

EXCURSION & CAMP POLICY

PURPOSE

Melbourne Montessori School will strive to maintain the safety of all on off-site school activities, including excursions and camps.

SCOPE

1. Off-site activities planning and preparation
2. Informing parents
3. Collating of consent forms
4. Meeting prior to excursion or camp
5. Safety on excursion or camp
6. Emergency procedures

DEFINITIONS

Campsite Manager: Person in charge of campsite and procedures

Emergency Management Plans: Plans supplied by Campsite Managers

Excursion Staff: The term "excursion staff" includes teachers, parents/guardians, administration staff, community members, specialist instructors, campsite staff and trainee teachers. All excursion staff can be included in the staff–student ratio. cannot be used as excursion staff.

Teacher-in-Charge: School staff member in charge of excursion/camp

Venue Manager: Person in charge of venue to which an excursion has been arranged

1. OFF-SITE ACTIVITIES PLANNING

Preparation

- The Principal must approve all camps, excursions and extended hours incursions.
- Children will be prepared for excursions through class lessons, Practical Life lessons, physical education lessons and the Bounce Back program.
- The Excursion/Camp Checklist needs to be completed.

Venue

In accepting a venue, consideration will be given to:

- 1.1 health, hygiene and safety
- 1.2 buildings and facilities
- 1.3 activity equipment and the conduct of activities
- 1.4 certification and qualifications of staff and participant supervision
- 1.5 emergency and risk management plans, including fire precautions and first aid facilities of the venue.

For the Junior School, only campsites accredited by either of the two following providers are to be used:

- 1.6 the Australian Camps Association's Campsite and the Outdoor Activity Provider program.
- 1.7 the National Accommodation, Recreation and Tourism Accreditation (NARTA) program.

In conjunction with using accredited venues, it is recommended that the Teacher-in-Charge inspects a site being used for the first time to ensure the camp is suitable. The Teacher-in-Charge should consult with the Campsite Manager in order to prepare their risk management documentation. Regardless of whether or not the site has had prior inspection it is essential that the camp is checked on arrival to assess any risks and plans prepared accordingly.

Staffing

The following excursion staff members are required:

- Minimum of 2 staff members for all excursions involving more than 4 children
 - Day Excursions – 2 per 40
 - Overnight Excursions (with no adventure activities) – 2 per 20
 - If adventure activities are included in the excursion, these activities have their own supervision ratios. See the Safety Guidelines for Education Outdoors web resource.
- 1.8 An adult with at least Level 2 First Aid is to be on site with the children at all times whenever possible.
 - 1.9 The term "excursion staff" includes teachers, parents/guardians, administration staff, community members, specialist instructors, campsite staff and trainee teachers. All excursion staff can be included in the staff–student ratio cannot be used as excursion staff.
 - 1.10 All excursions will be under the direct control of a teacher and at least one other excursion staff member must be present. Teachers should comprise at least half of the excursion staff in order to maintain proper control of the excursion.
 - 1.11 If possible, where a mixed gender group of children is involved, excursion staff should include at least one person of each sex.
 - 1.12 Sufficient excursion staff to ensure effective supervision must be provided. In deciding what constitutes sufficient excursion staff, consideration should be given to: the qualifications and experience of excursion staff, the age, maturity, physical characteristics and gender of the students; the ability and experience of the students; the size of the group; the nature and location of the excursion; and the activities to be undertaken.
 - 1.13 Where campsite staff are included in the overall staff–student ratio throughout the camp program, they must be on duty and available on the same basis as other staff included in the staff–student ratio. This will usually mean being available on a twenty-four-hour basis.
 - 1.14 Where specialist instructors are employed, they must have the necessary skills, qualifications, experience and public liability insurance for the activity.
 - 1.15 Staff members who will provide supervision of and who are not registered teachers must have a Working with Children check.
 - 1.16 The names of volunteer workers need to be recorded for insurance purposes.
 - 1.17 Specific roles and responsibilities of each staff member are to be clarified and understood by all staff and prior to the commencement of the excursion at the meeting prior to the excursion.

Transport

- 1.18 Whenever possible, a commercial bus, with seat belts should be used for transport. The use of private motor vehicles should be limited to excursions involving four or less.
- 1.19 For travel to camps only a commercial bus fitted with seatbelts will be used.

Safety

- 1.20 Primary school children are to wear identifying clothing/tags on excursions.
- 1.21 All staff need to carry charged mobile phones.

