



Camps policy at...

MOUNT CLEAR COLLEGE/GPLACE

BASIC BELIEFS

Camps 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. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at Mount Clear College/GPlace. A camp is defined as any activity that involves at least one night's accommodation.

AIMS

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

GUIDELINES FOR ACTION

- All camps must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The Mount Clear College/GPlace office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their approval.

Access to Camp.

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, 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.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Director of Well Being, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- 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.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

Refer:

www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm

- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the Mount Clear College/GPlace office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide

For further information regarding safety please check the policy documents below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_4.htm
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/links.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/environment.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/activities/default.htm>
- <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/people/default.htm>

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

1.EVALUATION

Date Implemented	September 2012
Author	Alan Archbold
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	August 2013
References	Victorian Government Schools Policy & Advisory Guide – section 4.4.2

PROCEDURES FOR ALL EXCURSIONS

Appendix A

Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

PROCEDURES FOR ALL EXCURSIONS

Appendix B

1. Determine whether the excursion is classified as 'Adventure' or 'Non-Adventure' (see Note 1 below).
An 'Adventure' excursion generally entails a 3+ week lead time as it requires School Council approval and the DE&T Emergency Management Section must be informed.
2. Check on the supervision requirements and viability of the activity (information on the requirements for excursions is contained in the Schools of the Future Manual – a copy of the relevant sections has been provided on the Intranet).
Discuss the activity with any key stakeholders (eg MS Student Managers, KLA Heads, VCE Coordinator, etc) to make sure there are no difficulties created.
3. Obtain the appropriate forms ('Adventure' or 'Non-Adventure') from the staff intranet (in an 'Excursions' folder). Complete the 'Activity Approval / Notification Form' and submit this to the Assistant Principal with responsibility for excursions (preferably 3 weeks prior for an Adventure excursion and 1 week prior for a Non-Adventure excursion).
Ensure that all supervision, extras and cost requirements have been effectively planned for (see Note 2 below).
4. Fill in all details on the 'Excursion Permission Form' (these can be typed in to assist with final presentation). Distribute to students and regularly monitor the return of these forms (see Note 3 below).
If it is an 'Adventure' excursion **or one outside the wider Ballarat area**, also distribute the 'Medical Information & Consent Form' and the 'Asthma Management Form' to students (available as part of the 'Adventure' packet).
5. Ensure all College administrative / communication issues are addressed. These include:
 - Placing a notice in the Daily Bulletin in the week prior informing all staff of the relevant details
 - Checking with the MS Student Managers re. any students that should be excluded from the excursion
 - Complete and attach to the approval form the 'Costing Sheet.xls' spreadsheet (to be found on the Staff Intranet – S:\College Forms Guidelines\Excursions\Costing Sheet.xls).
 - Ensuring the front office is aware of any monies to be collected (for amounts of \$5 or more). *Provide them with a copy of the permission form and class / student list.*
 - Ensuring the canteen is informed if large numbers are going to be away
 - Booking the college mobile phone (all excursions should have mobile access) & first aid kit (if applicable)
6. Discuss with students uniform and behavioural expectations, and any management arrangements
7. ***Before leaving*** on the excursion provide the front office with a copy of the 'Excursion – Student Register' form. This should clearly indicate ***only*** those students who have gone on the excursion. ***This must be done for any activity that takes students outside the College.***
Take a copy of this form and any medical forms (if applicable) with you on the excursion.
8. As soon as possible after the conclusion of the excursion, return all permission slips and medical forms (if applicable) in a plastic pocket to the front office. If there has been any medical incident on the excursion, complete and submit an accident report form.

PROCEDURES FOR ALL EXCURSIONS

NOTES :

1. ADVENTURE vs NON-ADVENTURE - Adventure excursions include any activity that involves :

- An overnight stay
- Weekends or holidays
- Interstate visits
- Sea or air travel
- Adventure activities*

** Adventure activities are ones that involve greater than normal risk – ie travel in areas where contact and access may be difficult, or where the environment and elements may pose difficulties greater than those experienced in day to day life, or specific activities that have an inherent risk attached – eg bush walking, rock climbing, most water based activities, shooting, horse riding, etc (this is not an exhaustive list – check if in any doubt).*

Note that excursions outside the wider Ballarat area should also have the 'Medical Information & Consent Form' and the 'Asthma Management Form' completed by students (these are part of the Adventure excursion materials).

