountry.aspx | [*Scuba Diving*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorscuba.aspx* |
| [Cycling](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorcycle.aspx* | [*Sea Kayaking*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorkayak.aspx* |
| [Downhill Skiing and Snowboarding](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorskidown.aspx* | [*Surfing*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx)  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorsurf.aspx* |
| [Horse Riding](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx) *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorride.aspx* | *[Swimming - Recreational](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx)*  *http://www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx* |
| [Orienteering](http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoororient.aspx | [*Water Skiing*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwaterski.aspx |
| [*Rafting*](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx) http://www.education.vic.gov.au/school/principals/health/Pages/outdoorraft.aspx | [Windsurfing](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorclimb.aspx)http://www.education.vic.gov.au/school/principals/health/Pages/outdoorwindsurf.aspx |

|  |  |
| --- | --- |
| Abseiling and Rock Climbing 1:1 Rock Face  1:10 Others  2 Experienced Staff | ***Ropes Course***  1:12 3 students to any one element, 1 participating, 2 spotting  **NOTE:** No student on any element unless supervised |
| Base Camping 1:10 Residential; canvas  1:15 Study: residential | ***Scuba Diving***  1:8 Pool training  1:4 Diving, 2 buddy systems  **NOTE:** 2 qualified staff |
| Board Sailing 1:3 Beginners  1:5 Novice; intermediate; advanced  2 Experienced sailors | ***Shooting***  1:1 New or inexperienced  1:5 On the track or mound  1:15 Observers or waiting |
| Boats, Small Sailing - (Dinghies, Catamarans) 1:8 Enclosed Waters  1:6 Open Waters  1:4 Open Waters, Adverse | ***Snorkeling***  1:8 Closed water: pool  1:4 Open water  **NOTE:** 2 qualified staff |
| Bushwalking 1:5 Overnight  1:10 Day | ***Snow Activities***  1:8 Alpine, Nordic – overnight  1:10 Alpine, Nordic – day  1:10 Non-skiing |
| Canoeing 1:6  2 Staff members | ***Surf Activities***  1:10 Beach  1:8 Surf  **NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/ instructor on beach |
| Cycling 1:10 | ***Swimming***  1:20 Enclosed pools  1:10 Open water |
| Horse Riding 1:1 Basics  1:5 Beginners  1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor  2 Experienced teachers if no instructor or group exceeds 10 | ***Water Skiing***  1:20 Shore  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 |
| Bush Orienteering 1:10 |  |

### **Appendix B**

### Approval Proforma for all Excursions and Activities Requiring School Council Approval

## **Department of Education & Training**

This proforma details minimum requirements for school 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](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp) 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](http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx) 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](http://www.education.vic.gov.au/school/principals/health/Pages/outdooractivity.aspx) that have been planned to occur during the program:

Abseiling  Base camping  Bushwalking

Canoeing/kayaking  Challenge ropes course – high  Challenge ropes course - low

Cycling  Horse riding  Indoor rock climbing

Orienteering  Rafting  Rock climbing

Sailing  SCUBA diving  Snorkelling

Snow activities  Surfing  Swimming

Water skiing  Windsurfing  Other:

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx) for that activity.

Staff providing instruction activities have read the relevant safety guidelines  YES

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**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](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrisk.aspx).

**\* 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](http://www.education.vic.gov.au/school/principals/spag/safety/pages/transporting.aspx) and [VicRoads](http://www.vicroads.vic.gov.au) regulations.  YES

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget** | | | |
| ***INCOME*** | | ***EXPENDITURE*** | |
| Student Fees |  | Transport |  |
| *Other income:* |  | Food |  |
|  |  | Accommodation |  |
|  |  | Staffing |  |
|  |  | Equipment |  |
|  |  | *Other expenditure:* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total income:** |  | **Total expenditure** |  |

**STUDENTS AND STAFF**

# Students

Number of female students:

Number of male students:

List required [student preparation](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorresprepare.aspx), 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 |

**Appendix C**

**Explanatory Notes to Approval Proforma**

**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 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 & Training recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx) 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](http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrestransport.aspx) 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](http://www.justice.vic.gov.au/workingwithchildren) 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**

**School:**

**Supervising teachers/staff:**

**Program/Excursion:**

**Year Level:**

**Dates:**

**Location(s):**

| **Risk Description** | **Existing Controls** | **Risk Assessment – with existing controls** | | | | **Treatment** | **Residual Risk Assessment – after treatments** | | | **Actions** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Describe the risk event, cause/s and consequence/s.For example,  *Something occurs … caused by … leading to …* | Describe any existing policy, procedure, practice or device that acts to minimise the risk | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | For those risks requiring treatment in addition to the existing controls. List:   * What will be done? * Who is accountable? * When will it happen? | Risk Consequences | Risk Likelihood | Risk Rating | Options are:  Extreme/High - Do not proceed  Medium - Ongoing review required  Low - Only periodic review required |
|  |  | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  |  |  | Extreme  High  Medium  Low |  |
|  |  | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | Extreme  High  Medium  Low |  |  |  | Extreme  High  Medium  Low |  |
|  |  | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | Extreme  High  Medium  Low |  |  |  | Extreme  High  Medium  Low |  |
|  |  | Satisfactory  Poor  Unknown | Major  Moderate  Minor  Insignificant | Almost certain  Likely  Unlikely  Rare | Extreme  High  Medium  Low |  |  |  | Extreme  High  Medium  Low |  |

**Add more rows as required.** *This is one way of documenting the risk management process and does not preclude other approaches*