



Department of Education Proforma for excursions and activities requiring school council approval

Ensure you have the most current version.

This form must be submitted to the principal for school council approval prior to the excursion.

This approval pro forma details the minimum requirements for approval. All information on this pro forma 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.

A [Notification of School Activity form](#) should also be submitted to the Emergency & Security Management Branch three weeks prior to the excursion.

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

Name of program: Year Ten Cycle Tour

Year level(s): Year Ten

Location(s): Bunya Mountains

***Date(s):** 3 – 6 February, 2007

Name of teacher-in-charge: Michael Smith

RATIONALE

*Educational purpose: The Year 10 Cycle Tour is the final outdoor education experience offered by Victoria Secondary College.

Having provided the students with opportunities to explore adventure and personal challenge in their Year 9 outdoor education experience, and having looked at issues of team work and problem solving in Year 8, there needs to be an extension that marks the end of their outdoor education experience. It is planned that the Cycle Tour will provide students with a significant experience that is an appropriate end to their outdoor education. There is also an element of transition for the students involved in the expedition. They are moving into the senior school and this is one of the stages on that journey within their school lives.

The primary objective of the journey is to provide students with an opportunity to practice the necessary skills for the transition from being led to being independent and self-initiating. This is achieved by giving students the opportunity to plan, prepare, and then, lead a four day cycle touring expedition.

As always the program aims to develop and extend the technical skills of the students, but there is also an emphasis on the interpersonal skills of each person on the expedition. With this aim in mind there is a journal component that enables the students to work through the challenges that they are faced with on the journey, whether they are physical challenges, or the challenge of working within a group. This is followed up in the Personal Development class back at school. At the end of the journey it is hoped that the students will be able to look back on an experience that offered them challenges that they faced and overcame. Experiences that were instructive as well as enjoyable. Moments of fear and uncertainty, dealt with by a supportive and positive group. A journey that opened their eyes to their own potential and inspires them to bring a positive and self-confident attitude to the journey that we all share...

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

See attached program

***Nightly accommodation**

Type of accommodation: Accredited residential campsites Tents/camping Other:

Provide physical location. For example, name, address, or map and grid reference.
See attached program for campsite locations.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles See attached program for details
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|---|--|---|
| <input type="checkbox"/> Abseiling | <input checked="" type="checkbox"/> Base camping | <input checked="" type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking | <input type="checkbox"/> Challenge ropes course - high | <input type="checkbox"/> Challenge ropes course - low |
| <input checked="" type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

For each adventure activities selected the conduct of the activity will comply with the requirements outlined in the DoE Safety Guidelines for that activity. Staff providing activity instruction 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 Resources section of the website under 'Risk management'

***Transport arrangements:**

Internal External Both

Type of transport: 22 seater bus for student transport; Toyota Landcruiser for equipment

Seating capacity: 22 and 7

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

If yes, list driver(s). Michael Smith, Bill Thompson, Jenny Johnson

Approximate distance between school and destination: 160km

All transport requirements comply with [Schools Reference Guide 4.10 \(Transport\)](#) and [VicRoads regulations](#) YES

Budget

INCOME

Student Fees	\$160
Other Income	\$700
Total Income	\$3900

EXPENDITURE

Transport	\$480
Food	\$0
Accommodation	\$300
Staffing	\$2000
Equipment	\$1000
Other (specify)	\$
Total Expenditure	\$3780

STUDENTS AND STAFF

Student numbers: 20

Gender: Mixed

Document any required student preparation.

***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.

Michael Smith, Bill Thompson, Mary Williams – see *Staffing Details Proforma* for more information

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 & 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 plan
- Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school emergency contact number 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 commencement.

Teacher-in-charge:

Name Michael Smith Signed _____ Date _____

Acknowledgement of receipt of *Pro forma* for activities requiring school council approval.

