PURPOSE:
An excursion or camp provides students with an experience related to their learning.

GUIDELINES:

- Excursions and Camps must have relevance to the curriculum.

- The Principal must be provided with a completed copy of the Catholic Education Office’s Application for Approval for all Out of School Activities which involve Overnight Accommodation a copy of which can be found under Staff Resources on this site.

- The Principal must be notified not less than 3 weeks prior to the excursion via the ‘Excursion Planning Form’ (Form A attached). Details including date, purpose, cost and location are required before the Principal will give permission for any excursion.

- Camp Planning forms are required to be submitted to the Principal 6 weeks prior to the camp.

- The class teachers are responsible for organisation of excursions, including the booking of buses.

   It is an excellent idea to contact the bus company one or two days prior to the excursion or camp to confirm your booking.

   - A notice explaining the excursion should be issued not less than two weeks in advance and must contain a Permission Form (Form B attached) which must be completed by parents before a student can attend an excursion. Staff should ensure these forms are returned one week prior to the excursion. These forms should be taken on the excursion and later filed at school.

   - The ratio of adults to students will be a least 1:20. More adults may be needed on particular excursions. Please refer to the ratios in this policy.

   - An ‘Excursion Attendance Form’ (Form C attached) must be completed and left at the Office on Excursion Day.

   - A mobile phone must to be taken on all excursions. Keep the phone ON for the duration of the excursion, as the school may need to contact you.

SUPERVISION OF STUDENTS / RATIOS FOR CAMPS, EXCURSIONS & OUTDOOR ACTIVITIES

The following information regarding supervision and staff-student ratios for camps, excursions and outdoor activities is drawn from the Victorian Department of Education and Training (DE&T) guidelines which are being progressively updated in its Safety in Outdoor Adventure Activities Series booklets (1998–2001).
The information on these pages will be amended and updated in accordance with DE&T minimum requirements for staff-student ratios as these are presented in the Safety in Outdoor Adventure Activities Series.

Information is also provided here about recommended staff-student ratios for day or overnight excursions that do not involve adventure activities (e.g. a class excursion to the Museum). The recommended ratios are based on DE&T guidelines.

Staff-Student Ratios: General Overview and Principles

Excursions not involving adventure/physical education activities

The degree of supervision for students involved in ‘non-adventure’ excursions is a matter for local decision. Significant factors in determining what constitutes adequate supervision include the age and maturity of the students, the nature and location of the excursion and the mode of transport required.

• For day excursions, the minimum requirement is one excursion staff per twenty students (1:20).

• For overnight excursions in residential premises or under canvas, the minimum requirement is one excursion staff per ten students (1:10).

• For study camps (e.g. Year 12) in residential premises, the minimum requirement is one excursion staff per fifteen students (1:15).

• For tours, including interstate tours, the minimum requirement is one excursion staff per fifteen students (1:15).

Regardless of the number of students, for interstate and/or overseas tours a minimum of three supervisory personnel is required at all times. The number of supervisory personnel accompanying the tour group should be decided taking into account the possible disposition of one of the personnel or other unforeseen circumstances.

The following guidelines provide the minimum requirements for staff-student ratios. Subject to specific Department of Education and Training requirements and guidelines, the degree of supervision of students involved in school excursions is a matter for local decision. In many instances, following the safety assessment for an activity, principals choose to implement enhanced measures to ensure the safety of students. Where students with disabilities and impairments are participating, staff student ratios are likely to be higher.

Sufficient excursion staff to ensure appropriate and effective supervision must be provided. In deciding what constitutes sufficient excursion staff, it is not sufficient to merely have regard to the number of excursion staff present. Rather, the principal should also take into account the guidelines contained in the Safety in Outdoor Adventure Activities Series booklets, as well as:

• the qualifications and previous experience of the excursion staff and their knowledge of the area to be visited;
• the age, maturity, abilities, experience and sex of the students;
• the size of the group;
• the nature and location of the excursion;
• the activities to be undertaken;
• any other relevant factors of which they are aware.
When requesting parental consent for a student to take part in an excursion, it is essential that the parents are provided with relevant details about the degree of supervision, the nature of the activity, and the risks involved.