2. SUPERVISION & COSTS - In planning the excursion you should :

- ensure appropriate supervision levels for the type of activity being undertaken (see Schools of the Future Manual material)
- minimise the number of classes being left to cover and discuss the situation with the daily organiser if there appears to be a significant number involved (excursions may be cancelled if adequate staff are not available to cover absences)
- ensure that the charge to students covers *all* costs (this includes **any CRT costs** incurred as well as transport, accommodation, entrance charges, etc) and generate a requisition form from the budget line that will cover the excursion.

3. PERMISSION FORMS - Students **must** return an 'Excursion Permission Form' (and medical forms where applicable) in order to go on an excursion. You (not the student) can make phone contact with the parents / guardians to gain permission but be sure to formally record this.

Mount Clear College

'ADVENTURE' ACTIVITY APPROVAL / NOTIFICATION FORM

This Approval / Notification Form needs to be submitted to the Assistant Principal in charge of excursions at least 3 weeks prior to the activity date. It will need to be :

- ✧ Approved by him/her before any final commitments have been made
- ✧ Submitted to School Council for approval
- ✧ Faxed to the Emergency Management Section of DE&T

SCHOOL NAME:

SCHOOL NUMBER:

DATE OF ACTIVITY: Commencing: Concluding:

TIMES: Time of Departure: Time of Arrival back at College:

METHOD OF TRAVEL:

TYPE / PURPOSE OF ACTIVITY (include any special arrangements / 'adventure' elements / risks):

VENUE/DESTINATION:

ADDRESS OF VENUE:

EMERGENCY TELEPHONE CONTACTS: Mobile No. (all excursions should have mobile access): Venue No.:

TEACHER IN CHARGE:

OTHER SUPERVISING STAFF:

STUDENT NUMBERS:	Mini-School	Year Levels	Number of Students

Mount Clear College

‘ADVENTURE’ ACTIVITY APPROVAL / NOTIFICATION FORM

COSTS	<i>Cost per Student*</i>	<i>Budget Line to be used</i>	<i>Signature of relevant Budget Manager – eg KLA Head</i>	If costs are involved a completed copy of the ‘Costing Sheet’ (to be found on - S:\College Forms Guidelines\ Excursions\ Costing Sheet.xls - must be attached to this form.

**This charge needs to adequately cover all excursion costs including any replacement teacher costs.*

TOTAL NO. OF EXTRAS TO BE COVERED:

ENTERED IN DAILY ORGANISER’S BOOK: YES

MINI-SCHOOL STUDENT MANAGERS CONSULTED: YES

FRONT OFFICE NOTIFIED (IF >\$5.00 TO BE COLLECTED) YES

- provide class / student list & copy of this form:

PRINCIPAL’S APPROVAL:

DE&T / COUNCIL NOTIFICATION REQUIRED*

*** DE&T Emergency & Security Management Fax : 9589 0543**

Mount Clear College

MEDICAL INFORMATION AND CONSENT FORM

(Please complete and return as soon as possible)

This information on this form will be treated confidentially and will only be used to assist staff with ensuring the physical well being of your child when on an excursion or in a medical emergency.

Student's Name:

Homeroom: Date of Birth:

Parents'/Guardians' Full Name:

Address:

Emergency Telephone Nos.: Home Work

Family Doctor:

Name:
Address:
Telephone:
Medicare Number:

If your child suffers from any of the following conditions please tick the box:

Fits (of any type) Asthma* Migraine Sleepwalking
Dizziness/Blackouts Heart Condition Travel sickness Bed wetting

Other (please specify)

*If you ticked Asthma, please also complete the Asthma Management Form (if provided).

