Rationale:

- The school’s camps program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

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, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

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.
- All camps must be approved by the Principal and School Council.
- A designated ‘Teacher in Charge’ will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager on a case-by-case basis.
- 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 Business Manager may not be eligible to attend.
- All aspects of the camp will be outlined to parents in writing, including the cost of sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.
- All parental consent and medical forms must be completed, signed and returned and all money be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
• The teacher in charge will ensure that student medical forms are available at the site and all camps staff are aware of special medical issues or medication requirements of any student.
• One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners)
• School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
• 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 must include a site visit and risk assessment which includes consideration of the risk of bushfire in the activity location
• All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
• The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
• Prior to seeking School Council approval for the camp, organising staff are required to meet again with the principal and present him/her with 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 Notification of School Activity 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 Notification of School Activity 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, the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care. 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.

- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- The Teacher in charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board.
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- School Council may request that students only travel on buses fitted with seatbelts.
- School Council may request 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.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents may be invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge will take into account –
  - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - The preference to include both male and female parents (gender balance).
  - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check. The school will pay for any associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- 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.
- 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.
- 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.
- The Teacher in Charge will communicate the anticipated return time with the College office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.
- To be read in conjunction with the “Excursions” policy. – DEECD Excursion Policy.

**Evaluation:**
• This policy will be annually at the conclusion of the school’s camps program, and as part of the school’s three-year review cycle.

This policy was last ratified by School Council in...

August 2017
Appendix A

Guidelines for teachers planning a camp

1. Introduction

Camps need to be planned well in advance and should relate to the current curriculum being taught. Students and their parents should be provided with information about the program’s education objectives, the nature of the activities, clothing requirements, the venue and cost well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:
- Overnight excursions
- Camps
- Interstate and overseas visits
- Excursions requiring sea or air travel
- Excursions involving weekends or vacations
- Adventure activities

Before approving the excursion, consideration by the principal and/or School Council needs to include:
- The contribution of the activity to the School curriculum
- The adequacy of planning, preparation and organisation
- The provisions of the safety and welfare of students and staff
- The experience and competence of staff relative to the activities being undertaken
- The adequacy of student supervision
- The cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:
- To authorise the school to have the student in its care after normal hours
- To authorise the school to take the student out of the school environment
- To alert the school to any medical condition or allergies of the student
- To authorise the school to consent to emergency treatment of the student
- For the parent to consent to any financial cost of the excursion
- For the parent to consent to the student sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of an emergency.

In addition to any teachers employed by the DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. Students can be sent home if their behaviour warrants a severe consequence.

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:
- A clear aim
- Costing – transport, admission, etc. (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- The opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- Staffing needs
- Pre-visit if venue is new/unknown
- A process for consideration of children whose parents may not be able to meet costs
- Excursion book maintained for evaluation of the camp/excursion for future planning
- Arrangements for covering camp staff classes while they are away from school
3. Preparation

Preparation for any activity should include:

- Quotes for transport
- Booking of transport
- Confirmation time for departure and return
- Informing specialist teachers, parent helpers, area coordinators
- Informing parents attending activity on discipline procedures
- Preliminary classroom activities
- Collection of monies
- Arrangement for school cheque
- Medical information, precautions and First Aid kit.

4. Notification of School Activity (camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with DET guidelines for the planning and conduct of camps, excursions and outdoor adventure activities. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school. Relevant details about School Council approved camps and excursion must be entered in the DET database using the online notification form available at:


This notification should be provided four weeks prior to commencing the activity.

- Overnight, weekend, interstate, overseas activities
- Adventure activities
- Non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days.

Notes:

- An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
- The coordinating school should complete the form for activities involving a group of schools
- Day excursions should be reported if activities are to be conducted by
  - Country schools – beyond the local town/city
  - Rural schools – beyond the local area
  - Metropolitan schools – beyond the greater metropolitan area.
# Appendix B
## Pupil / Teacher Ratio

