

PURPOSE

The school's camps and excursions program enables students to further develop their learning and social skills in a non-school setting. The program may have a cultural, environmental and/or outdoor emphasis and is an important aspect of the educational program offered at Hampton Primary School.

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
 - To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
 - To provide a safe, secure learning experience for students in a venue external to the school.
 - To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
 - To further develop problem solving and life survival skills.
 - To extend understanding of students physical and cultural environment.
 - To provide an authentic context to develop students understanding of the domains of positive education such as positive relationships, positive emotions, positive engagement
-

SCOPE

This policy applies to all year levels, teaching staff and for all school activities, including camps and excursions.

IMPLEMENTATION/ PROCESS

GUIDELINES FOR ACTION

- All excursions must be approved by the Principal or delegate.
 - All excursions must be approved prior to running. This decision will be made by the Principal or delegate. The Principal will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
 - The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: DET Excursion Policy.
 - Once the excursion has been approved all relevant documentation must be completed. This is available from the Principal or delegate. The organising teacher will complete the 'Student Activity Locator' online form at:
<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx> at least three weeks prior to the excursion departure date, and ensure relevant details are entered on the daily planner.
 - In addition to the Principal, School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities
 - The Principal or delegate is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above.
-

EXPECTATIONS

- The Department's requirements and guidelines relating to preparation, supervision and safety will be observed in the conduct of all excursions.
- The principal will ensure that full records are maintained regarding the camp/excursion.
- The principal will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.

- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The DET will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses.
- Prior to conducting an excursion, the approval of the Principal will be sought. School Council must approve overnight or adventure activities.
- Only students who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.
- The emergency management process of the school will extend to and incorporate all camps and excursions. The DET Risk Register and EMP (Appendix 1) will be completed for all excursions and camps. The school's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

- Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.
- Excursion providers will meet the requirements of the DET's [External Providers policy](#).
- The Principal will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless all the formal record keeping has been completed and approved.
- Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:
 - the contribution of the activity to the school curriculum
 - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
 - information provided by community groups and organisations that specialise in the activity proposed appropriateness of the venue
 - the provisions made for the safety and welfare of students and staff
 - the experience and competence of staff relevant to the activities being undertaken
 - the adequacy of the student supervision
 - the high risk nature of some activities
 - emergency procedures and safety measures
 - staff-student ratios
 - student experience
- Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

PARENT OR CARER CONSENT

The school must obtain consent from parents or carers for school excursions, for the school to:

- take the student out of the school environment for a day excursion from the school grounds have the student in its care after normal school hours on an overnight excursion
- obtain parent or carer authorisation:
 - for the financial costs of the excursion
 - for any adventure activities that may be undertaken during the excursion
 - for students to be sent home from the excursion in the event of serious misbehaviour and for the cost of the student's return to the parent or carer's responsibility
 - enable the parent or carer to alert the school to any medical conditions or allergies

The school must:

- give parents or carers, who are to sign consent forms, sufficient information about the excursion to enable them to make an informed decision

- tell the parent or carer the:
 - nature of the proposed activity
 - degree of supervision
 - risks involved
 - keep the consent forms on record (via Compass or school files)
 - ensure that the teacher in charge of the excursion takes a hard copy of each
 - consent form on the excursion, for excursions requiring school council approval

ARRANGEMENTS FOR PAYMENTS

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis. See Parent Payments Policy.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- Further detail relating to payment arrangements can be found in the Parent Payments and Voluntary Contributions Policy.
- If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, the Principal and Business Manager will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally, the school will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

TEACHER RESPONSIBILITIES

- A designated “Teacher in Charge” will coordinate each excursion. All camps will have a member of the leadership team in attendance where possible.
- The classroom teacher must ensure that the roll is marked online using Compass before departing for an excursion. The classroom teacher or teacher in charge must provide the school office with a list of students who are present at school but are not attending the excursion. Regular attendance checks should be conducted throughout the day, as well as on return to school.
- All students must have consent and payment to be able to attend the excursion. Completed consent and medical information must be accessible by excursion staff at all times, via the Compass excursion handbook and/or paper consent forms.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving. Epipens and/or asthma puffers should be accounted for.
- The teacher in charge will communicate the anticipated return time with the school office in the case where excursions are returning out of school hours. Compass will provide updates on return time should this differ from the original notification.
- Parents with current Working with Children checks may be invited to assist in the delivery of excursions.
- Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.
- Disciplinary measures apply to students on camps and excursions consistent with the School’s Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student