Does your student child suffer an allergy to:

Please indicate source of allergy and special treatment (if relevant)

Penicillin _____
Other Drugs _____
Any Foods _____
Other _____

Tetanus Immunization:

Date of last tetanus injection (if known) :

Ambulance Subscription :

YES NO

Tablets and other Medication – Is your child currently taking or using any medications* :

Mount Clear College

MEDICAL INFORMATION AND CONSENT FORM

(Please complete and return as soon as possible)

YES

NO

If YES please state type & dosage:

.....
*All medicines (except ventolin type sprays) should be handed to the teacher prior to leaving on the activity, with your child's name, dosage and time of administering (these will be kept in the First Aid station and issued when required).

Do you give permission for Paracetamol to be given to your child if required and according to Department guidelines :

YES

NO

CONSENT TO MEDICAL ATTENTION

I authorize the teacher in charge of the camp/excursion/activity to arrange, where it is impractical to communicate with me, for my child to receive medical treatment as may be deemed necessary and consent to any associated costs.

Parent/Guardian signature:

Date:

The Department of Education and Training and Mount Clear College Council require this Medical Information and Consent Form to be signed for all children attending camps, excursions and adventure activities.

Mount Clear College

ASTHMA MANAGEMENT FORM

(Please complete and return as soon as possible)

The following confidential information is required to assist in the proper management of students who have an asthmatic condition whilst they are engaged in an adventure camp, excursion or activity.

Please complete and sign if you ticked the asthma box on the previous page.

Student's Name:

Homeroom:

Date of Birth:

TREATMENT INFORMATION (contact your child's doctor, if necessary, to complete this form):

Usual maintenance medical program followed by the student

Peak flow readings (use own peak flow metre)

Best:

Critical:

<input type="text"/>	<input type="text"/>
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Medication and treatment to be used during worsening asthma

Medication and treatment to be used during a crisis asthma situation

List any known asthma trigger factor(s) experienced by the student

.....

.....

.....

.....

Has the student been admitted to hospital due to asthma in the last 12 months?

YES*

NO

Has the student been on oral cortisone for asthma within the last 12 months (e.g. Prednisolone, Cortisone, Betamethasone, etc)?

YES*

NO

Mount Clear College

ASTHMA MANAGEMENT FORM

(Please complete and return as soon as possible)

Has the student ever suffered sudden severe asthma attacks requiring hospitalisation? YES* NO

*IMPORTANT NOTE

If any of the key questions above is answered "YES" then the decision for the student to attend the camp, excursion or activity rests with his or her doctor. A letter from the student's doctor stating the decision must accompany this form when it is returned.

- ❖ **The student's doctor may contact the organiser or the Assistant Principal on 53301500 for further information on the activities to be conducted and support available.**

Parent/Guardian signature: _____ Date: _____



EXCURSION PERMISSION FORM

Dear Parent/Guardian,

Outlined below are details of an excursion being organised for your child. If you are willing for your child to participate in this excursion, please complete the permission slip at the conclusion of this form and return it to the College as soon as possible (your child will not be able to go without your formal permission).

DATE(S) OF ACTIVITY:	Commencing:	Concluding:
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TIMES:	Time of Departure:	Time of Arrival back at College:
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METHOD OF TRAVEL*:		COST:	
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*If a private car is to be used the College will confirm that the car has appropriate registration and comprehensive insurance. Under no circumstances should students drive other students to or from excursion destinations.

TITLE OF ACTIVITY:		KLA/OTHER:	
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PURPOSE / INTENT OF THE ACTIVITY:	
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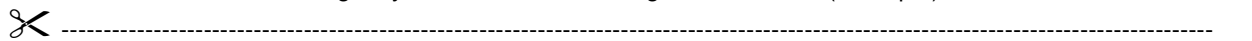
VENUE/DESTINATION:	
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DETAILS OF ADVENTURE RISK OR UNUSUAL ACTIVITIES INVOLVED:	
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SPECIAL CLOTHING OR EQUIPMENT NEEDED:	
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MEAL ARRANGEMENTS:		TEACHER IN CHARGE:	
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Out of hours emergency contact nos. for College: 5368 9658 (Principal) / 5332 8967



TITLE OF ACTIVITY:	
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DEPARTURE DATE*:		COST: (attached)	
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STUDENT'S NAME:	
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STUDENT'S CODE:		STUDENT'S HOMEROOM:	
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PARENT/GUARDIAN'S NAME:	
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I give permission for my child to participate in this excursion. In case of emergency and/or where it is impractical to communicate with me, I authorise those in charge to take any steps they may consider necessary for the safety and well-being of my child, including medical treatment and hospitalisation should that be deemed necessary. I understand that this may



**EXCURSION
PERMISSION
FORM**

involve expenses for which I will be responsible (please note that, as per Department of Education & Training policy, the College does not carry ambulance, medical or personal accident insurance cover for students).

