

Camps and Excursions Planning and Implementation Guide

PURPOSE

To explain to staff the processes St Albans Secondary College will follow to ensure that excursions are planned, approved and conducted in accordance with Department and School policy and requirements.

SCOPE

This implementation guide applies to staff who are leading or attending an excursion or camp and 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. St Albans Secondary College will follow the Department's policy and guidelines when planning for and conducting camps and excursions.

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

IMPLEMENTATION

1. Seeking approval and setting up the event

The [Camps and Excursion Checklist](#) will assist the organising teacher in preparing and planning for an excursion or camp. The organising teacher will enter all events for approval using the Compass Event Module.

Consideration must be given to timing of event submissions to allow sufficient notice for payments, ensuring that families have time to arrange payment options without incurring financial stress or hardship.

The minimum timeline for approval submissions is outlined below:

Type		School Council approval required
Day Excursions/Incursions	<ul style="list-style-type: none">15 working days prior to the event	No (unless adventurous)
Overnight Camps	<ul style="list-style-type: none">a minimum of 1 week prior to a scheduled School Council meeting plus a minimum of 15 working days prior to the event	Yes
Whole Year level	<ul style="list-style-type: none">30 working days prior to the event	No (unless adventurous or overnight)
Adventurous Activities	<ul style="list-style-type: none">A minimum of 1 week prior to a scheduled School Council meeting plus a minimum of 15 working days prior to the event	Yes

**Note 2 working days is allowed for the approval process*

The organising teacher will ensure that the event details on Compass will display:

- educational purpose and detailed description of the event
- date and session times
- venue address and contact details
- transportation details
- uniform requirements – students will be required to wear full school uniform on day excursions, unless an exemption has been provided
- parental consent requirements
- cost per student
- due date for payment and permission (refer to section 3)
- roll marking options and attendance code to be used

- confirmation they have read and understood DET's risk guidelines and uploaded the relevant Risk templates to the event
- whether School Council approval is required and prepare the submission to Council
- student attendees
- staff attendees
- associated costs to the excursion (hired bus, venue costs, ect.)
- risk assessment

The approval chain will consist of:

- Learning Area Coordinator
- School Coordinator
- Year Level Coordinator
- Finance Manager (when there is a financial component to the event)
- Business Manager
- Compass Event Administrator (will be responsible for publishing the event on Compass)

The approvers will review the details in the event module to ensure that the school guidelines are being met and make any adjustments as required. If, at any time, the event does not comply with school policy, the approver will undertake consultation with the organising teacher to cancel or amend the event.

2. Processing charges and payments

Once the event has been fully approved, the office will action the invoicing of families. Where the student has a balance of Camps Sports and Excursion Fund (CSEF), this will be used to pay for the event and parents will be required to provide permission only.

CSEF allocations will meet the Department's guidelines. [Camps-sports-and-excursions-fund/policy](#)

Permission and payment will not be accepted after the cut of date.

Event	Cut off for payment and permission
Day Excursions and Incursions	<ul style="list-style-type: none"> • 3 school days prior to the event
Overnight Camps	<ul style="list-style-type: none"> • 5 school days prior to the event
Interschool Sports	<ul style="list-style-type: none"> • 2 school days prior to the event
Whole Year Level	<ul style="list-style-type: none"> • Initial cut off 10 school days prior to the event – to allow for follow up and phone calls from Sub School • Final cut off 4 school days prior to the event

3. Attendance requirements

An event must have a minimum of 80% attendance for the event to be able to proceed.

In the event that the number is less than 80%, the event will be cancelled.

The organising teacher must ensure that consideration is given to cut off dates for permission and payment, particularly where a venue requires confirmation of numbers prior to attendance and investigate if any penalties will apply.

Parents and students will be informed by email via Compass if an event is cancelled. The office will process any credits or refunds.

4. Supervision ratios

The organising teacher will ensure that there is sufficient supervision for the event. All excursions or camps must have at least one VIT register teacher in attendance.

5. Managing non attendance

In cases where a camp or excursion involves a particular class or year level group, the organising teacher will liaise with the relevant Sub School and School Coordinator to ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

6. Risk assessment and management

An assessment of excursion/event risks must be undertaken. This includes consideration of risks across the entire event (including transportation, activities undertaken, excursion venues, and staff or

student illness) and any significant financial risks to the school and/or parents (for example if an excursion needs to be cancelled).

Risk Templates have been developed for a number of general activities and events and are accessible when processing the event on Compass. It is the responsibility of the Teacher in Charge to review the template and amend as applicable for each event. Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process. Reference to DET's [Camps and Excursion Checklist](#) will assist staff in determining if all risks have been identified.

An event will not be approved for publishing unless the risk assessment has been conducted.

The Compass Event Administrator (a member of the office team) will ensure that the online notification of school activity form is completed three weeks prior to the activity using the [Student Activity Locator \(SAL\)](#)

For events requiring School Council approval, an excursion approval and risk assessment plan must be provided to Council. [School Council Approval Form](#)

7. First aid requirements

A qualified First Aid Officer must be assigned for sporting carnivals, overnight and adventurous activities that are conducted on or off campus.

Where practical a first aide person should be designated for day excursions, where this is not possible the organising teacher must consider alternative arrangements in the event of an injury or medical emergency and record this in the risk assessment.

A first aid kit will be provided and must be taken for all events and will include:

- first aid supplies - standard
- asthma inhaler
- Compass event handbook which includes a full class list with medical alerts emergency contact details
- where students have been identified as anaphylaxis, the child's epipen will be taken on the event, the organising teacher will ensure that the student also brings their own epipen.
- if a student with anaphylaxis does not provide their own epipen, they may not be permitted to attend the excursion
- it is recommended that the school phone is taken for all events, the organising teacher must ensure that they are contactable at all times in the event of an emergency.

8. Roll marking

The Organising teacher will assign a staff member to mark attendance using Compass. This can be done using the School's mobile phone or the staff member's phone prior to departing the school.

Students will be accounted for before, during, prior to, and on return from an excursion.

For detailed information on the requirements see related policies, and Department resources.

RELATED POLICIES AND RESOURCES

- <https://www2.education.vic.gov.au/pal/excursions/policy>
- <https://www2.education.vic.gov.au/pal/excursions/resources>
- <https://www2.education.vic.gov.au/pal/excursions/guidance>
- [Student Preparation and Behaviour](#)
- [Camps and Excursion Checklist](#)
- [School Council Approval Form](#)
- [Sample Risk Register](#)

REVIEW CYCLE

This guide was last updated in June 2021 and is scheduled for review in June 2024