The following general guidelines for supervision apply:

• For the great majority of excursions, the excursion must be under the control of a teacher employed by the school and at least one other excursion staff must be present.

• Principals need to ensure that excursion staff have levels of first aid training which are appropriate to the excursion activities and location.

• Where excursions involve overnight stays for mixed groups, excursion staff should include at least one person of each sex. In primary schools, this requirement may be waived where staff of each sex are unavailable.

• In addition to teachers employed by the school, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, instructors, campsite staff and trainee teachers.

• All approved excursion staff can be included in the staff-student ratio. School students cannot be used as excursion staff.

• The experience and qualifications necessary for excursion staff will vary, subject to the nature of the outdoor/adventure activities undertaken. For training / certification / accreditation information, refer to the Safety in Outdoor Adventure Activities Series noted above.

**Excursions involving adventure/physical education activities**

**Swimming**
The following guidelines apply only to two venue types:

• **Venue Type 1**: Swimming pool and confined, shallow, natural-water venues

• **Venue Type 2**: Open, deep-water venues, non-surf beaches

The following guidelines and staff-student ratios are minimum requirements for **Venue types 1 and 2**:

• At least two excursion staff must supervise students involved in swimming activities, whether the activities be of recreational nature or a structured swimming lesson. A teacher employed by the school must be present and have **overall** responsibility for the activity.

• Lifeguards at pools and beaches can only be used for supervision and counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time, and their **sole** responsibility during the activity is for the students in the program.

• One excursion staff to no more than ten students (1:10) in the water.

• Staff-student ratios and the maximum number of students in the water at any one time will vary according to the levels of risk perceived to be associated with the activity. When determining the specific staff-student ratio for each activity, consideration needs to include the age and experience of students, the experience and qualifications of excursion staff, characteristics of the venue, and weather and water conditions.
• Arrangements need to be sufficiently flexible that should water conditions become more challenging, activities can be transferred to another venue or a plan be implemented to make groups smaller and more manageable for easier supervision, or some other appropriate action.

• The maximum number of students in the water at one time should be based on an assessment of beach conditions and their affect on effective supervision.

• If there are not sufficient qualified staff to supervise the number of students who are to be involved in recreational swimming, a plan to rotate students in and out of the water may be implemented to maintain safe supervisory ratios.

• The minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained for students who are not in the water. Appropriate on-shore activities may need to be provided for these students.

**Venue** include all ‘surf venues’, i.e. beaches with direct access to ocean waters, any beach exposed to ocean swell and any beach that is exposed to currents, strong winds or large waves. The following guidelines apply:

• At least two excursion staff must supervise students involved in surfing activities.

• **For all recreational surfing with or without boards**, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.

• **For students in the water receiving surfing instruction without boards**, the minimum ratio of one excursion staff to no more than five students (1:5) should be maintained.

• **For students in the water receiving surfing instruction with boards**, the minimum ratio of one excursion staff to no more than eight students (1:8) should be maintained.

• For students who are not in the water, a minimum ratio of one excursion staff to no more than twenty students (1:20) should be maintained.

• Lifeguards at beaches can only be counted in staff-student ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility is for the students in the program.

**Adventure Activities**

**Base Camping**
A minimum of two excursion staff, one of whom is a teacher employed by the school, is required to supervise students participating in excursions that involve base camping. The minimum staff-student ratio for base camping is 1:10. A higher ratio may also be required when the program includes outdoor adventure activities, when camps are conducted in more remote areas or when students with disabilities and impairments are involved.

**Rope Courses**
A minimum of two excursion staff, one of whom is a teacher employed by the school, and at least one who is suitably qualified or experienced in challenge ropes course activities, must always be present with the students.