Principal:

Name Susan Brown Signed _____ Date _____

Approved and minuted at a school council meeting on _____ (date)

School Council President:

Name Walter Smithy Signed _____ Date _____

EXAMPLE ONLY

PARENT EXCURSION CONSENT

Name of school: **Victoria Secondary College**

Title of excursion: **Year Ten Cycle Tour**

Location(s) of excursion: **Bunya Mountains – Maidenwell – Yarraman – Googa – Blackbutt - Benarkin**

Date(s) of excursion: **February 3 – 6, 2007**

INFORMATION ABOUT THE EXCURSION

Educational purpose of the program

The Year Ten Cycle Tour is the final outdoor education experience offered by Victoria Secondary College.

Having provided the students with opportunities to explore adventure and personal challenge in their Year 9 outdoor education experience, and having looked at issues of team work and problem solving in Year 8, there needs to be an extension that marks the end of their outdoor education experience. It is planned that the Cycle Tour will provide students with a significant experience that is an appropriate end to their outdoor education. There is also an element of transition for the students involved in the expedition. They are moving into the senior school and this is one of the stages on that journey within their school lives.

The primary objective of the journey is to provide students with an opportunity to practice the necessary skills for the transition from being led to being independent and self-initiating. This is achieved by giving students the opportunity to plan, prepare, and then, lead a four day cycle touring expedition.

The program aims to develop and extend the technical skills of the students, but there is also an emphasis on the interpersonal skills of each person on the expedition. With this aim in mind there is a journal component that enables the students to work through the challenges that they are faced with on the journey, whether they are physical challenges, or the challenge of working within a group.

Departure and return times and locations

Students will depart from the main gate of the school at 7.45am on February 3. They will be transported by bus to the Bunya Mountains where the program will commence.

Students will return to the school's main gate by 4.00pm on February 6. If there is a significant delay parents will be contacted by the school.

Details of supervising staff

Supervising staff are Michael Smith (outdoor education teacher at VSC and teacher-in-charge), Bill Thompson (Cycling instructor) and Mary Williams (teacher at VSC).

Costs (including any foreseeable incidentals and the refund policy)

Students are required to pay \$160.00 for the cycle tour. Students are allowed to bring money to purchase food and drinks at the towns we will visit on the program. This should be limited to under \$50. VSC takes no responsibility for money students bring on the program. Students who withdraw from the program will have all money paid refunded.

Name and contact details of the school 24 hour emergency contact(s)

Susan Brown, Principal VSC, 03 7944 3311
Jeremy Smith, Assistant Principal VSC, 03 7944 3322

Program location(s) – the program itinerary attached to this form details the locations students will visit on the program.

Remoteness of the location(s) – the students will be within 30 minutes drive of medical care throughout the program – this may be affected by weather conditions.

Accommodation arrangements – students will be camping in tents throughout the program. Students will only be allowed to share tents with students of the same gender.

Travel arrangements – students will be transported by mini-bus to the start of the tour. This vehicle will be driven by a member of the supervising staff. In addition another member of staff will travel in the bus with the students. In the case of emergency students may be transported in the support vehicle (Toyota Landcruiser).

Adventure activities to be undertaken or that may be offered to students throughout the program

- Cycling
- Camping
- Bushwalking

Activities within this program may expose students to the potential for injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.

- A support vehicle will follow directly behind the students on all public roads with signage indicating “cyclists ahead”.
- Students’ cycling ability will be assessed prior to the activity commencing and will be monitored throughout.
- Where students are not confident of their ability to participate or in the view of staff not competent to undertake sections of the ride they will be transported in the support vehicle. (See note on transport arrangements above.)
- Students will be supervised by at least two staff members throughout the program. Whilst students are riding they will be under the supervision of two staff members who will also be cycling and by a staff member driving the support vehicle.

A risk management plan for this program has been developed by staff and is available for parents to review on request. For more details on the program contact Michael Smith on 03 7944 3355 during school hours.

Attachments

- Program itinerary
- Group equipment list
- Clothing list
- Medical form

Student behaviour

I understand that in the event of my son’s/daughter’s misbehaviour or behaviour which poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.’

