

<b>Tallangatta Secondary College Policy Manual</b>	<b>EXCURSION &amp; CAMPS POLICY</b>	<b>Council Meeting:</b>  MARCH 2018
Information: 0260715000          Manager: Principal	Related Policies: First Aid and Procedures Anaphylaxis management  Asthma  Administration of Medication  Working with Children Check  External Provider Policy	Reviewed:  Every two years

### BASIC BELIEFS

1. The Tallangatta Secondary College School Council supports a philosophy ensuring that students should take part in an active and challenging school curriculum. Specifically, excursions enable students to:
  - enjoy their learning;
  - develop interests and activities which can be carried on beyond school;
  - learn through both personal experience and instruction;
  - learn in situations and settings both inside and outside school;
  - relate what they learn at school to what they do and learn outside school; and
  - cooperate with others in achieving socially desirable outcomes.
2. The Tallangatta Secondary College Council supports the idea that there should be a major excursion at year 7, 8, 9. Overland trip and Central Australia camp will each be biannual.
3. That the aims of college excursions should reflect the total college curriculum.

### PLANNING

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

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

### APPROVALS

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

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

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations

- Adventure activities

## GUIDELINES

1. When an excursion is conducted to a major city centre, activities of a cultural nature should be included in the program.
2. Consideration should be given to organising activities in which most families would not normally participate, and to use a variety of transport modes.
3. Reasonable notice of all excursions should be given to allow budgeting by parents.
4. Excursions should be spread throughout the year to ease the financial burden on parents.
5. Level Coordinators should be responsible for organising the major excursions at their level. This may be done in conjunction with other members of staff.
6. Excursions should be organised to enable all students to attend.
7. Where possible, the excursions program will be established in the fourth term of the previous year, in order for adequate planning to take place for parents, teachers and students. Submissions for major excursions will be called for at this stage.

A major excursion is defined as any excursion involving more than 30 students or more than 2 nights out of the College.

A submission for a major excursion means completion of as much as possible of the Excursion Authority form as possible. It must include,

- the **name of the teacher in charge and the number of staff required** must be complete.
  - Class or group and expected number of students
  - An estimated cost
  - Preferred week of the activity **must** be included with the submission
8. The excursion's program will be determined through consultation with parents, teachers and students and finally ratified by Council as part of the annual program.
  9. Excursions relating to specific subject areas will be held throughout the year after application to the Assistant Principal and College Council.

## DUTY OF CARE

All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated teacher in charge has ultimate responsibility for all students in their care. External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure that supervision guidelines are followed.

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

## FIRST AID

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

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

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

## STUDENTS WITH DISABILITIES

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

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

### OVERSEAS TRAVEL

The [Smartraveller](#) website is the Australian Government, Department of Foreign Affairs and Trade (DFAT), travel advisory and consular assistance service. This site also provides useful travel information and tips.

Tallangatta Secondary College will ensure that they:

- comply with any DFAT travel advice current for the proposed location;
- subscribe to receive automatic travel advice updates from the Smartraveller website both prior to the excursion and when overseas;
- review their risk assessment if there are any changes to the DFAT travel advice.

The cost of medical and hospital treatment is high in some countries; therefore Tallangatta Secondary College recommends that all students and staff take out travel and medical insurance for the entire overseas trip.

### EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

In the event of an emergency, to ensure information is provided to emergency services, Tallangatta Secondary College will notify the:

- DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#). A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](#)
- [Department of Foreign Affairs and Trade](#) (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.

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

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

### TEACHER IN CHARGE OF EXCURSIONS IS THE ASSISTANT PRINCIPAL

The Assistant Principal is the best person to help you with any advice regarding excursions.

All applications must be made through the Assistant Principal who will ensure that the appropriate forms are completed, requirements are met and that Council approval is obtained when necessary. Applications are not automatically approved: they must fit in with the College's calendar of events and have clear and supportable educational aims. A copy of every letter of information etc. sent home to parents or issued to students should also be given to the principal and Assistant Principal for counter signing.

<b>References</b>	<ul style="list-style-type: none"><li>• <a href="http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx">http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx</a> Excursion &amp; Camps policy &amp; Procedures</li></ul> <p>This site also leads to other including Adventure Activities, Emergency and Risk Management, Consent, Staffing, Medical information and Venue Selection</p>

### REVIEW CYCLE AND EVALUATION

This policy is scheduled for review every two years.