The minimum staff-student ratio for a challenge ropes course that has a low level of difficulty and is compact in design is 1:12. Where the course has a higher level of difficulty, additional excursion staff should be available to supervise the more difficult elements when students are using them.
Bushwalking
A minimum of two excursion staff is required, one of whom is teacher employed by the school. When determining the staff-student ratio, the age, fitness and experience of students and excursion staff must be considered, together with the length of the bushwalk and the locality.

The minimum ratio is 1:10 for day bushwalks. The minimum ratio is 1:6 for overnight bushwalks.

Where there are students of both genders on overnight walks, excursion staff should include at least one male and one female.

Orienteering
Where the orienteering activity is conducted outside the school grounds, a minimum of two excursion staff, one of whom is a teacher employed by the school, must be present. The age and experience of students and the locality need to be considered when determining the appropriate staff-student ratio.

The following minimum ratios apply:
- in city or town parklands with well-defined boundaries, a minimum of 1:20
- in neighbourhood streets, and in small areas of bushland with well-defined boundaries and close proximity to centres of population, a minimum of 1:15
- in larger areas of bushland and more remote bushland areas, a minimum of 1:10

Horse Riding
The age, maturity, ability and experience of the students, together with the predictability of the behaviour of the horses and the type of terrain, need to be considered when determining the staff-student ratio. However, a minimum of two excursion staff should be at any riding program. A teacher employed by school must always be present.

A ratio of one beginner rider to one qualified or suitably experienced excursion staff is required for mounting and dismounting. Thereafter for beginner riders:

- in a suitable enclosed area, with suitable horses, the minimum ratio is 1:8
- on a suitable trail ride, with suitable horses, the minimum ratio is 1:6 with a minimum of two qualified or suitably experienced excursion staff on the ride.

For semi-experienced riders, with basic horse handling skills (for example, able to trot safely and fully control a horse):
- in a suitable enclosed area, the minimum ratio is 1:10
- on a suitable trail ride, with suitable horses, the minimum ratio is 1:8 with a minimum of two excursion staff on the ride, one of whom should be qualified or suitably experienced.

All activities occurring outside the school boundaries are entered on the Student Activity Locator on CEVN site.
# EXCURSION PLANNING FORM

TO BE PRESENTED TO THE PRINCIPAL 3 WEEKS PRIOR TO THE EXCURSION DATE.

<table>
<thead>
<tr>
<th>EXCURSION DATE:</th>
<th>YEAR LEVEL:</th>
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</thead>
</table>

**EDUCATIONAL PURPOSE:**

**LEARNING INTENTIONS:**

**DESTINATION:**

## TRAVEL ARRANGEMENTS

**BUS/TRANSPORT DETAILS:**

<table>
<thead>
<tr>
<th>COST:</th>
<th>$</th>
<th>Total:</th>
<th>$</th>
</tr>
</thead>
</table>

**STAFF-STUDENT RATIO:**

- Adults (____ x Teachers plus Teacher Aide, ____ x Parents)

## DETAILED ITINERARY:


## SPECIAL ARRANGEMENTS (including Medical):


## SUPERVISION ARRANGEMENTS ON EXCURSION:


## INCLEMENT WEATHER ARRANGEMENTS:


## CRITICAL INCIDENT PROCEDURE: As per St. Andrew's Emergency Management Procedure

## BRIEFING OF STAFF/PARENTS ATTENDING


## PRINCIPAL’S SIGNATURE: | DATE:
|-------------------|---|
# Risk Management Plan for Excursion:

## Teacher in Charge:

### Phone:

<table>
<thead>
<tr>
<th>Potential Risk</th>
<th>Likelihood (include examples)</th>
<th>Consequences (include examples)</th>
<th>Level of Risk</th>
<th>Response</th>
<th>Action Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical/illness/Injury (people)</td>
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<td></td>
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</tr>
<tr>
<td>Equipment &amp; Resources</td>
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<tr>
<td>Environmental Factors (Storms)</td>
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Assessed by: Date & Time of Assessment: Principal Signature approval: Date:

