

CAMPS AND EXCURSIONS POLICY 2022



Help for non-English speakers

If you need help to understand the information in this policy, please contact reception

Ph: 9309 6258

Purpose

To explain to our school community the processes and procedures Jacana School for Autism will use when planning and conducting camps, excursions/incursions and adventure activities for students.

Scope

This policy applies to all camps and excursions organised by Jacana School for Autism. This policy also applies to adventure activities organised by Jacana School for Autism, regardless of whether or not they take place on or off school grounds, and to school sleep-overs.

This policy is intended to complement the Department’s policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Jacana School for Autism, will follow both this policy, as well as the Department’s policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

Definitions

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;

Incursions:

- incursions enable students to further their learning by complementing classroom lessons with experts and resources from outside the immediate school community. Incursions complement, and are an important aspect of the educational programs offered at the school.

Camps are excursions involving at least one night’s accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve ‘Adventure Activities’.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department’s Policy and Advisory Library, at the following link: <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

Policy

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. Excursions reinforce, complement and extend learning as well as provide social skills opportunities beyond the classroom. They develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in the wider community.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Planning Process for Camps and Excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Jacana School for Autism's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

- Jacana School for Autism is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.
- In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.
- Teachers will ensure that excursions are linked to curriculum programs and individual learning goals as articulated in students' Personalised Learning Plans.
- Excursions commence no earlier than week 4 of term 1 to allow teachers to identify students' needs and complete the required planning/documentation.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

All camps and excursion/incursion notification & purchase order requests will be submitted by the following dates:

Term 1 – End of week 7 (Term 4 previous year)

Term 2 – End of Week 7 (Term 1)

Term 3 – End of Week 7 (Term 2)

Term 4 – End of Week 7 (Term 3)

Supervision

Jacana School for Autism follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Parent Volunteers

Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

Volunteer and External Provider Checks

Jacana School for Autism requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Clearance card. [For more information about when a WWC Clearance is required, see [Volunteers page](#) on the School Policy Templates Portal.]

Parent/Carer consent

For all camps and excursions, other than local excursions, Jacana School for Autism will provide parents/carers with a specific consent form outlining the details of the proposed activity. Jacana School for Autism informs parents about school camps and excursions by placing a note in student communication book and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, Jacana School for Autism will provide parents and carers with an annual Local Excursions consent form at the start of each school year or upon enrolment if students enrol during the school year. Jacana School for Autism will also provide advance notice to parents/carers of an upcoming local excursion through a note home in the student's communication book. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), Jacana School for Autism will notify parents once only prior to the commencement of the recurring event.

Implementation

All excursions and incursions:

- There will be no Excursions/Incursions scheduled in the first week of any Term (exceptions via the PCT)
- Must be approved by the sub-school leader and teacher in charge is a member of JSA (no CRT's) or have approval by the Principal or Assistant Principal to be the designated teacher in charge for any off site excursion.
- Teacher designated teacher in charge to coordinate the activity and fulfil accountability and Duty of Care responsibilities.
- Complement the curriculum.
- Comply with all Department of Education and Training (DET) requirements.
- Must only be attended by students who have a signed parent/carer permission note. In the event that the child does not return the signed permission note, verbal permission can be obtained by the sub school leader and recoded on the permission note.
- All external providers, such as Music instructors, coaches or similar professionals must have undertaken a Police Check, a Working With Children Check and other relevant checks, before they are invited to provide services to the school. A member of the senior management team must be informed when external providers are engaged.
- When working with an external provider, the students will work in groups in designated and visible work places through the school.
- The External Provider is to undertake a brief induction program which will outline all legal obligations, all school operating procedures including classroom rules, the professional approach to students in our school which is expected at all times and the expectations of the provider should emergency procedures be put into place. The teacher in charge is responsible for providing this information in partnership with a member of the Principal Class Team

All camps:

- The school will only use residential campsites accredited by the '*Australian Camps Association*' or the '*National Accommodation, Recreation & Tourism Accreditation Program (NARTA)*' for overnight camps.
- Camp venues will be assessed for their inherent safety and suitability, as well as for the risks associated with the activities that may occur during the camp or excursion.