ICT/Photograph consent

I agree to my child using the internet and computer network in accordance with the same internet student users agreement that applies at their current school. [Strike out if you do not consent]

I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school’s publications, school’s website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation. [Strike out if you do not consent]

Consent for emergency transportation

In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.

Student accident insurance

The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

Parent consent

I have read all of the above information provided by the school in relation to the [title of excursion], including any attached material.

I give permission for my daughter/son _____ (full name) to attend.

Parent/guardian _____ (full name) _____ (signature) _____

(date)

In case of emergency I can be contacted on: _____ OR: _____

Note: Parents should also complete the ‘Confidential medical information for school council approved school excursions’.

Program Overview

Supervision: All staff will be available at all times. Rest periods away from students will be rotated between staff during the program. They will take turns driving the support vehicle ensuring they comply with the national driving hours regulations.

Alternative program: Each day alternative program options are included in the event that the planned program cannot proceed due to weather or other obstacles.

Day One

The students will arrive at the Bunya Mountains campsite late in the morning. After some morning tea we will spend time allocating the bikes for each rider and conducting a bike safety session (see *Bike Safety Checklist*).

Our first afternoon will be spent setting up camp and then riding to Dandabah, the National Park headquarters. This will provide a chance for the group to get used to the bikes on a short ride. We will return to the campsite and prepare dinner and discuss the route for Tuesday.

Alternative program: initiative activities in camp

Day Two

After packing away the campsite we will make our way towards the Bunya Mountain – Maidenwell Road.

At the road junction the students will ride down the hill at one-minute intervals. There are several sections that are steep descents. At the 2.2km mark students will be told to stop so that we can see how they have coped with the steep downhill. Once again the students will ride off in one-minute intervals (preferably in a different order). They will meet again at the 5.5km mark. This is the end of the steep descent. (A staff member will lead off these two steep sections so the students know where to stop.)

The next 20km are a combination of undulating bitumen and gravel roads into Maidenwell. After setting up camp we will refresh ourselves at the Coomba Falls. We should arrive mid-afternoon, assuming an early start from the Bunya Mountains.

Alternative program: bushwalk in Bunya Mountains NP

Day Three

Once the camp is packed up we will begin the ride south along the Cooyar-Kingaroy road. Once on the NE Highway we will ride into Yarraman: home to a bakery! Lunch in Yarraman. (Students are welcome to bring money to buy food at the bakery if they wish.) After eating our fill we will make our way to the disused railway track that takes us to the Backbutt State Forest, our next staging point.

Our campsite for the night is 'the Farm'. From the ridgeline at 'the Farm' where we will make camp – weather permitting – the Glass House Mountains can be seen on a clear day, and wonderful sunsets enjoyed.

Alternative program: Initiative activities at Googa OEC

Day Four

From 'the Farm' we will ride the gravel tracks back towards Googa Creek.

The final stretch takes us behind the township of Blackbutt and into the Benarkin State Forest. The picnic ground in the Benarkin State Forest is one finishing option. Another is to cross the D'Aguiar Highway, ride through the town of Benarkin and further into the forestry to one of the Forestry Fire Towers. The view from the tower is expansive, taking in miles of forestry and the starting point of our journey: the Bunya Mountains.

Alternative program: visit Blackbutt historical society; help with native revegetation project in Benarkin

The journey covers over 120 km.

A support vehicle will accompany the group whenever they are on public roads.

Bike Safety Checklist

Staff will check these items prior to the commencement of the journey.

- Brakes
- Tyre pressure
- Tyre tread
- Wheel alignment
- Gear changes (check chain for slack)
- Seat
- Handle bars / head set
- Pedals
- Make sure helmets are fitted securely

The instructor will check the following bike components **each day**:

- Brakes, front and rear
- Tyre pressure
- Wheel alignment
- Handle bars / head set

These checks will also occur after any accidents.