I do / do not give permission for any excursion related refund to be used to offset outstanding items on my account.

PARENT/GUARDIAN SIGNATURE

DATE

EMERGENCY TELEPHONE NOS. :

**FIRST
CONTACT NO.**

**SECOND
CONTACT NO.**

Mount Clear College

EXCURSION - STUDENT REGISTER

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

The purpose of this checklist is to assist you in organising your activity so that all key planning issues are addressed.

For further information on the legal requirements surrounding excursions you should read the relevant sections from the Schools of the Future Reference Manual (a copy of the relevant sections has been placed in each staffroom).

DATE OF ACTIVITY:	Commencing:	Concluding:
NATURE OF ACTIVITY:		

Have you...

AT LEAST 3 WEEKS PRIOR	submitted, if an 'Adventure' Activity, an 'Approval / Notification' form to the relevant Assistant Principal	<input type="checkbox"/>
	worked out whether the excursion is viable (costs, supervision, extras coverage, likely student interest, etc) and accurately costed it	<input type="checkbox"/>
	consulted with any staff upon whom it may impact or who has a stake in it (eg MS Student Managers, KLA head, VCE coordinator, etc)	<input type="checkbox"/>

AT LEAST 1 WEEK PRIOR	finalised what classes will need coverage and entered these in the Daily Organiser Book (if the number of classes needing to be covered potentially poses a difficulty this should be discussed with the Daily Organiser / AP)	<input type="checkbox"/>
	made any arrangements for students remaining at school	<input type="checkbox"/>
	checked with MS Student managers to see if it is recommended that any student not participate in the excursion	<input type="checkbox"/>
	sent out the 'Parent Permission' form and Medical/Asthma form (if applicable) to all parents	<input type="checkbox"/>
	organised the arrangements for the payment of any money required for the excursion (see front office for advice)	<input type="checkbox"/>
	organised transport (for transport information & bookings see front office)	<input type="checkbox"/>
	notified the canteen if a significant no. of students will be away from school	<input type="checkbox"/>
	made bookings and confirmed with the venue(s)	<input type="checkbox"/>
	made any meal arrangements for students (if applicable)	<input type="checkbox"/>
	arranged for warning notice to be placed in the staff daily bulletin	<input type="checkbox"/>
	booked the College mobile phone (through front office)	<input type="checkbox"/>
	booked a first aid kit if needed (through School Nurse)	<input type="checkbox"/>

1 DAY PRIOR OR ON THE DAY	checked on the returns of the 'Parent Permission' slips and reminded students of the need to have these	<input type="checkbox"/>
	discussed with students behavioural and other management expectations	<input type="checkbox"/>
	provided, before leaving , a final list of the students actually going on the excursion to the front office (only students who have returned a slip or you have confirmed - and notated - by phone can leave the College) – this also serves as the rolls for this group	<input type="checkbox"/>

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

ensured you have all 'Medical / Asthma Management' forms (if applicable)	<input type="checkbox"/>
collected the college mobile phone and first aid kit (if applicable)	<input type="checkbox"/>

AFTER THE ACTIVITY

returned to the front office, in a plastic envelope, all permission slips and medical forms for the excursion	<input type="checkbox"/>
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Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

The following are potential risks that you may need to plan / prepare for on your excursion. Consider which might be relevant to your excursion (there may be others beyond this list) and consider how these can be most effectively managed in your planning and in the preparation of the students involved.