Cost of Excursions/Incursions, Refunds and Support

Additional education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all students. These additional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. These items include:

- extra-curricular programs or activities e.g. instrumental music, dance classes, swimming;
- school-based performances, productions and events

Families will be given sufficient time to make payments for excursions – 3 weeks prior to excursion.

Students who have not paid or do not attend the excursion/ incursion will be placed in another classroom for the duration of the activity.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. Payments are made directly to the school and are tied to the student. Some common examples of school-organized programs for which the CSEF payment may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs

- Outdoor education programs
- Excursions/incursions (not requiring cash to use on excursion)
- If cash is required on the excursion then CSEF money cannot be used.

JSA will communicate with eligible parents/guardians to advise how the school intends to allocate the CSEF payment for the benefit of the eligible student.

The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons, graduations, etc.

Cost of Camps, Refunds and Support

- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal and the Business Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps.
- JSA will cover 60% of the graduating student's camp fees. This will come from the VCAL and CEF budgets.
- JSA will cover the ADVANCE camp through the ADVANCE budget.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for replacement staff may be factored into the camp costs of participants.
- 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.

Excursions/Incursions Approval and Planning

Pre-Approval

1. Make a tentative booking for the excursion at the venue. Check availability – cost, dates and time.
2. If applicable, make a tentative **bus booking** (SharePoint). Classes with 2 teachers please see Finance / Transport Officer for information regarding arrangements for bus transport.
3. Complete template Template Risk Assessment for Local and Day Excursions (Appendix A-A11 [Template Risk Assessment for Local and Day Excursions \(DOCX\)](#)).
4. The sub-school leader **MUST** review and pre-approve the excursion before it is approved by the principal.
5. (a) Complete an **Online Purchase Order** (Principal to authorise). The online ordering is completed via eSchools. Please contact the Finance Office if you require a login.
(b) If the funds are required for shopping for a cooking program, The Food Technology budget co-ordinator will authorise the purchase order.
6. Completed **Excursion Notification** to be placed in tray in the Finance Office.

Approvals

All excursions must be approved by the principal.

School council have a role in approving aspects of excursions that relate to budget, any request for parent payments and entering into contracts with third parties. These are all part of school council's legislated powers and functions.

For local and day excursions the process for obtaining principal approval is determined by the school.

For excursions that include an overnight component, adventure activities, interstate, overseas or travel by air or water, a completed [Excursions – Principal approval request form \(DOCX\)](#). Excursions – Principal approval request form (DOCX) must be submitted to the principal. This approval form includes detailed information that may be needed in an emergency such as:

- the exact location of the excursion participants at all times, including during travel
- the relevant contact number/s through which excursion staff may be reached in an emergency
- the names and family contact details for all students and staff.

Additional to the approval form, the following documentation must be submitted to the principal:

- copies of the parental consent and medical advice forms of students
- a copy of the risk register
- a copy of the emergency response plan (if required).

This documentation must be approved by the principal prior to the excursion starting.

Following Risk Assessment for Local and Day Excursions approval, teachers must follow the following process:

1. Confirm the bus booking.
2. Confirm the excursion with the venue.
3. Complete a purchase order & attach a copy of the **Excursion Notification** form to the order. The administration team will generate **Excursion Permission** forms to go home.

4. **Payment** will be made on invoice. If prior payment is needed speak to Finance Officer & school purchasing card or direct debit payment can be made. An invoice will be required.
5. Distribute to and collect from parents/carers signed **Excursion Permission** forms. Form slips must be signed and returned for all students attending an excursion
6. Enter the excursion details into the '**Excursions**' field on **SharePoint**. Update this prior to taking students on an excursion to ensure the information is accurate.
7. Teachers must enter the excursion details into the [Student Activity Locator](#) (staff login required) at least 3 weeks prior to the excursion date.
8. Provide a copy of the **Template Risk Assessment for Local and Day Excursions** and **Notification of School Activity** form to your sub-school leader.
9. Mark roll for the excursion and return to excursion tray in Finance office.