Briefing Reminders:

- Tuck in shoelaces
- Helmet on firmly
- Frame size to suit where possible
- Adjust seat height
- Handle bar angle (so the rider can grasp brakes)
- 3 fingers on left brake lever (rear brake) 1-2 fingers on right brake lever (front brake) *i.e. more pressure on rear rather than front brakes*
- Keep pedalling forward while changing gears
- Apply rear brakes first
- Bike length gap between riders
- Secure loose clothing
- Remove necklaces
- Keep hair out of eyes

Risk Register

School: Victoria Secondary College

Supervising teachers/staff: Michael Smith; Bill Thompson; Mary Williams

Program/Excursion: Year Ten Cycle Tour

Year Level: Year Ten

Dates: February 3-6, 2007

Location(s): Bunya Mountains

Risk Description	Existing Controls	Rating			Decision	Treatment
		Effectiveness of controls	Consequence of the risk	Likelihood of the risk consequence occurring		
Describe the risk event, causes and consequences <i>[something occurs, caused by....., leading to.....]</i>	Any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is bad or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
Student injury caused by limited student skill level leading to bicycle accident	<ul style="list-style-type: none"> ▪ Assess student riding skills before the program. Those with limited confidence not to undertake steep descents. ▪ In steep sections separate students before descent. ▪ All students to wear helmets. ▪ Brief students on effective use of brakes and gears 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	

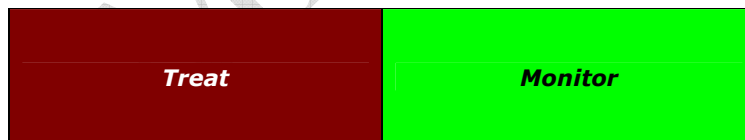
<p>Medical conditions - Richard Jones, Diabetes</p>	<ul style="list-style-type: none"> ▪ Regular rest breaks. ▪ Monitor closely. ▪ Regular intake of fluids. ▪ Check at each scheduled break. ▪ Nominate a staff member to be responsible (JJ) ▪ All staff to carry additional fluids, food and glucose tablets 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>MS to speak with parents by January 28 about the proposed controls to determine if with further treatment and parent's consent Richard can participate</p>
<p>Student injury caused by steep terrain leading to bicycle accident</p>	<ul style="list-style-type: none"> ▪ Separate students before descent. ▪ Staff member to go first to check for any debris on the route. ▪ Assess student riding skills before the program. Those with limited confidence not to undertake steep descents. 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>All staff to confer before each steep descent (these are noted on the route description)</p>
<p>Student injury caused by cattle grids leading to bicycle accident</p>	<ul style="list-style-type: none"> ▪ Brief students on the danger of riding slowly over grids ▪ Instruct students to ride straight over grids keeping handlebars straight ▪ Brief students on the number of grids on steep downhill sections ▪ Only one person at a time to ride over a grid. 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	
<p>Student injury caused by bicycle component failure (eg. brakes, headset, seat) leading to bicycle accident</p>	<ul style="list-style-type: none"> ▪ Daily safety check of bicycles (using bicycle safety checklist) ▪ Instruct students not to adjust their own bicycle without being checked by staff 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	

Dehydration	<ul style="list-style-type: none"> ▪ Each student to carry 1 litre of water ▪ Regular water stops (at least every 30 min) ▪ Review student condition if the temperature rises above 25 degrees 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	MS to review conditions daily between 11.30am – 2.00pm.
Student injury (burns) caused by inappropriate use of cooking stove	<ul style="list-style-type: none"> ▪ Comply with DoE Fuel Stove Procedures ▪ Provide instruction on use at the outset ▪ Staff member assigned to supervise cooking ▪ Use of stoves in one central area only 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	MS to nominate a member of staff to directly supervise the cooking while stoves are in use
Student injury caused by high winds leading to tree fall	<ul style="list-style-type: none"> ▪ Review campsite location for tree fall hazards 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	MS to identify alternative accommodation in the event of high winds.
Student injury caused by various road hazards leading to traffic accident	<ul style="list-style-type: none"> ▪ Only licensed drivers from the staff team to drive the support vehicle ▪ Drivers to rotate between cycling and driving with regular rests for staff and students ▪ Prominent signage to be displayed on the vehicle to signal "cyclists ahead" ▪ Vehicle to drive with lights on and hazard lights flashing while cyclists are on the road ▪ Drivers of the support vehicle to comply with all road rules ▪ Students to wear a helmet and a reflective vest ▪ Post signs in townships along the route prior to the tour warning of cyclists on the road from February 3 – 6, 2007 ▪ Instruct students to ride single file on the left hand side of the road. 	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	MS to modify the route two weeks prior to the excursion so that the tour is not conducted on any roads with a speed limit above 60km/hr.