- 1.22 It is essential that excursion staff have medical information about the students who are participating in an excursion. A medical information form must be completed by the parent/guardian of each student in advance of each excursion. These forms give the parent/guardian opportunity to vary information already given to the school for use during normal school hours. These forms must be taken on the excursion by the Teacher-in-Charge and be accessible by other excursion staff in emergency situations. A copy of the forms should be retained at the school while the excursion is being held.
- 1.23 All medical forms, epipens, asthma requirements are to be taken on the excursion/camp.
- 1.24 All medical forms, epipens, asthma requirements are to be taken to each activity at the excursion/camp.
- 1.25 If any child suffers from anaphylaxis, the Teacher-in-Charge will liaise with parents and camp operators several weeks prior and all requirements followed up on arrival.
- 1.26 Teachers and other school staff who are responsible for the care of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®. See Anaphylaxis Management Policy.
- 1.27 The emergency and risk management plans of a camp should be read and copies held in the camp folder for future reference.
- 1.28 Bushfire Precautions: Where possible, excursions/camps will not be taken outside Metropolitan area during the period October to March. If an excursion/camp is undertaken during these times the Bushfire Procedures need to be undertaken.

2. INFORMING PARENTS

Parents will be provided information about the nature, location, mode of transport and supervision arrangements prior to an off-site activity.

If the excursion involves sharing staffing with another school, parents/guardians are to be informed that their children may be supervised by teachers and other approved adults from the other school(s) during the excursion.

Parents/guardians asked to sign consent forms must be given sufficient information about the nature of the proposed activity and the risks involved, and the degree of supervision, to enable them to make an informed decision and to ensure the school obtains consent.

If any child suffers from anaphylaxis, the Teacher-in-Charge will liaise with parents and camp operators several weeks prior and all requirements followed up on arrival.

3. CONSENT FORMS

Parents/guardians must provide written approval for their child(ren) to take part in an excursion and in any particular adventure activities that will be undertaken during the excursion.

Parental consent is required for the following reasons:

- 3.1 to authorise the school to have the student in its care after normal school hours (for overnight excursions),
- 3.2 to authorise the school to take the student out of the school (for day excursions),
- 3.3 to authorise the school to consent to emergency medical treatment for the student,
- 3.4 to enable the parent/guardian to alert the school to student medical conditions or allergies.

Consent forms remain at the school and a copy taken on the excursion by the Teacher-in-Charge. A list of participants and emergency contacts should be held by the designated school contact person.

4. MEETING PRIOR TO EXCURSION/CAMP

The Teacher-in-Charge will arrange a meeting of all excursion staff to meet and discuss the needs of children as determined by the Consent Forms at least one week prior to the excursion/camp.

Medical requirements, if applicable, of all children will be raised at the meeting ESPECIALLY the needs of all children with anaphylaxis.

The Fire and Bushfire Safety plans of the campsite should be discussed with the camp excursion staff.

5. SAFETY ON EXCURSION/CAMP

- 5.1 Emergency procedures pertaining to venues/campsites 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 to familiarise staff and students with emergency evacuation protocols.
- 5.2 The Teacher-in-Charge will contact MMS Reception and the Principal daily to be kept informed of any emergency alerts, etc.
- 5.3 Any accidents or incidents are to be recorded in the Accident and Incident Register and any additional supporting documentation filed in the office.
- 5.4 All excursion staff should follow the safety instructions as set out at the venue or camp and must follow the safety instructions of a Venue/Campsite Manager.
In the event of a Bushfire where there is no other manager responsible, the Teacher-in-Charge must ring emergency numbers immediately to get the latest advice on where to go and whether to evacuate or stay in place.
The Teacher-in-Charge must ring:
 - the Security Services Unit (SSU) on (03) 9589-6266
 - and the CFA Victorian Bushfire Information Line on 1800 226 226

They should also ring the emergency numbers of local authorities as determined before the excursion.

6 EMERGENCY PROCEDURES

- 6.1 On days of extreme fire danger or total fire ban, the Principal may need to cancel excursions or camps at short notice. Where excursions are not cancelled, special fire safety precautions will be required – see Bushfire Procedures.
- 6.2 In the event of an emergency, an accident or an injury to a participant, staff on the excursion should, in addition to undertaking appropriate emergency action, immediately notify the Principal. For excursions held outside school hours, parents/guardians should be advised of the telephone numbers of the designated school contact person. While the students are on the excursion, if parents/guardians have reason to believe that an emergency may have occurred (for example, if they read a media report) they should in the first instance contact the school contact person and not personnel on the excursion. This will ensure that the telephone lines are kept free at the excursion site.
- 6.3 Emergency procedures will include the consideration of the effects of an emergency on student supervision in the event of excursion staff being required to assist injured or to go for help.
- 6.4 In the event of an emergency eg fire, flood, bushfire etc the Teacher-in-Charge needs to liaise directly with the Venue/Campsite Manager and all excursion staff.
- 6.5 The Teacher-in-Charge must ring the Security Services Unit (SSU) on (03) 9589-6266.
- 6.6 Safety procedures will have been followed on arrival and then all school staff are to follow the directions of the Campsite Manager to assemble children as directed – whether inside or outside as best suits the situation.
- 6.7 In the event of an evacuation, staff need to ensure that fire proof clothing is worn by children, adequate food, water and all children's medication and data sheets are packed and ready for travel to a new location.

