# Camps, excursions, swimming and/or water-based activity checklist

## Purpose

This checklist assists schools to prepare for an excursion in line with the Department of Education (department) Excursions Policy and Guidelines and must be completed for all local excursions, day excursions and overnight camps (Part A), and for any swimming and/or water-based activities (both Part A and Part B).

Please note the checklist:

* must be signed and dated by the school principal.
* includes a section outlining the additional requirements for swimming and/or water-based activities, which must be completed prior to engaging in any swimming and/or water-based activities.
* does not replace the [Excursions Policy](https://www2.education.vic.gov.au/pal/excursions/policy) and [Guidelines](https://www2.education.vic.gov.au/pal/excursions/guidance) in the Policy and Advisory Library. It is the principal’s responsibility to ensure that all relevant requirements are met, noting there are specific requirements for each Adventure Activity.
* does not cover the additional requirements for Overseas Excursions (please see [Excursions Guidance: Overseas Travel](https://www2.education.vic.gov.au/pal/excursions/guidance/overseas-travel) for additional requirements).

## Responsibilities

***Teacher-in-charge – (TIC):*** The teacher-in-chargeof excursions is responsible for the supervision strategy, which must be approved by the school principal as part of the excursion approval process.

***Excursion staff:*** All staff members must supervise students according to the supervision strategy, and in accordance with their duty of care.

***Principal – (P):*** The supervision strategy must be approved by the school principal as part of the excursion approval process.