EMERGENCY SCHOOL CONTACT NUMBERS

In school hours : 5330 1500

Outside school hours : 5479 4422 (GFO); 0419502288 (LFL);

POSSIBLE RISK	MANAGEMENT STRATEGIES
PERSONAL SAFETY / WELLNESS ISSUES – eg sunburn, dehydration, snake bite, etc	<ul style="list-style-type: none"> ▪ Provide advice to students on appropriate clothing and what to bring. ▪ Take additional sun block and monitor time in the sun and use of sun block / hats ▪ Determine access to water and/or take additional water ▪ Remind students (preferably in writing) of potential dangers prior to the excursion or at the time a risk is identified
ROAD SAFETY	<ul style="list-style-type: none"> ▪ Warn students of potential dangers and provide basic safety instructions ▪ Ensure students cross roads at appropriate points ▪ If practicable, monitor students in higher risk situations
ILLNESS OR ACCIDENT	<ul style="list-style-type: none"> ▪ Take Medical / Asthma Management forms with you if outside greater Ballarat area ▪ Take first aid kit and/or mobile phone particularly if outside greater Ballarat area ▪ Determine, if possible, emergency contact numbers for the area which you will be in – contact emergency services immediately if serious ▪ The health & well-being of the student should be the paramount concern – if a situation is life threatening / serious always take the quickest & most effective steps to get medical assistance ▪ Contact the college as soon as practicable if serious
LOST STUDENTS	<ul style="list-style-type: none"> ▪ Instruct students to operate in groups of at least 3 – explain procedure for the group if a student is lost or injured when away from the main group ▪ Provide a map, if possible, for unfamiliar areas ▪ Establish clear meeting points and times ▪ Contact emergency services immediately if there is cause for concern about the safety or well-being of the student ▪ Contact the college as soon as practicable if there is cause for concern about the safety or well-being of the student
DANGEROUS / RECKLESS STUDENT BEHAVIOUR	<ul style="list-style-type: none"> ▪ Provide clear instructions about inappropriate behaviour – in some cases it may be appropriate to identify specific unacceptable behaviours (eg. the use of alcohol / drugs on an overnight excursion) ▪ If appropriate / practicable, warn parents that students may be returned home at the parents expense if misbehaviour. ▪ Contact the college, if practicable, for advice / support
HIGH RISK ACTIVITIES – eg abseiling, most water activities, cross country skiing / bushwalking, horse riding, etc	<ul style="list-style-type: none"> ▪ Warn students and parents in writing of activities that might have a predictable risk associated with them ▪ Ensure you have appropriate staff-student ratios and appropriate staff training / skills where needed ▪ Prepare students thoroughly for the safe conduct of the activity and any potential dangers associated with it ▪ Ensure close supervision of all students at all times ▪ Take first aid kit and mobile phone ▪ See information above on 'Illness or Accident'
DANGEROUS ENVIRONMENTS – eg water, cliffs, remoteness, high fire risks, etc	<ul style="list-style-type: none"> ▪ Where appropriate, contact relevant authorities to determine any possible risks / hazards ▪ Warn students and parents in writing of areas / situations that might involve predictable risk ▪ Ensure you have appropriate staff-student ratios and appropriate staff training / skills where needed ▪ Prepare students thoroughly for the safe conduct of the excursion and any potential dangers associated with it ▪ Maintain awareness of potential hazards and ensure close supervision of any students in a risk area

'A community of learners'

Mount Clear College

CHECKLIST FOR ORGANISING TEACHER

	<ul style="list-style-type: none">▪ Take first aid kit and mobile phone▪ See information above on 'Illness or Accident'
A POTENTIALLY DANGEROUS EVENT – eg. bushfire, flood, etc	<ul style="list-style-type: none">▪ Where appropriate, contact relevant authorities to determine actions that should be taken▪ Warn students of potential dangers and provide clear instructions as to their expected behaviour▪ Attempt, where practicable & appropriate, to keep the group intact and monitor closely presence of all group members▪ Determine the safest location for the group and move there at the earliest opportunity▪ Contact the college as soon as practicable
BUS / CAR ACCIDENT	<ul style="list-style-type: none">▪ If private car is used, ensure driver is licensed and has valid registration / insurance – under no circumstances should a student transport other students on an excursion▪ Inform parents of transport arrangements and, in particular, if a private car is being used▪ If an accident occurs, determine if any students / staff have been injured and respond to this▪ Contact emergency services immediately if there is an injury or potential danger▪ Contact the college as soon as practicable▪ Take first aid kit and/or mobile phone particularly if outside greater Ballarat area