## Potential Risk

Identify potential risks that may occur on the excursion/event. These may include:

- People (leadership, skill level, experience, qualifications, fitness, medical emergency)
- Equipment and Resources (clothing, quality of equipment, availability of equipment, safety requirements, vehicles, transport)
- Environmental Factors (weather conditions, terrain, traffic considerations, political considerations)
### Risk Analysis Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>1 (rare)</th>
<th>2 (unlikely)</th>
<th>3 (possibly)</th>
<th>4 (likely)</th>
<th>5 (almost certain)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td>Medium</td>
<td>High</td>
<td>Extreme</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
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<tr>
<td>4</td>
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<td>Extreme</td>
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<tr>
<td>5</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
</tbody>
</table>

Once the risk rating is calculated, it needs to be decided whether that level of risk is acceptable:

**High** = Tolerable  
(with continual Management review)

- Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.

**Medium** = Tolerable  
(with frequent risk owner review)

- Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to “As Low” “As Reasonably Practical” and is subject to frequent review to ensure the risk analysis and treatment remain valid.

- Permanent/long term actions to reduce

**Low** = Acceptable  
(with periodic review)

- Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

**Extreme** = Intolerable  
(without Executive Oversight)

- Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Leadership level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
EXCURSION PERMISSION FORM

ONCE YOUR EXCURSION IS APPROVED, THIS FORM WILL BE TYPED FROM THE OFFICE. 
A short introduction letter to parents is also required to accompany the permission form.

DESTINATION:

PURPOSE OF EXCURSION:

DATE OF EXCURSION:

TIME OF EXCURSION:

METHOD OF TRAVEL:

COST:

LUNCH/OTHER ARRANGEMENTS:

TEACHER/S IN CHARGE:

DOES YOUR CHILD HAVE ANY TEMPORARY/PERMANENT MEDICAL PROBLEM OF WHICH THE TEACHER IN CHARGE SHOULD BE AWARE (e.g., Allergic to a particular medication, special food requirements, asthma, etc.)

___________________________________________________________

EMERGENCY NUMBERS:

Father’s Name ________________________________
Telephone No. (Home)________________ (Work)___________ (Mobile)________________________

Mother’s Name ________________________________
Telephone No. (Home)________________ (Work)___________ (Mobile)________________________

EMERGENCY CONTACT PERSON IF PARENTS CANNOT BE CONTACTED:

NAME______________________________Relationship to Child______________________________
Telephone No: (Home)________________ (Work)________________ (Mobile)____________________

DOCTOR: NAME_________________________Phone__________________________
MEDICARE NUMBER:_____________________________AMBULANCE NUMBER:________________________

HEALTH INSURANCE Yes/No. NAME OF FUND ________________________________

I give my child (please print name)________________________________________________ permission to participate in the above excursion, and I have read and understand the above information. I authorise the teacher in charge of the excursion to consent, where it is impractical to communicate with me, to the child receiving such medical, surgical treatment or transport, as may be deemed necessary.

DATE:______________________________SIGNATURE:______________________________

TELEPHONE:________________________ ADDRESS:________________________________________
EXCURSION ATTENDANCE FORM

_TO BE PRESENTED TO THE PRINCIPAL ON THE DAY OF THE ACTIVITY_

<table>
<thead>
<tr>
<th>EXCURSION DESTINATION:</th>
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<table>
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<tr>
<th>EXCURSION DATE:</th>
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<tr>
<th>YEAR LEVEL:</th>
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<table>
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<tr>
<th>TEACHER/S:</th>
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<table>
<thead>
<tr>
<th>STUDENT/ADULT RATIO:</th>
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<table>
<thead>
<tr>
<th>NUMBER OF STUDENTS ATTENDING:</th>
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<tbody>
<tr>
<td>Grade ____________</td>
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<tr>
<td>Grade ____________</td>
</tr>
<tr>
<td>Grade ____________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NAMES OF STUDENTS ABSENT:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>NAMES OF CHILDREN REMAINING AT SCHOOL:</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>WHERE WILL THESE CHILDREN BE?</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RECORD THE NAME OF PARENT HELPERS FOR EACH GROUP AND THEIR MOBILE CONTACT NUMBERS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>PLEASE ATTACH A COPY OF YOUR DETAILED ITINERARY (if different from Planning Form A)</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST OF STUDENT GROUPS AND TEACHER/PARENT HELPERS AND BUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
EXCURSION/INCURSION CHECKLIST