## PART A - Camps and excursions checklist

| **Requirement** | **Person Responsible** | **✓** |
| --- | --- | --- |
|  | **PLANNING** |
| 1 | Read the [Excursions Policy and Guidelines](https://www2.education.vic.gov.au/pal/excursions/policy) on the Policy and Advisory Library. | P |  |
| 2 | For camps and/or water-based excursion activities, the school staff with primary responsibility for organising the activity must complete the excursions eLearn module | TIC/P |  |
|  | **APPROVAL** |
| 3 | For local and day excursions (not involving adventure activities): Principal approval must be sought via the process determined by the school.  | TIC/P |  |
| For excursions with an overnight component or involving adventure activities (including swimming and/or water-based activities):Complete the [Principal Approval form](https://www2.education.vic.gov.au/pal/excursions/guidance/approvals) and any attachments (including risk register and emergency management plan, communication plan etc.). Provide this to the principal with sufficient time to allow the principal to review the documentation. See: [Excursions Guidelines – Approvals](https://www2.education.vic.gov.au/pal/excursions/guidance/approvals). |
| 4  | Confirm that activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements. If planning an activity on Parks Victoria Land, schools must register their excursion with [ParkConnect](https://www.parkconnect.vic.gov.au/education/). See: [Excursions Guidelines – Venue Selection](https://www2.education.vic.gov.au/pal/excursions/guidance/venue-selection). | TIC |  |
| 5 | For interstate excursions:Confirm school staff or principals attending the excursion have received appropriate approval to travel. See: [Excursions Guidelines – Approvals](https://www2.education.vic.gov.au/pal/excursions/guidance/approvals) and [Travel for School Staff](https://www2.education.vic.gov.au/pal/travel/policy).  | TIC/P |  |
|  | **STAFFING** |
| 6 | Determine the number of excursion staff required (and how many must be registered teachers).Ensure that supervision ratios are correct for ALL aspects of excursion. If the excursion includes adventure activities, activity specific ratios apply, including swimming activities. See: [Excursion Guidelines – Supervision](https://www2.education.vic.gov.au/pal/excursions/guidance/supervision). | TIC/P |  |
| 7 | Excursion staff must comply with department or the school’s own policy in relation to the Child Safe Standards and have a Working with Children Clearance and proof of vaccination if required.  | TIC |  |
| 8 | Record the names of volunteer workers for the purposes of volunteer workers insurance. See: [Volunteers in Schools](https://www2.education.vic.gov.au/pal/volunteers/policy). | TIC |  |
| 9 | Designate a member of staff as being responsible for first aid, ensuring they have appropriate qualifications, and source relevant first aid kit. See: [Excursions Guidelines – First Aid](https://www2.education.vic.gov.au/pal/excursions/guidance/first-aid). | TIC |  |
| 10 | Clarify the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) so they are understood by all staff and students prior to the commencement of the excursion. | TIC |  |
| 11 | For excursions with an overnight component:Ensure there is a dedicated school contact person in the event of an emergency, both during and outside of school hours. | P |  |
| 12 | For excursions with an overnight component:If the overnight stay involves mixed gender groups, ensure there are excursions staff of mixed genders. | TIC |  |
|  | **TRANSPORTATION** |  |  |
| 13 | Select an appropriate mode of transport in line with the [Private Vehicle Use](https://www2.education.vic.gov.au/pal/private-vehicle-use/policy) policy which provides that the use of private vehicles should be avoided unless necessary.  | TIC |  |
| 14 | Confirm that any bus or private vehicle has appropriate registration and the driver has an appropriate licence and comprehensive insurance for the vehicle. See: [Excursions Guidelines – Transport](https://www2.education.vic.gov.au/pal/excursions/guidance/transport). | P |  |
|  | **EMERGENCY AND RISK MANAGEMENT** |
| 15 | For local excursions (not involving adventure activities): Must complete the [Risk Assessment for Local Excursions](https://edugate.eduweb.vic.gov.au/edrms/website/PAL/excursions-evidence-of-risk-assessment-local.docx) template. This is evidence of consideration of the risks that may be encountered while on the excursion. See: [Excursions Guidelines – Risk Management Planning](https://www2.education.vic.gov.au/pal/excursions/guidance/risk-management-planning). | TIC |  |
| For day excursions or excursions with an overnight component or involving adventure activities:Must complete the [Excursions Risk Register and Emergency Management Plan](https://www.education.vic.gov.au/PAL/excursions-risk-register.docx) template to identify, analyse, evaluate and address all student and staff health and safety risks during an excursion (including transportation, activities undertaken, excursion venues and staff or student illness) and any significant financial risks to the school and/or parents/carers (for example if an excursion needs to be cancelled). See: [Excursions Guidelines – Risk Management Planning](https://www2.education.vic.gov.au/pal/excursions/guidance/risk-management-planning). |
| 16 | For excursions with an overnight component or involving adventure activities:Must develop an emergency management plan that covers responses to likely emergency situations (identified in the risk register) and arrangements if the excursion needs to be cancelled, recalled or altered. See: [Excursions Guidelines – Emergency or Critical Incident Management](https://www2.education.vic.gov.au/pal/excursions/guidance/emergency-or-critical-incident-management). | TIC |  |
| 17 | Prepare emergency management procedures to include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help. | TIC |  |
| 18 | For excursions involving adventure activities:Ensure any requirements listed under the Adventure Activities Guidelines have been met. See [Excursions Guidelines – Adventure Activities](https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities). | TIC/P |  |
| 19 | For excursions with an overnight component or involving adventure activities:If conducting an activity in a remote location with limited access to technology and emergency services, develop a documented communication plan prior to the activity. See: [Excursions Guidelines – Communication](https://www2.education.vic.gov.au/pal/excursions/guidance/communications) | TIC |  |
|  | **USE OF EXTERNAL PROVIDERS** |
| 20 | Confirm that any residential campsite is accredited by a provider recognised by the department. See: [Excursions Guidelines – Venue Selection](https://www2.education.vic.gov.au/pal/excursions/guidance/venue-selection). | TIC |  |
| 21 | Assess the safety and suitability of the venue (including the environment) for the activities proposed. See: [Excursions Guidelines ­– Venue Selection](https://www2.education.vic.gov.au/pal/excursions/guidance/venue-selection) and [External Providers](https://www2.education.vic.gov.au/pal/excursions/guidance/external-providers). | TIC |  |
| 22 | Consult venue managers and activity providers about their risk management plans and processes.  | TIC |  |
| 23 | Negotiate terms and conditions with third party providers. This includes refusing to sign any Waivers of liability on behalf of students. Students cannot be asked to sign waivers of liability. See: [Insurance for Schools](https://www2.education.vic.gov.au/pal/insurance/policy).  | P |  |
| 24 | Confirm that external providers (including specialist instructors) hold appropriate public liability insurance and have the necessary skills or qualifications for the activity and appropriate experience for the age and skill level of the students. See: [Insurance for Schools](https://www2.education.vic.gov.au/pal/insurance/policy).  | TIC |  |
|  | **COMMUNICATION WITH STUDENTS AND PARENTS/CARERS** |
| 25 | Obtain written or electronic consent from parents/carers for school excursions (including adventure activities). Parents/carers must be provided with sufficient information about each aspect of the excursion. See: [Excursions Guidelines ­– Consent](https://www2.education.vic.gov.au/pal/excursions/guidance/consent) for the requirements relating to informed consent.  | TIC |  |
| 26 | Inform staff and students about appropriate clothing and personal equipment | TIC |  |
| 27  | For local and day excursions (not involving adventure activities): Seek up to date medical information from parents / carers. See: [Excursions Guidelines ­– Student Medical Information](https://www2.education.vic.gov.au/pal/excursions/guidance/student-medical-information). | TIC |  |
| For excursions with an overnight component or involving adventure activities:Provide [Medical Information Forms](https://www2.education.vic.gov.au/pal/excursions/guidance/student-medical-information) to parents/carers for completion. These forms must be accessible during the activity, whilst copies of the forms must be kept at the school. See: [Excursions Guidelines ­– Student Medical Information.](https://www2.education.vic.gov.au/pal/excursions/guidance/student-medical-information) |
| 28 | Give students clear information about organisational and relevant safety arrangements, supervision roles, emergency procedures and expected standards of behaviour.  | TIC |  |
| * 29
 | * For excursions with an overnight component:
* Provide parents/carers the telephone numbers for the designated school contact person in the event of an emergency.
 | TIC |  |
|  | **FINAL PREPARATIONS** |
| 30 | Complete the [Student Activity Locator (SAL) online form](https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp) at least three weeks prior to the excursion.  | TIC |  |
| 31 | Inform the regional director if an excursion leaves the school unoccupied. | P |  |
| 32 | For excursions with an overnight component:Ensure that both the teacher-in-charge, principal and 24-hour contact person each have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:* itinerary and supervision strategy, including the exact location of the excursion participants at all times, including during travel
* relevant telephone number/s to contact excursion staff in an emergency (for principals), or the school contact person (for the teacher-in-charge)
* names and family contacts for all students and staff
* copies of the consent and medical advice forms of students
* copy of the program's emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person
* copy of the completed approval proforma (including all attachments) submitted to the principal.
 | TIC/P |  |
| 33 | Review weather conditions ahead of planned excursions. This includes extreme weather (smoke, lightning, rain, wind, etc.) and significant fire risk or total fire ban days. Liaise with the region about whether the excursion should be cancelled or special precautions are required. See: [Excursions Guidelines ­– Weather and Emergency Warnings](https://www2.education.vic.gov.au/pal/excursions/guidance/weather). | TIC |  |
| 34 | Ensure that there is a [first aid kit](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/first-aid-kits) appropriate to the excursion location and proposed activities available.  | TIC |  |
| 35 | Ensure all participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan. | TIC |  |
| 36 | Familiarise excursion staff with the medical status of students, particularly with respect to epilepsy, diabetes, asthma and heart conditions. Also make staff aware of students with behavioural issues, or who may require additional support, and the support strategies for these students. | TIC/P |  |
|  | **DURING ACTIVITY** |
| 37 | Ensure you have the means to mark rolls, and a copy of all the approval documentation. This can be via an electronic device or paper copies. | TIC |  |
| 38 | Clarify the responsibility for supervision of students and emergency procedures with all excursion staff and any external providers, including that teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction. | TIC |  |
| 39 | Upon arrival, ensure that staff check the excursion venue to assess apparent dangers and hazards and prepare contingency plans if required. | TIC |  |
| 40 | Familiarise all excursion staff and students with emergency procedures. Explain emergency procedures as soon as practicable after arrival and conduct a trial evacuation exercise to ensure that procedures are appropriate and staff and students are familiar with them. | TIC |  |
|  | **AFTER THE EXCURSION** |
| 41 | Record details of accidents or incidents on eduSafe Plus and report to the Incident Support and Operation Centre for incidents rated high and extreme – refer to [Managing and Reporting School Incidents](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/guidance/step-2-reporting). | TIC |  |
| 42 | Store excursion documentation in accordance with the [Department’s Records Management Policy](https://www2.education.vic.gov.au/pal/records-management/policy). | TIC |  |