Camps Approval & Planning

- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with DET's [Safety Guidelines for Education Outdoors](#) website:
- All camps must be approved by the Principal.
- Staff wishing to organise a camp must first complete an excursion/camp proposal form and provide it to the Principal or Assistant Principal for approval.
- The Teacher in Charge must ensure that all the camp, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The Camp Co-ordinator (SSL/AP) will complete the [DET Notification of School Activity](#) online at four (4) weeks prior to the camp departure date.
- 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 requirements when returning consent forms.

Considerations for students with medical conditions e.g. Anaphylaxis – see anaphylaxis policy

Pre- camp preparation:

1. Parents requested to supply a second Epi-Pen for camp, if needed.
2. Staff to collect details of
 - a. nearest emergency medical treatment in the area and
 - b. How far is the nearest ambulance base.
 - c. Mobile phone reception in camp location
3. Staff to ensure the planned menu does not contain allergens (see appendix for catered camps)
4. Parents of all students requested not to send snacks contain nuts etc.
5. At least one first aid officer to be familiar with the student and his needs
6. All accompanying staff to revise the symptoms of Anaphylaxis, strategies to prevent contact with allergens and student's Management Plan, students Emergency Action Plan and use of practice EpiPens. Class teacher of student to organise.

Adventure Activity Guidelines

The following information is additional to the requirements relating to all excursions. Mandatory guidelines are also provided in relation to specific adventure activities, under each activity name below.

An adventure activity is an activity that involves greater than normal risk which may include:

physical activities beyond the scope of the regular physical education curriculum
travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain
confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life
less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life
exposure to the natural elements with less than the normal physical protection provided in day-to-day life
theme parks, fun parks and trampoline centres
an activity listed under the adventure activities guidelines, outlined below.

If a principal does not have detailed knowledge of an adventure activity as listed in the adventure activities guidelines below, it is recommended that further information and advice is sought from:

- activity peak bodies (see activity specific guidelines)
- teachers or other qualified person with recent experience instructing the activity, who can offer an understanding of both the technical requirements and the educational context.

Pre-activity Check Statements

Prior to any adventure activity, the teacher in charge of the activity must undertake a pre-activity check (refer to template Pre-Activity Check- Appendix A- A3 [Pre-Activity Check \(DOCX\)](#) **and** Risk Register and Emergency Management Plan Templ- Appendix A- A12 [Risk Register and Emergency Management Plan template](#)).

The pre-activity check aims to identify any reasonably foreseeable issues that could possibly affect the planned activity negatively particularly in regards to the safety of the participants and staff.

A pre-activity check must include establishing:

- the current weather, warnings and forecast conditions
- the fire danger index and current fire conditions and warnings
- the conditions and nature of the environment in which the activity is being undertaken and the impact on the activity
- the psychological and physical health and wellbeing of participants and staff on the activity
- the condition of the activity specific and safety equipment being used in conducting of the activity, for example, helmets, life jackets, bikes.

A decision to proceed with the activity, modify it, cancel it or implement contingency plans should be made based on the pre-activity check and any issues that could reasonably be considered to negatively affect the activity and/ or the health and wellbeing of the participants and staff.

Adventure activity guidelines

The safe running of outdoor and adventure activities requires:

- appropriate planning
- the identification of potential risks and difficulties
- active decision making.

These adventure activity guidelines are for developing a risk register specific to the location, activity and group participating.

If the excursion has an overnight camping component, the camping guidelines are relevant in addition to any planned specific activities. The length and difficulty of an overnight route should be selected so that groups generally arrive at the camp well before dark, with sufficient energy left to make camp and prepare a meal. This may not, however, be appropriate in all situations, for example, when it is preferable to walk at cooler times of the day.

These adventure activity guidelines are agreed minimum activity standards for adventure operators and they do not necessarily reflect the greater duty of care owed to students.

Activity specific risk registers

Please see link got specific acitivities;

<https://www2.education.vic.gov.au/pal/excursions/resources>

Aquatic Activities

Swimming guidelines

The *Swimming Instruction and Water Safety Activities* policy, which outlined the requirements for instructional swimming, has been merged with the *Recreational Swimming* guidelines. The new [*Swimming and Water Activities Guidelines*](#) includes information regarding instructional swimming, lifesaving programs and recreational swimming.