should return home during a camp or excursion. In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
 - of the time when the parents/carers may collect their child from the camp or excursion
 - of the anticipated time that the student will arrive home
 - of any costs associated with the student's return which will be the responsibility of the parents/carers
-
- The school's emergency procedures do 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.
 - All excursion staff and, where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each excursion, via the Risk Register.
 - On days of extreme fire danger or total fire ban, the principal may need to cancel an excursion or camp at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented.
 - The Principal may need to cancel an excursion or camp at short notice as per COVID-19 restrictions stated in the DET Operations Guide
 - Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

CAMPS PROGRAM AT HAMPTON PRIMARY SCHOOL

A broad outline of the camps program at Hampton Primary School is as follows:

Year 3: 3 Days, 2 Nights: Arrabri
Year 4: 3 Days, 2 Nights: Camp Manyung
Year 5: 5 Days, 4 Nights: The Ranch Boneo
Year 6: 5 Days, 4 Nights: Kangarooie Camp

FURTHER INFORMATION AND RESOURCES

- Duty of Care Policy
- Volunteers Policy
- Parent Payment Policy

EVALUATION AND REVIEW

The section states the time period that School Council (via the relevant Committee) will conduct a review of the Policy; either annually or every 3 years as determined by School Council or DET guidelines.

All policies will be available to the community via the Compass portal.

REVISION AND APPROVAL HISTORY

The section records the history and review of each policy.

Date	Reviewed by	Description of outcome	Council Approval Date
9/08/2021	Education Sub-Committee	Recommended for School Council ratification	17/08/2021

APPENDIX 1: DET RISK REGISTER AND EMERGENCY MANAGEMENT PLAN

EXCURSIONS RISK REGISTER AND EMERGENCY MANAGEMENT PLAN

This form provides one method of documenting the risk and emergency management process.

WHEN TO USE THIS FORM

This form is to be completed and submitted to the principal as part of the approval process for any excursion that involves:

- overnight stays
- interstate travel
- overseas travel
- adventure activities
- travel via air or sea.

This is also a useful tool for local and day excursions.

STEP 1 – ESTABLISH THE CONTEXT

Think about the activity, in particular:

- What are we doing? (Activity, location, participants, teacher in charge, supervising teachers)
- What can we do to make it safe/r? (Controlling the risk).

Review the Department's excursion policy and guidelines. Understand the supervision requirements and required staff qualifications.

STEP 2 – RISK IDENTIFICATION

Ask, what can go wrong?

When completing a risk assessment focus your thoughts on three critical areas:

1. People
2. Environment
3. Activity.

There may be some risks that don't fit in these categories e.g. educational outcomes, financial risk, reputational risk.

Using the risk register, identify the hazards and then identify the risks associated with the hazards. List them in the first two columns.

STEP 3 – RISK ANALYSIS

Identify the control measures in place to reduce the risk of your hazard. These will include current and additional controls. Remember that there are already control measures required or recommended through Department and school based policies and guidelines, such as student/staff ratios etc., so take these into consideration at this stage.

Use **Table 1** to determine the consequence of each risk.

Then use **Table 2** to determine the likelihood of each risk.

STEP 4 – RISK EVALUATION

The risk rating is determined by assessing the likelihood against the consequence. Use **Table 3** to do this.

Risks rated Low or Medium do not necessarily require further treatments as this level of risk is considered to be acceptable.

Risks rated High or Extreme require further treatments to reduce their level of risk to a more acceptable level.

See **Table 4** for more information on risk acceptability.

STEP 5 – RISK TREATMENT

RISK TREATMENTS CAN INVOLVE:

- reducing the risk
- sharing the risk (eg. outsourcing or insurance)
- avoiding the risk by changing or not undertaking the activity
- retaining the risk and creating an appropriate emergency response procedure.

Ask what can we do to make it safe/r?

If you need to reduce the risk, start by reassessing the existing controls in place to see if they can be improved.

Otherwise new treatments should be put in place. Reassess the risks using the same process as Step 4.

Responsibility for implementing the treatments should be assigned.