Failure of communication equipment causing group to separate and accidents to occur	<ul style="list-style-type: none"> Check mobile phones are charged prior to tour Take spare battery for each phone Check reception throughout the route during recce 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	
Student injury caused by thunderstorms leading to lightning strike	<ul style="list-style-type: none"> Implement DoE lightning management plan Review weather forecast the day prior to the tour Brief students on lightning response procedures 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	MS to review route prior to departure to identify places for shelter during a lightning storm.
Student injury caused by entanglement of clothing leading to bicycle accident	<ul style="list-style-type: none"> Students to wear clothing that is not likely to catch in the chain, seat or frame Staff to review clothing each morning and afternoon 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	MS to remind students at the final briefing about appropriate clothing
Chaffing	<ul style="list-style-type: none"> Students to wear chamois Include baby powder in first aid kit 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	
Slips and trips during bushwalking	<ul style="list-style-type: none"> Walk on formed tracks only Brief students to be vigilant about rough and uneven terrain Supervise students during bushwalking 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	
Student injury caused by trailer reversing or decoupling leading to accident	<ul style="list-style-type: none"> Only staff to decouple trailer Students to be kept clear of trailer during decoupling Students not to assist in moving the trailer Staff to check bicycle security on the trailer before towing 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	Staff member driving the vehicle to clear the reversing area and alert all students in the area before beginning to reverse with trailer

Risk treatment priority table

Consequences	Major	Student injury caused by high winds leading to tree fall; Student injury caused by thunderstorms leading to lightning strike	Medical injury (Richard Jones, Diabetes); Student injury caused by various road hazards leading to traffic accident		
	Moderate		Trailer accident; Student injury caused by entanglement of clothing leading to bicycle accident; Student injury (burns) caused by inappropriate use of cooking stove	Student injury caused by steep terrain leading to bicycle accident	
	Minor	Failure of communication equipment causing group to separate and accidents to occur	Chaffing; Student injury caused by cattle grids leading to bicycle accident; Student injury caused by bicycle component failure (eg. brakes, headset, seat) leading to bicycle accident; Slips and trips during bushwalking	Student injury caused by limited student skill level leading to bicycle accident; Dehydration	
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
Likelihood					



EXAMPLE

STAFFING DETAILS PROFORMA

All staff members including teachers, school support staff, parents, volunteers, and external providers, should be listed if known at the time of submission to school council.

For staff members who will provide supervision of students and who are not registered teachers a [Working with Children](#) check is required (after July 2007).

Name	Role <i>eg. Teacher, Parent, Instructor, Volunteer, Non-school staff</i>	Qualifications (including first aid)	Police Check
Michael Smith	Teacher	VIT Registered teacher, experienced cyclist, St Johns Senior First Aid Feb 2006	NA
Bill Thompson	Instructor	Experienced cyclist, WMI Leaders Wilderness First Aid Jan 2007 (see staffing qualifications proforma)	WWCC #1237
Mary Williams	Teacher	VIT Registered teacher, Bike Ed training	NA

CLOTHING AND PERSONAL EQUIPMENT LIST

General considerations

Clothing taken on outdoor or adventure programs should allow participants to be comfortable and protected in a range of conditions, regardless of the season. Clothing that is quick drying and resistant to damage is ideal. Clothing should fit the person well. Practicality is the emphasis rather than how fashionable clothes are! Unsuitable or ill-fitted clothing can impair student participation and may be hazardous.