The Teacher-in-Charge is responsible for:

- The safe and orderly evacuation of students when instructed to do so by the Campsite Manager.
- Ensuring that students are accounted for, by checking rooms, toilets and other facilities as indicated on the emergency response cards.
- Collecting student roll and emergency response cards and taking each document to the campsite evacuation assembly area.
- Collecting students' medical data and information and medication.
- Turning off all appliances if time permits, including stoves heaters and electrical appliances.
- Ensuring doors and windows are closed before leaving the buildings.
- Effectively supervising their students at all times. KEEP STUDENTS CALM.
- Arranging alternative supervision for students if directed to do another task by the Campsite Manager.

REVIEWED: 2017

LINKED WITH:

Transport Policy

Health & Wellbeing Policy

OH&S Policy

Anaphylaxis Policy

Emergency Management Plan

Safe Administration of Medication Policy

APPENDIX 1

CAMP CHECKLIST

Excursion/program name:	Date(s):	
The educational purpose of the program has been established and is relevant to the school's curriculum.		✓
The exact location of the excursion participants at all times has been documented, including during travel.		
The Teacher-in-Charge for the excursion is _____ and their relevant contact details are _____ available to the 24 hour school contact person.		
The Teacher-in-Charge has informed me that staff have been briefed on their roles and responsibilities during the excursion. All staff have been given a copy of the emergency phone numbers of DEECD, CFA and local authorities.		
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.		
Transport arrangements comply with the MMS Transport Policy.		
Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements.		
_____ with appropriate qualifications has been designated as being responsible for First Aid.		
A 24 hour school contact person _____ has been designated and provided with a briefing about their role and the necessary information to enact their responsibilities.		
Excursion staff who are not registered teachers have received a satisfactory Police Check and/or a Working with Children Check .		
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.		

The camp _____ has approved smoke detectors and public liability.

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
- If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used
- Staff and student equipment & clothing lists
- Group equipment list(s) if necessary
- A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required)
- Completed staffing details pro forma
- Risk management plans for all adventure activities
- Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person
- Fire Plan
- Clothing list must include long sleeved woollen tops and long legged pants preferably in wool or cotton as fireproof clothing and closed toe shoes/boots.

The completed *Proforma for excursions and activities requiring school board approval* has been approved and minuted at a Board Meeting.

The [Notification of School Activity](#) has been submitted to DEECD **THREE WEEKS** prior to the excursion via online reporting.

<https://www.edu.vic.gov.au/forms/school/sal/> User ID & Password from Admin Staff.

APPENDIX 2

EXCURSION CHECKLIST

Excursion/program name:	Date(s):	
		✓
The educational purpose of the program has been established and is relevant to the school's curriculum.		
The exact location of the excursion participants at all times has been documented, including during travel.		
The Teacher-in-Charge for the excursion is _____ and their relevant contact details are _____ available to the 24 hour school contact person.		
The Teacher-in-Charge has informed me that staff have been briefed on their roles and responsibilities during the excursion. All staff have been given a copy of the emergency phone numbers of DEECD, CFA and local authorities if necessary.		
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.		
Transport arrangements comply with the MMS Transport Policy.		
Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements.		
_____ with appropriate qualifications has been designated as being responsible for First Aid.		
A 24 hour school contact person _____ has been designated and provided with a briefing about their role and the necessary information to enact their responsibilities.		
Excursion staff who are not registered teachers have received a satisfactory Police Check and/or a Working with Children Check .		
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.		

<p>Copies of the following completed documents will be lodged with the Principal (or nominee) and the designated school contact, before the program commences.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed, informed consent from parents/guardians <input type="checkbox"/> Completed medical form for all and staff <input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers <input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used <input type="checkbox"/> Staff and student equipment & clothing lists including fire proof clothing if necessary. <input type="checkbox"/> Group equipment list(s) if necessary <input type="checkbox"/> A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) <input type="checkbox"/> Completed staffing details pro forma <input type="checkbox"/> Risk management plans for all adventure activities <input type="checkbox"/> Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person <input type="checkbox"/> Bushfire Plan which is specific to the area being visited 	
<p>The completed <i>Proforma for excursions and activities requiring Board approval</i> has been approved and minuted at a Board Meeting.</p>	
<p>The Notification of School Activity has been submitted to DEECD THREE WEEKS prior to the excursion via online reporting. https://www.edu.vic.gov.au/forms/school/sal/ User ID & Password from Admin Staff.</p>	