STEP 6 – COMMUNICATION

Communicate the risks with all staff attending the excursion. Ensure that each staff member understands their role in monitoring the risks.

STEP 7 – MONITOR AND REVIEW

In the lead up to the excursion, the risk register should be reviewed regularly to ensure all information is up-to-date. Changes to the risk register may be required if certain factors change, for example, the weather, student/staff health, etc.

While on the excursion, staff should continue to monitor risks.

STEP 8 – RECORDING AND REPORTING

Risks associated with the excursion should be recorded in the risk register and subsequently reported to and discussed with the principal and other appropriate staff.

DET Risk Management Framework – Assessment Tools

TABLE 1 – Consequence Criteria

The **Consequence Criteria** helps to determine the severity of the impact if a risk were to be realised.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Strategic
Insignificant	<ul style="list-style-type: none"> Educational outcomes were met with workarounds 	<ul style="list-style-type: none"> Minor injury requiring no first aid or peer support for stress / trauma event 	<ul style="list-style-type: none"> Small loss that can be absorbed 	<ul style="list-style-type: none"> Internal impact (no external impact) 	<ul style="list-style-type: none"> Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	<ul style="list-style-type: none"> Most educational outcomes were met with staff and students satisfied with the excursion overall 	<ul style="list-style-type: none"> Injury / ill health requiring first aid Peer support for stress / trauma event 	<ul style="list-style-type: none"> Loss of 'consumable' assets < 2% deviation from budget Minor fraud possible 	<ul style="list-style-type: none"> Complaint made to the school Adverse comments local community media, and/or social media Short term external provider or stakeholder dissatisfaction 	<ul style="list-style-type: none"> Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	<ul style="list-style-type: none"> Partial achievement of educational outcomes 	<ul style="list-style-type: none"> Injury / ill health requiring medical attention Stress / trauma event requiring professional support 	<ul style="list-style-type: none"> Loss of assets 2–5% deviation from budget External audit management letter 	<ul style="list-style-type: none"> Complaint made to the Department Adverse state media comment External provider or stakeholder relationship impacted 	<ul style="list-style-type: none"> Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	<ul style="list-style-type: none"> Limited educational outcomes met Students and/or parents dissatisfied 	<ul style="list-style-type: none"> Injury / ill health requiring hospital admission Stress / trauma event requiring ongoing clinical support 	<ul style="list-style-type: none"> Loss of significant assets 6–15% deviation from budget External audit qualification on accounts High end fraud committed 	<ul style="list-style-type: none"> Relationship with external provider/stakeholder severely impacted External investigation Adverse comments national media 	<ul style="list-style-type: none"> Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	<ul style="list-style-type: none"> No educational outcomes met Student disengagement from school or peers 	<ul style="list-style-type: none"> Fatality or permanent disability Stress / trauma event requiring extensive clinical support for multiple individuals 	<ul style="list-style-type: none"> Loss of key assets >15% deviation from budget Systemic and high value fraud 	<ul style="list-style-type: none"> Formal inquiry into event or incident National front page headlines Stakeholder relationship irretrievably damaged 	<ul style="list-style-type: none"> SSP goals, targets and key improvement strategies cannot be delivered Changes need to be made to the SSP

TABLE 2 – Likelihood Criteria

The **Likelihood Criteria** refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a ‘major’ consequence.

Descriptor	Description	Indicative %	Indicative Frequency
Almost Certain	Expected to occur	>95%	Multiple times in the next year
Likely	Probably will occur (no surprise)	66–95%	At least once in the next year
Possible	May occur at some stage	26–65%	Once in the next 3 years
Unlikely	Would be surprising if it occurred	5–25%	Once in the next 5 years
Rare	May never occur	<5%	Once in the next 10 years

TABLE 3 – DET’s Risk Rating Matrix

The **Risk Rating Matrix** is used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

TABLE 4 – DET’s Acceptability Chart

*The **Acceptability Chart** is used to decide whether the risk is acceptable based on the rating calculated.*

Extreme = Unacceptable (must have Principal / Regional Office oversight)	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Principal/Regional Office level, be subject to the development of detailed treatments, emergency response plans (as appropriate), ongoing oversight and high level review.
High = Tolerable (with ongoing Principal Class Officer review)	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balanced against the risk. Escalation of this level of risk to Principal Class Officer level should occur.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.