Essential clothing and equipment all students must bring:

- sun hat (not to be worn under helmets)
- sneakers (2 pairs)
- water bottle (one litre minimum)
- rain coat
- one (1) warm jumper
- cycling chamois
- 4 pairs of shorts (not too baggy!)
- 6 t-shirts (including some light long sleeve)

Sleeping

- sleeping bag
- sleeping mat

Toiletries

- soap
- toothbrush and toothpaste
- sunscreen
- insect repellent

Personal equipment

- torch
- personal medical requirements
- camera
- thongs
- sunglasses
- eating utensils (including cup)

Notes

- Students may bring money to purchase food along the way. This should be part of the student's menu plan.
- All personal items and baggage should be clearly marked with the student's name.
- Students may bring portable music players to listen to during travel to and from the program. They cannot be used during the program and will be confiscated for the duration of the program if used outside the travel period. No responsibility will be taken for loss or damage to electronic equipment.
- Mobile phones are not permitted. Staff have mobile phones and students can be contacted on program through the school.
- As a health precaution students are advised not to bring aerosol propellant cans e.g. deodorant sprays.
- Students must not bring alcohol, cigarettes, medication not documented on the medical form, or illegal substances.

GROUP EQUIPMENT LIST

The following equipment will be provided by the school. Students may bring their own equipment in place of the school-provided equipment with the consent of parents.

Camping equipment

- Tent
- Stove
- Stove fuel
- Matches
- Washing tubs
- Detergent and scourers
- Toilet paper
- Trowel/shovel

Cycling equipment

- Bicycle (including 2 spare bikes)
- Helmets (including 2 spare helmets)
- Reflective vests
- Repair equipment – tube repair kit, chain breaker, spoke key, various spanners, pliers, tyre levers, hand pump and electric pump (run from the vehicle), portable repair stand
- Spare components – tubes, tyres, cable, brake pads, seat

Emergency / Safety equipment

- First aid kits (for each staff member)
- Maps – road map, topographic map of Bunya Mtns
- Mobile phones (including spare battery and battery charger for each phone)
- Torch (including spare batteries)

Emergency Response

To be given to each staff member on program and a copy left with the school contact person.

Features of the Region

The mountain-biking journey will begin in the Bunya Mountains National Park which is located a little over 100km from Toowoomba to the north. Over the four days the students will travel through the Burnett region finishing at Benarkin on Thursday.

Each day the students will be divided into groups of no more than eight (8) riders accompanied by a staff member on a bike. Following the groups will be a 4WD support vehicle with a sign warning of "Cyclists Ahead". The vehicle will follow the students on all major roads and tracks. (Between Yarraman and Blackbutt State Forest the vehicle is unable to follow directly behind the group, as the students will be riding on a dismantled railway track.)

The journey will pass by close to or through 2 major towns – Blackbutt and Yarraman – which have emergency services available.

Should an emergency arise that requires medical attention, the accompanying staff will be carrying mobile phones which will bring them into contact with emergency services listed below or with the support vehicle, which would be within the area already.

There is also an outdoor education centre in the area – Googa OEC – whose staff know the surrounding country very well. Their contact number is listed along with those of the emergency services.

Communication with emergency support

The staff will have mobile phone access throughout the tour to engage the support of emergency services.

Emergency Access

The support vehicle that will be travelling with the group will follow the students on all roads and tracks.

Exception: The vehicle will be unable to follow students along the disused railway between Yarraman and Blackbutt State Forest. This is a 10km section on day three. Two staff members will ride with the group on this section. The vehicle can get access at two points at the second and third bridge crossings. The railway is less than 500m from the highway throughout.

The phone contacts below provide a list of the emergency services accessible throughout.

In a worst case scenario helicopter access is possible throughout.