<table>
<thead>
<tr>
<th>Activity</th>
<th>Ratio</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abseiling and Rock Climbing</td>
<td>1:1</td>
<td>Rock Face</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Others</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Experience Staff</td>
</tr>
<tr>
<td>Ropes Course</td>
<td>1:12</td>
<td>3 students to any one element, 1 participating, 2 spotting</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: No student on any element unless supervised</td>
</tr>
<tr>
<td>Bass Camping</td>
<td>1:10</td>
<td>Residential; canvas</td>
</tr>
<tr>
<td></td>
<td>1:15</td>
<td>Study: residential</td>
</tr>
<tr>
<td>Scuba Diving</td>
<td>1:8</td>
<td>Pool training</td>
</tr>
<tr>
<td></td>
<td>1:4</td>
<td>Diving, 2 buddy systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: 2 qualified staff</td>
</tr>
<tr>
<td>Board Sailing</td>
<td>1:3</td>
<td>Beginners</td>
</tr>
<tr>
<td></td>
<td>1:5</td>
<td>Novice; intermediate; advanced</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Experienced sailors</td>
</tr>
<tr>
<td>Shooting</td>
<td>1:1</td>
<td>New or inexperienced</td>
</tr>
<tr>
<td></td>
<td>1:5</td>
<td>On the track or mound</td>
</tr>
<tr>
<td></td>
<td>1:15</td>
<td>Observers or waiting</td>
</tr>
<tr>
<td>Boats, Small Sailing – (Dinghies, Catamarans)</td>
<td>1:8</td>
<td>Enclosed waters</td>
</tr>
<tr>
<td></td>
<td>1:6</td>
<td>Open waters</td>
</tr>
<tr>
<td></td>
<td>1:4</td>
<td>Open waters, Adverse</td>
</tr>
<tr>
<td>Snorkelling</td>
<td>1:8</td>
<td>Closed water: pool</td>
</tr>
<tr>
<td></td>
<td>1:4</td>
<td>Open water</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: 2 qualified staff</td>
</tr>
<tr>
<td>Bushwalking</td>
<td>1:5</td>
<td>Overnight</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Day</td>
</tr>
<tr>
<td>Snow Activities</td>
<td>1:8</td>
<td>Alpine, Nordic – overnight</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Alpine, Nordic – day</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Non-skiing</td>
</tr>
<tr>
<td>Canoeing</td>
<td>1:6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Staff members</td>
</tr>
<tr>
<td>Surf Activities</td>
<td>1:10</td>
<td>Beach</td>
</tr>
<tr>
<td></td>
<td>1:8</td>
<td>Surf</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: 1 teacher/instructor in water and <strong>Note</strong> 1 teacher/instructor on beach</td>
</tr>
<tr>
<td>Cycling</td>
<td>1:10</td>
<td></td>
</tr>
<tr>
<td>Swimming</td>
<td>1:20</td>
<td>Enclosed pools</td>
</tr>
<tr>
<td></td>
<td>1:10</td>
<td>Open water</td>
</tr>
<tr>
<td>Horse Riding</td>
<td>1:1</td>
<td>Basics</td>
</tr>
<tr>
<td></td>
<td>1:5</td>
<td>Beginners</td>
</tr>
<tr>
<td></td>
<td>1:8</td>
<td>Semi-experienced</td>
</tr>
<tr>
<td>Riding School</td>
<td>1</td>
<td>Experienced teacher with instructor</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Experienced teachers if no instructor or group exceeds 10</td>
</tr>
<tr>
<td>Water Skiing</td>
<td>1:20</td>
<td>Shore</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student on two at any one time; if highly experienced two may be taken together</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>People in boat – driver and observer; one must be staff member</td>
</tr>
<tr>
<td>Orienteering</td>
<td>1:10</td>
<td>Bush</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

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

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

School councils are responsible for approving:

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

Complete the Student Activity Locator online form three weeks prior to the excursion.

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

Ensure you have the most current version of this template
Download from the Safety Guidelines for Education Outdoors website at:

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:

- Abseiling
- Base camping
- Bushwalking
- Canoeing/kayaking – low
- Challenge ropes course – high
- Challenge ropes course
- 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](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines ☑ YES

---

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

---

* Transport arrangements

☐ Internal ☐ External ☐ Both

*Type of transports and seating capacity:*

*Will a member of the supervising staff be driving students?* ☐ Yes ☐ No

*If yes, list driver(s).*

*Approximate distance between school and destination:*

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

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>Transport</td>
</tr>
<tr>
<td><strong>Other income:</strong></td>
<td>Food</td>
</tr>
<tr>
<td></td>
<td>Accommodation</td>
</tr>
<tr>
<td></td>
<td>Staffing</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td><strong>Other expenditure:</strong></td>
</tr>
</tbody>
</table>

| Total income:            | Total expenditure                |

### STUDENTS AND STAFF

#### Students

- Number of female students:
- Number of male students:
- List required **student preparation**, if any:

#### *Supervising staff*

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

### DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

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

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

Other school-specific information:

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

Teacher-in-charge:

Name
Date
Signed

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

Principal:

Name
Date
Signed

Approved and minuted at a school council meeting on _______ _______

School Council President:

Name
Date
Signed
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.
### CAMPS, EVENTS AND EXCURSIONS PLANNING FORM 2016

This process must be commenced at least 4 weeks prior to the event.