Assessment of students' swimming abilities

All aquatic activities now require an assessment of students swimming abilities prior to the activity.

Duty of Care

- In the event of an accident or emergency, the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by the school.
- The adult/student ratio will be no less than 1 adult per 3 students (including the supervising teacher).
- Any water activity requires the presence of a teacher or pool supervisor with a current AusSwim certificate. Epileptic students require 1:1 supervision and a doctor's certificate stating they are permitted to participate in water activities.
- Be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that incursions and excursions require the teacher to fully comply with DET guidelines and bring with them an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that teachers must ensure that venues and external providers adhere to DET guidelines.
- Be aware that students must be counted on a regular basis whilst participating in excursions and incursions.
- The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. A copy of this material will also be kept at school.
- When you go on the excursions remember to take your excursion bag, student medication, DISPlan and remember to manually sign and out of the school.

- Arrangements must be made for students not attending incursions or excursions, for whatever reason, to continue their normal program at school under supervision of another classroom teacher.
- The teacher in charge or designated teacher of an excursion or incursion must carry a mobile phone containing contacts and know the location of a first aid kit.
- Students must wear identification in case of an emergency.

Student Health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Behaviour Expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy and Bullying Prevention Policy*). The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy, Student Code of Conduct and Bullying Prevention Policy*.

Electronic Devices

Students will be allowed to bring their personal mobile device on overnight school camps or excursions however their use will be permitted at the discretion of the teacher in charge. Mobile devices will be locked away by staff after dinner each night.

Jacana School for Autism will provide students and their parents and carers with information about items that can be brought to special activities and events, including personal mobile device.

Food

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Jacana School for Autism and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Communication

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

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

Further information and resources

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- [Child Safety \(and Wellbeing\) Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- Duty of Care Policy (Link)
- Inclusion and Diversity Policy (Link)
- Parent Payment Policy (Link)

POLICY REVIEW AND APPROVAL

Review cycle

This policy will be reviewed as part of the school's 1 to 2 year policy review cycle.

Policy last reviewed:	30 th August 2021 1 st Review: 17 th February 2022 2 nd Review: 8 th April 2022
Consultation:	School Council: 9 th September 2021
Approved by	Principal
Next schedule review date:	Term 1, 2023

APPENDIX A

The forms below have been developed by the department to ensure that schools' legal obligations with regard to the duty of care towards students are met.

Planning Documentation

- **Appendix A1: Summary of Excursion Documentation (DOCX)** – when planning your excursion, use this summary to make sure you have met the minimum documentation requirements
- **Appendix A2: Excursions and Camps Planning Checklist (DOCX)** – checklist in line with department policy to assist staff and principals in planning excursions.
- **Appendix A3: Pre-Activity Check (DOCX)** – suggested template for completion of the Pre-Activity Check, a compulsory on the day check before embarking on any adventure activity.
- **Appendix A4: Documentation of participant preparation, prerequisite skills/knowledge (DOC)** – when conducting adventure activities, students' experience, skills and preparation pertaining to the activity must be documented in this form.
- **Appendix A5: Documentation of Staff Qualifications and Experience (DOCX)** – when conducting adventure activities, staff qualifications and experience (including external providers) pertaining to the activity must be documented in this form.
- **Appendix A6: Clothing and equipment list (general) (DOC)** – sample clothing/equipment list to be adapted by the school relevant to the activity undertaken.
- **Appendix A7: Sample Emergency Response Procedures (DOCX)** – a tool to support schools in developing their Emergency Management Plan.
- **Appendix A8: Communications Plan Template (DOCX)** – suggested template for communications plans for overnight, overseas, interstate excursions or adventure activities.
- **Appendix A9: Guide to Equivalent Qualifications and Experience for Adventure Activities (DOCX)** – to assist schools with planning excursions to ensure that staff are appropriately qualified to lead adventure activities.
- **Appendix A10: Attendance form for contact-tracing (staff login required)** – to assist schools with providing excursion venues student details for contact-tracing purposes. An electronic or hard copy of the form should be provided to the venue at the time of the excursion. Schools can opt to use their own prepared list, but excursion organisers must refer to this proforma to ensure they capture all required information.