Information required when reporting a serious accident

- Number of students injured. Names of students injured.
- Suspected injuries.
- When it happened...Where it happened...What happened.
- Current location of injured student(s).
- Student's present condition.
- Condition of other group members and the name of the person who is with them.
- What is currently happening
- Estimated time of next communication and method of communication.

Emergency Services: 000

Local Emergency Services*:

☎ 07X4 4X1 87X	Ambulance (Yarraman)
☎ 07X4 4X1 877	Police (Yarraman)
☎ 07X4 4X3 87X	Ambulance (Blackbutt)
☎ 07X4 4X2 877	Police (Blackbutt)
☎ 0754 X61 8X7	Hospital (Kingaroy)

*The emergency services are marked on the staff maps

School Contacts

☎ 07 5X55 7X88	Principal – Victoria Secondary College
☎ 07 5X61 X877	Assistant Principal - Victoria Secondary College
☎ 07 5X61 X867	Reception - Victoria Secondary College
☎ 04X8 328 252	Victoria Secondary College 24 hour phone contact

DE&T Contact

☎ Emergency & Security Management Unit (03) 9589 6266 – 24 hour service

Program Contacts:

☎ 04X8 378 262	Michael Smith
☎ 04X0 4x1 135	Jenny Johnson
☎ 04X 7X1 896	Bill Thomson
☎ 0741 6X0 266	Googa OEC
☎ 0741 6X0 2X6	Bunya Mountains National Park (2-4pm daily)
☎ 0741 64X 166	Jeff & Denise Kelly, Maidenwell General Store (night two)
☎ 0741 6X0 10X	John Trousdell (night three)

Other Useful Contacts:

☎ 0746 6X0 426	Toowoomba QPWS Office
☎ 0417 6X3 0X5	Les Smith, QPWS Backbutt (Forestry)

EXAMPLE ONLY

Pro-forma: Documentation of staff qualifications and experience or expertise in lieu of certification/accreditation

Details

Name	Bill Thompson
School/Organisation	Victoria Secondary College
Activity	Cycling
Venue (where the activity will take place – be specific)	Bunya Mtns
Season (when the activity will take place – include dates)	Summer

Student Group

Year Level(s)	10
Age Range	14-16
Prior Experience	Yes - limited
Special Considerations	NA

Qualifications Previously Held (relevant to the activity)

Title	Organisation	Date Received	Expiry Date
Cycle Leader Certificate	Bike Training Specialists	Sept 2002	Sept 2004

Training (formal courses, on the job, other)

Host Organisation	Date(s)	Description

Personal Activity Experience – Describe:

Location	Season	Activity Description
Port Philip Bay	October 2001, 2002, 2004, 2006	Round the bay in a day
Bairnsdale to Newmeralla	May 2005	East Gippsland Rail Trail with partner (94km)
Ballarat to Skipton	August 2005	Rail trail 34km with group of five adult friends

Instructional Activity Experience – Describe:

Location	Season	Activity Description
Bunya Mtns	Summer 2006	Year ten Cycle tour VSC
Bellarine Peninsula Rail Trail	Spring 2006	Year six day trip Victoria Primary School (32km)

Experience in this or similar venue and seasons:

Location	Season	Activity Description
Bunya Mtns	Summer 2006	Year ten Cycle tour

Experience working with this age group/year level in this and/or other activities:

Age Range & Year Level	Date(s)	Activity	Location
Year ten (14-16)	Feb 2-5, 2006	Cycle tour	Bunya Mtn

Signed by above-named staff member: _____ Date: _____

Note:

This pro forma provides one suggested way of documenting staff qualifications and experience or expertise.

DOCUMENTATION OF STUDENT PREPARATION, PRE-REQUISITE SKILLS/KNOWLEDGE

Year level *Year Ten* Activity *Cycling*

This checklist is to be completed by observing students cycling a week prior to participation in the Year Ten Cycle Tour.

Indicate with a ✓ if students have previously participated in this activity.

Skill/knowledge:	<i>Effectively uses brakes</i>		<i>Effectively uses gears</i>	
	Date	Initials	Date	Initials