ACTIVITY DETAILS <i>Step 1 – Establish the context</i>			
Activity type	<i>Eg. Year 6 Camp, Year 10 Outdoor Ed: Rock climbing</i>	Teacher in charge	
Location		Other supervising staff	
Year level/Class			
Dates			

RISK REGISTER					
Step 2 – Risk Identification		Step 3 – Risk Analysis	Step 4 – Risk Evaluation	Step 5 – Risk Treatment	
Risk <i>What are the hazards?</i>	Causes and Consequences <i>What is the harm associated with the hazard?</i>	Existing controls <i>What do we have in place to reduce the risk?</i>	Current risk rating	Treatments – for ratings High or above Remember to identify who is responsible	New risk rating
People (skill, experience, health, fitness, behaviour). <i>Add additional rows as necessary.</i>					
	Causes • Consequences •				
Equipment (clothing, ropes, kayaks). <i>Add additional rows as necessary.</i>					
	Causes • Consequences				

	•				
Environment (weather, emergency warnings, remoteness, terrain, shelter). <i>Add additional rows as necessary.</i>					
	Causes • Consequences •				
Other risks (educational outcomes, financial, reputation) <i>Add additional rows as necessary.</i>					
	Causes • Consequences •				
COVID-19					
COVID-19	Causes <ul style="list-style-type: none"> Contagious illness Poor hygiene protocols i.e insufficient PPE. Inadequate consideration of COVID-19 in excursion preparation Consequences <ul style="list-style-type: none"> Transmission of COVID-19 to students or staff causing illness Suspected transmission of COVID-19 requiring isolation of student or staff member. Camp/excursion locations do not have adequate COVIDSafe Management Plans. 	Prior to travel: <ul style="list-style-type: none"> Refer to the School Operations Guide for guidance and requirements for non-classroom based activities including camps and excursions, and guidance on health and safety measures recommended to manage risks associated with COVID-19. For support with this, schools can contact the OHS Advisory Service: Telephone: 1300 074 715 Email: safety@education.vic.gov.au Check that there is not an outbreak in the Schools local area, which may prevent departure. Check DH Website and Interstate travel guidance - risk management considerations to see if interstate destination and travel routes are impacted by travel restrictions or have permit requirements. Ensure that sufficient provisions of PPE are available for the trip and that hand sanitiser 			

		<p>and cleaning materials are available / accessible.</p> <ul style="list-style-type: none"> • Staff are to have the Service Victoria App installed on phones. • Ensure Medical and Emergency Contact records are up to date and easily accessible by staff. • Review and ensure staff are familiar with the guidance about the management of unwell staff or students in the School Operations Guide, and that staff have considered how they might apply it in the camp / excursion setting. • Ensure that staff or students who are unwell with COVID-19 symptoms do not attend the camp / excursion. • Medical Permission Forms to include reference to COVID-19 and the process that will be followed in the event of staff or students displaying symptoms of COVID-19. • Development of Emergency Response Protocols outlining response to COVID related scenarios. • Consider having additional staff attend the camp/excursion to provide increased capacity for any emergency response. • Ensure staff attending the camp / excursion have completed the DET Infection Prevention & Control eLearning Module. • Consider the arrangements for staff and students who may be medically vulnerable and make any appropriate adjustments. <p>In transit:</p> <ul style="list-style-type: none"> • School staff and students must adhere to any COVIDSafe measures that apply at the time of the excursion, as detailed in the School Operations Guide and School Camps during COVID-19 page, such as face mask requirements, physical distancing, density limits and check in requirements. 			
--	--	---	--	--	--

		<ul style="list-style-type: none"> • Ensure staff and students follow the hand hygiene guidance in the <u>School Operations Guide</u> and that hand sanitiser is available when departing the vehicle and upon return after any rest breaks. • Open windows to maximise incoming circulation (if possible). <p>During camp/excursion:</p> <ul style="list-style-type: none"> • School staff and students must adhere to any COVIDSafe measures that apply at the time of the excursion, as detailed in the <u>School Operations Guide</u> and School Camps during COVID-19 page, such as face mask requirements, managing bubbles, physical distancing, and density limits. • Ensure staff and students follow the hand hygiene guidance in the <u>School Operations Guide</u> and that hand sanitiser is available during the camp or excursion. <p>Post camp/excursion:</p> <ul style="list-style-type: none"> • Store records of camp/excursion attendance appropriately to support social or education contact management if needed. 			
--	--	---	--	--	--