Risk Management Tools

- **Appendix A11: Template Risk Assessment for Local and Day Excursions (DOCX)** (staff login required) – template for compulsory risk assessment for local or day excursions.
- **Appendix A12: Risk register and Emergency Management Plan template** (staff login required) – blank risk register template for all overnight, adventure activities, interstate, overseas excursions or travel by air or water. This also includes a template for the Emergency Management Plan.
- **Appendix A13: Sample Excursion or Camp Risk Register (DOCX)** – sample risk register template for all overnight, adventure activities, interstate, or travel by air or water.
- **Appendix A14: Risk analysis tools (DOC)** – understand how the department's risk rating matrix works.

Appendix B

DET minimum Teacher /Student Ratios for camps and adventure activities

Department policy provides minimum requirements for staff-student ratios. Schools may need to enhance these measures with additional staff or volunteers to ensure student and staff safety.

Schools must take into account the likelihood of circumstances where a staff member may be unable to actively supervise the group (e.g. staff illness, staff needing to support a particular student because of illness, behaviour etc.), and the time it will take for a replacement staff member to arrive at the excursion destination.

Except where otherwise indicated, all excursions and camps must have a minimum of 2 staff members.

<p>Local Excursions Regular class teacher-student ratios with an additional accompanying staff member (as required)</p>	<p>Day Excursions 1:20 staff-student ratio with a minimum of 2 staff</p>
<p>Overnight base camps 1:10 staff-student ratio with a minimum of 2 staff</p>	
<p>Abseiling and Rock Climbing 1:1 Rock Face 1:6 Artificial walls 2 Experienced Staff</p>	<p>Orienteering 2:20 Outdoor environments with well-defined boundaries</p>
<p>Base Camping 1:10 Residential under canvas 1:15 Study camp residential</p>	<p>Ropes Course 1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Board Sailing 1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Scuba Diving 1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans) 2:12 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling 1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking 1:5 Overnight 1:10 Day</p>	<p>Snow Activities 1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing 1:6 2 Staff members</p>	<p>Surf Activities 1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>

Cycling 1:10	Swimming 1:10 Beginners Enclosed pools 1:15 Advanced students Enclosed pools 1:5 Surf beachers
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
Interstate & Local Tours 1:10 staff-student ratio with a minimum of 2 staff	

Appendix C

Anaphylaxis Management on Camps

DET Advice re Camps and remote settings

1. Prior to engaging a camp owner/operator's services the School should make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the School, then the School should consider using an alternative service provider.
2. The camp cook should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
3. Schools must not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Schools have a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
4. Schools should conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This should be developed in consultation with Parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
5. School Staff should consult with Parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will need to be undertaken.
6. If the School has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it should also consider alternative means for providing food for those students.
7. Use of substances containing allergens should be avoided where possible.
8. Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts.
9. The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp. If mobile phone access is

not available, an alternative method of communication in an emergency must be considered, e.g. a satellite phone.

10. Prior to the camp taking place School Staff should consult with the student's Parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
11. School Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all School Staff participating in the camp are clear about their roles and responsibilities.
12. Contact local emergency services and hospitals well prior to the camp. Advise full medical conditions of students at risk, location of camp and location of any off camp activities. Ensure contact details of emergency services are distributed to all School Staff as part of the emergency response procedures developed for the camp.
13. Schools should consider taking an Adrenaline Autoinjector for General Use on a school camp, even if there is no student at risk of anaphylaxis, as a back up device in the event of an emergency.
14. The Adrenaline Autoinjector should remain close to the student and School Staff must be aware of its location at all times.
15. The Adrenaline Autoinjector should be carried in the school first aid kit; however, Schools can consider allowing students, particularly adolescents, to carry their Adrenaline Autoinjector on camp. Remember that all School Staff members still have a duty of care towards the student even if they do carry their own Adrenaline Autoinjector.
16. Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
17. Cooking and art and craft games should not involve the use of known allergens.
18. Consider the potential exposure to allergens when consuming food on buses and in cabins.