<table>
<thead>
<tr>
<th>Teacher/Organizer:</th>
<th>…………………………………………………………………..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date proposed:</td>
<td>………………….. Periods : ……… to ……………………..</td>
</tr>
<tr>
<td>Year Level/s:</td>
<td>………………….. No. of boys …….. No. of girls …….. Total ……………………..</td>
</tr>
<tr>
<td>Subject:</td>
<td>…………………………………………………………………..</td>
</tr>
<tr>
<td>Purpose:</td>
<td>…………………………………………………………………..</td>
</tr>
<tr>
<td>Mode of Transport:</td>
<td>…………………………………………………………………..</td>
</tr>
<tr>
<td>Initial approval of Principal/AP to proceed.</td>
<td>Signature. …………………………</td>
</tr>
<tr>
<td>Approval required by School Council</td>
<td>Yes No Date. ……………………..</td>
</tr>
</tbody>
</table>

#### Checklist of Planning Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Daily Organiser’s acknowledgement of diary entry. Discuss proposed staffing. Add to Year Planner in General Office.</td>
</tr>
<tr>
<td>2.</td>
<td>Consult Year Level Co-ordinators</td>
</tr>
<tr>
<td>3.</td>
<td>Present at Briefing Date…………</td>
</tr>
<tr>
<td>4.</td>
<td>If cars are to be used, check insurance.</td>
</tr>
<tr>
<td>6.</td>
<td>Consent forms. Must be checked before issue.</td>
</tr>
<tr>
<td>7.</td>
<td>Payment must be finalized. Three clear days before the excursion.</td>
</tr>
<tr>
<td>9.</td>
<td>Medical forms (with consent forms) go with the Teacher in Charge. Copies to be left in excursion folder (These should be kept until end of year)</td>
</tr>
<tr>
<td>10.</td>
<td>Final approval of Principal/Assistant Principal to conduct excursion.</td>
</tr>
</tbody>
</table>

| Teacher/Pupil Ratios | (Check Schools reference guide 4.4.2 – 4.4.4) |

<table>
<thead>
<tr>
<th>Appropriate Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>(RI)</td>
</tr>
<tr>
<td>(Co-ord.)</td>
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| Signature: | …………………………………………….. |
| Date:     | …………………………………………….. |
## Financial Planning

### a) Costs Involved

<table>
<thead>
<tr>
<th>Description</th>
<th>Per pupil or Total</th>
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<tbody>
<tr>
<td>i) Transport (net of GST)</td>
<td>$</td>
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<td>ii) Accommodation (net of GST)</td>
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<td>iii) Food (if any) (subject to GST)</td>
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<td>iv) Entrance fees (may have GST)</td>
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<tr>
<td>v) Staff (itemized)</td>
<td>$</td>
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<tr>
<td>vi) Other</td>
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Sub Total: $A\ C$

A * No. of students = $B$

Total: $B+C$

Cost per Pupil (allow for contingencies)

### b) Method of Payment.

### c) Immediately that the cost per student is known, the bursar must be notified and a date set for beginning of collection so that the cash register can be programmed.

(Bursar)

### d) Confirm payment with Bursar prior to activity. This form with receipts to be handed to Bursar after completion of activity.
Appendix E

Excursion Notes Information
(Details Office staff will need to make forms)

• Name of Excursion: ____________________________________________________________________

• Date/s of Excursion: ___________________________  __________________________

• Details of Excursion: ___________________________  __________________________

• Destination: ___________________________  __________________________

• Transport Method: ___________________________  __________________________

• Special Needs: ___________________________  __________________________

• Staff member/Adult Responsible: ___________________________  __________________________

• Cost: ___________________________  __________________________

• Names of Students Attending & Year Level: ___________________________  __________________________

• Date form needs to be Returned: ____________________________________________________________________

Office Staff Processed________________  Date _____________
APPENDIX F

Camp medical Procedure

- Check all permission forms for medical conditions / allergies / anaphylaxis
- Photocopy any asthma plans from the originals hanging on the Medical Board (in back room off General Office)
- There are plastic containers on top of the cupboard in the First Aid Room to store all forms on an excursion.
- Take plastic pockets from Medical Board for students who require medication.
- Make sure student with students with anaphylaxis take their own epipens.
- IMPORTANT - Also pack a generic epipen from the First Aid Room
- Photocopy any asthma plans from the originals hanging on the Medical Board
- Take plastic pockets from Medical Board for students who require medication.
- Take spare asthma inhaler
- (Note: All students with asthma should be reminded to have their own asthma inhaler with them at all times)
- Take a Medication Administration log sheet. (Appendix B) This should be filled out if ANY medication has been given, even Panadol. Then returned to the General Office at the conclusion of the excursion.
- Restock & take First Aid bag from the First Aid Room.
- Immediately after the camp please return all medical condition plastic pockets to the Medical Board and return first aid bags, asthma inhalers or generic epipens to first aid room.
- All permission forms are to be placed in the excursion folder in the General Office.
# Mortlake College Medication Administration Log

**Name of student:**  
**Year Level:**

<table>
<thead>
<tr>
<th>Date (Day, month and year)</th>
<th>Time</th>
<th>Name of Medication</th>
<th>Tick When Checked (√)</th>
<th>Comments</th>
<th>Name of 1st staff (Please print &amp; initial)</th>
<th>Name of 2nd staff (Please print &amp; initial)</th>
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**Name of Medication:**  
**Prescribed Dose:**