##

## PART B – Swimming and/or water-based activity checklist

In addition to Part A above, this checklist assists schools to meet key requirements of the excursions policy and guidelines for all swimming and/or water-based activities, including instructional swimming, life-saving programs and recreational swimming at a pool, inland waterway, enclosed waterways and coastal waterways.

The requirements below are **mandatory** (except for items 53 and 54 which are recommended), therefore they must be met in order for schools to engage in any of the activities listed above.

| Requirement | Person Responsible | ✓ |
| --- | --- | --- |
| 43 | Ensure the specific requirements for qualifications and supervision for swimming and/or water-based activities are met, including that students will be supervised at all times by a person employed by DET who has overall responsibility for the activity including for emergency procedures. | P |  |
| 44 | Ensure the requirements for First Aid and CPR are met.  | P |  |
| 45 | Ensure all parent and carer permissions are obtained including medical certificates where necessary.  | TIC |  |
| 46 | Ensure the school organises an [assessment](https://www.education.vic.gov.au/Documents/school/principals/safety/participrep.doc) for full awareness of students’ knowledge, skills and experience in the water.  | TIC |  |
| 47 | Ensure students with special needs are accommodated to participate in the swimming and/or water-based activity and extra supervision is accounted for where applicable.  | P |  |
| 48 | Ensure a swimming and/or water-based activity risk register is developed, specific to the location, activity and participants.  | P |  |
| 49 | Ensure students are briefed on the hazards and risks associated with this swimming and/or water-based activity. | TIC |  |
| 50 | Ensure that lifeguards located at the facility are consulted and there is appropriate agreement on comprehensive emergency procedures.  | P |  |
| 51 | Ensure rescue aids are immediately available where students are undertaking swimming and/or water-based activity. | P |  |
| 52 | Ensure sun protection is provided (including sunscreen and hats). | P |  |
| 53 | Ensure the facility has clear risk management assessments (optional requirement). | P |  |
| 54 | Determine if the pool facility meets the national standard for pool safety – (optional requirement) | P |  |

## PRINCIPAL’S SIGNATURE

I have reviewed Part A - Camps and Excursions Checklist and Part B - Swimming and/or Water-based Activity Checklist and confirm that all required items have been completed.

Principal Signature:

Date:

© State of Victoria (Department of Education) 2023. Except where otherwise [noted,](https://www.education.vic.gov.au/Pages/copyright.aspx) material in this document is provided under a [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/) Please check the full [copyright notice](https://www.education.vic.gov.au/Pages/copyright.aspx)