EMERGENCY MANAGEMENT PLAN <i>add additional details as necessary</i>			
Key contacts			
Teacher in charge		Venue contact	
First aid staff		Principal	
School reception		Assistant Principal	
DET - Incident Support and Operations Centre	1800 126 126 (24 Hours)	School 24 hour contact	



Local emergency contacts			
Nearest Hospital		Fire/Police/Ambulance	000
Nearest Medical Centre		CFA	
SES		Other	
Evacuation response (attach maps and mark locations if required)			
Access points (emergency vehicles, helicopter etc)		Time for school support to arrive	
Assembly points		Travel time to nearest medical help	

Emergency Response Procedure		
<p><i>For students or staff with an existing medical management plan (eg. Anaphylaxis Management Plan, Asthma Management Plan etc) please attach the plan to this document. There is no need to complete additional emergency response procedures unless it is deemed necessary by the principal.</i></p>		
What (injury, illness, weather, environmental conditions)	Actions required (including equipment and location such as first aid, EpiPen etc)	Who is responsible for each action?
<p>For example: Medical emergency requiring hospitalisation</p>	<p><i>Contacting ambulance/ transporting student to [insert name of nearest appropriate hospital]</i> <i>Administration of first aid until student arrives at hospital/ ambulance arrives</i> <i>Staff to supervise students remaining at excursion location</i> <i>Consider any immediate wellbeing support required for all students</i> <i>Notify the principal</i> <i>Contact the Department's Incident Support and Operations Centre</i> <i>Contact the student's parents</i></p>	<p><i>Teacher in charge</i></p> <p><i>Teacher qualified in first aid</i></p> <p><i>Other staff</i></p> <p><i>Teacher in charge</i></p> <p><i>Principal</i></p>



<p>Bushfire (while bush walking)</p>	<p><i>Contact emergency services</i></p> <p><i>Contact the principal</i></p> <p><i>Contact the Department's incident Support and Operations Centre</i></p> <p><i>In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels much faster uphill than downhill. However, it is virtually impossible to outrun a fire whether it is traveling uphill or down.</i></p> <p><i>In case of an approaching or nearby fire</i></p> <p><i>Keep calm and reassure the group.</i></p> <p><i>Drink as much as possible and carry water.</i></p> <p><i>Saturate and cover up with clothing.</i></p> <p><i>Ensure the group stays together.</i></p> <p><i>Avoid dense undergrowth.</i></p> <p><i>Look for open or already-burnt ground.</i></p> <p><i>Keep to tracks if possible.</i></p> <p><i>Decide on the intended route and signals, and ensure all know them.</i></p> <p><i>Place experienced walkers in the front of the group to lead and in the whip position.</i></p> <p><i>Conserve as much energy as possible and take rests, if viable.</i></p>	<p><i>Teacher in charge</i></p> <p><i>Principal</i></p> <p><i>Designated instructor supported by teacher in charge and other staff</i></p>
<p>COVID-19 Students or staff may become unwell while on camps or excursions</p>	<p><u>Managing an unwell student or staff member</u> <i>Refer to the guidance School Operations Guide and Management of Students Displaying COVID-19 Symptoms in Education Settings in relation to the management of an unwell student / staff member, including in relation to the safe isolation of unwell staff or students, and directing staff or students to return home as soon as possible, and appropriate use of rapid antigen tests.</i></p> <p><u>Managing a confirmed case of COVID-19</u> <i>Refer to the guidance in the School Operations Guide in relation to staff or students that are identified as a positive case of coronavirus (COVID-19), including in relation to the safe isolation of staff or students as needed, and directing staff or students to return home for testing as soon as possible.</i> <i>Schools do not need to take further action, until directed to do so.</i></p> <p><u>Use of personal protective equipment (PPE)</u> <i>School staff should ensure appropriate PPE is brought to the camp/excursion, so it is available in case it is required. Refer to the Department's Personal Protective Equipment (PPE) guide in education settings when additional PPE is required and for information on the correct and safe use of PPE.</i></p>	<p><i>Teacher in charge</i></p>

POLICY TITLE: CAMPS AND EXCURSIONS



		<i>Principal</i>

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