EXCURSIONS

# pRINCIPAL APPROVAL TEMPLATE

This document details minimum requirements for approval of excursions which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, school holidays or adventure activities.

It must be submitted to the principal for approval prior to the excursion.

* All information on this document is required. Add attachments if necessary.
* Complete the [Student Activity Locator (SAL)](https://partner.eduweb.vic.gov.au/sites/sal/Pages/about.aspx) three weeks prior to the excursion.
* Sections with an \* have explanatory notes included at the end of this document.

## SUMMARY

Name of Program:

Year level(s):

Location(s):

Date(s) \*:

Name of teacher-in-charge:

## EDUCATIONAL PURPOSE\*

# PROGRAM DETAILS

### Program outline\* including:

* Detailed daily itinerary (including morning, afternoon and evening activities)
* Supervision strategy for all aspects of the itinerary
* Alternative program in the event of changed circumstances

## Overnight accommodation\*

### Type of accommodation

[ ] Accredited residential campsites

[ ] Tents/camping

[ ] Other (please specify):

### Physical Location

For example, name, address, or map and grid reference.

### Contact phone number(s)

Residential Campsite (if applicable)

Staff mobiles

Other

# Adventure activities

Tick the adventure activities that have been planned to occur during the program:

[ ]  Abseiling

[ ]  Artificial climbing and abseiling walls

[ ]  Bushwalking

[ ]  Camping

[ ]  Canoeing/kayaking

[ ]  Challenge ropes courses

[ ]  Cycling

[ ]  Horse riding

[ ]  Orienteering

[ ]  Rafting

[ ]  Rock climbing

[ ]  Sailing

[ ]  Scuba Diving

[ ]  Sea Kayaking

[ ]  Snorkelling

[ ]  Snow activities

[ ]  Surfing

[ ]  Swimming

[ ]  Water Skiing

[ ]  Windsurfing

The teacher-in-charge of the activities has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.

☐ YES

The conduct of each activity will comply with the requirements outlined in the Excursions Policy and Guidelines and the adventure activity guidelines for that activity.

[ ]  YES

## RISK Register

**A risk register for the excursion must be completed and attached with this submission.** Guidance on the risk register is available under Excursions – Guidelines.

## Travel insurance arrangements

Does your excursion involve interstate or overseas travel?

[ ]  YES (please complete below) [ ]  NO (please continue to next section)

Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)? Please see the Insurance Arrangements Guidelines for Schools for further information.

[ ]  YES (please provide evidence of travel insurance with VMIA)

[ ]  NO

If NO, please indicate travel insurance arrangements below.

## TRANSPORT ARRANGEMENTS\*

[ ]  Internal [ ]  External [ ]  Both

Types of transport and seating capacity:

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

If yes, list driver (s):

Approximate distance between school and destination:

All transport requirements comply with the advice in the Excursions Policy and Guidelines, School Owned and Hired Vehicles Policy, Private Car Use Policy and [VicRoads](https://www.vicroads.vic.gov.au/) regulations:

[ ]  YES

## BUDGET

| **INCOME** | **EXPENDITURE** |
| --- | --- |
| Parent payments (user-pays fees or curriculum contributions)\* |  | Transport |  |
| Other income |  | Food |  |
|  |  | Accommodation |  |
|  |  | Staffing |  |
|  |  | Equipment |  |
|  |  | Contingency funds |  |
|  |  | Other expenditure |  |
|  |  |  |  |
| **Total income** |  | **Total expenditure** |  |

## STUDENTS AND STAFF

### Students

Number of female students:

Number of male students:

Number of self-described students:

List required student preparation, if any:

List any addition information relevant to the student cohort:

### 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.

| **Staff name**  | **Male/ Female/ Other** | **First aid qualification (Y/N)** | **CPR qualification (Y/N)** | **School Staff /Volunteer/external provider** | **Working with children Check (if required) (Y/N)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The staffing listed above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing.

[ ]  YES

The staffing listed above complies with the minimum supervision ratios as required by the relevant adventure activity guidelines.

[ ]  YES [ ]  Not applicable for this excursion

## DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

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

[ ]  Signed informed consent from parents/guardians

[ ]  Completed medical form for all students and staff

[ ]  Detailed itinerary with specific locations and contact numbers

[ ]  A copy of map(s), including map name, access routes and grid references if required

[ ]  Staff and student equipment and clothing lists

[ ]  Group equipment list(s) if necessary

[ ]  A supervision plan that outlines staffing allocations for activities and for non-programmed periods.
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.

[ ]  Completed documentation of staff qualifications and experience

[ ]  Documentation of participant preparation, prerequisite skills/knowledge

[ ]  Risk register

[ ]  Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person

[ ]  Evidence of travel insurance (for interstate and overseas excursions ONLY)

[ ]  Communication plan (required for overseas excursions and excursions to remote locations)

[ ]  Other school-specific information:

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

#### Teacher-in charge

Name

Signed

Date

### Approved by the principal

#### Principal

Name

Signed

Date

## EXPLANATORY NOTES

### Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

### Educational purpose and program outline

Whatever you intend the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification on the Student Activity Locator.

### Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Training recognised accreditation provider. See Excursions Guidelines – Venue Selection for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to the principal.

**Parent Payments**

Activities required for the delivery of the Curriculum

Where a school determines that a camp or excursion is to be provided for all students to meet the standard requirements of the curriculum, parents can be invited to make a voluntary curriculum contribution. All students are treated the same regardless of whether their parents contribute.

Activities provided on a user-pays basis

Where a school determines that a camp or excursion is above and beyond what is provided by the school for free to deliver the standard requirements of the curriculum, these activities are provided on a user-pays basis and categorised in extra-curricular items and activities. Schools must still deliver the requirements of the curriculum to a student who does not participate in the camp or excursion.

Schools must apply the [Financial Help for Families policy](https://www2.education.vic.gov.au/pal/financial-help-families/policy) in relation to camps and excursions provided on a user-pays basis to support families experiencing financial hardship.

### Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving.

### Supervising staff and volunteers

A [Working with Children](https://www.workingwithchildren.vic.gov.au/) Clearance is required for all staff members attending the excursion who are not registered teachers.

Volunteers attending the excursion must also have the appropriate WWCC as required by law or your school policy .

The department **recommends that schools require anyone who volunteers regularly or who assists with excursions, camps or similar events** to obtain a WWCC due to the contact volunteers may have with students in these situations, regardless of whether or not they are legally exempt from having one under the Worker Screening Act 2020.

For further information see: [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors](https://www2.education.vic.gov.au/pal/suitability-checks/policy).