Use following checklist to tick off items completed

- Principal notified not less than three weeks prior to excursion
- Has the Principal given permission?
- Excursion Planning documentation has been completed
- Bus/buses booked
- Excursion planners must cater for bad weather, altered schedules and emergencies.
- Parents advised by letter of details relating to activity
- Parents informed of any contingency plans in writing.
- Have parent permission notes been signed and returned.
- Students who have not returned a signed, parental or guardian permission note will not go on the excursion.
- Is there at least one teacher with knowledge of basic first aid and emergency care procedures
- Copies of permission notes and medical information must be taken on excursion.
- All parent-supervisors clearly briefed on their role responsibilities, duty of care and the risk assessment.
- Are the transport arrangements safe & adequate?
## FORM E

### STUDENT ACTIVITY LOCATOR (SAL)

THIS INFORMATION IS TO BE ENTERED ONTO CEVIN
PLEASE ANSWER ALL FIELDS AND SEND TO THE OFFICE.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th></th>
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<tbody>
<tr>
<td>DATE:</td>
<td></td>
</tr>
<tr>
<td>Name of Venue</td>
<td></td>
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<tr>
<td>Address of Venue</td>
<td></td>
</tr>
<tr>
<td>Location of Venue</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Venue Phone number</td>
<td></td>
</tr>
<tr>
<td>Map Reference</td>
<td></td>
</tr>
<tr>
<td>Mobile with Group</td>
<td></td>
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<tr>
<td>Emergency transport at venue</td>
<td></td>
</tr>
<tr>
<td>Number of Students</td>
<td></td>
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<tr>
<td>Number of Teachers</td>
<td></td>
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<tr>
<td>Person in Charge</td>
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</tbody>
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**OFFICE USE ONLY:**
Entered on SAL:
Initials:
GUIDELINES for Camp Coordinator:
*To provide appropriate camping experiences for the various levels that support curriculum and social objectives*

1. Contact camp manager **12 months** before the camp to secure suitable dates.

2. Plan a program that will provide both educational and enjoyable experiences that enables all students to participate.
   a) Initial choice of activities to be selected from those offered by camp venue organisers **12 months** prior.

3. Submit to the Principal with camp details — **6 weeks** prior to camp seeking permission, including staff attending.

4. Organise transport — **5 weeks** prior to camp.

5. **5 weeks prior to camp** — Conduct meeting with staff attending Camp and complete **Risk Management Plan**.

6. **5 weeks prior to camp** — Send letter the parents of all children concerned, notifying them of the camp.

7. **4 weeks prior to camp** — Send home:
   - Permission Forms, Medical Forms, Payment Instructions.
   - All permission forms, medical information, payment to be returned one week prior to camp
   - Medical Forms for the administering of medicine during camp will be given to the class teacher one week prior to camp.

8. **1 week prior to camp** - Organise a meeting with involved staff regarding all of the details, including the camp venue Risk Management Plan and St. Andrew's Risk Management Plan and a check of all medical information.

9. **1 week prior to camp** - Ensure all forms have been returned and any information that needs to be checked occurs.

**IN BRIEF:**

**Four weeks** prior to an overnight camp:
- Send home clothing list, departure and arrival times
- Send home medical forms, parental permission forms, payment details and student contract
- Provide Principal with details of camp, travel, staffing arrangements and emergency plan. Camp to be staffed at a ratio of 1:10 or part thereof
- Advise Education Board
- Register Event on Student Activity Locator on CEVN.