



Camps & Excursions Checklist

Requirement	Person Responsible	Completed (please tick)
<p>Lodge the excursion on the Student Activities Locator (SAL), you MUST include a bushfire risk assessment as part of this process.</p> <p>https://partner.eduweb.vic.gov.au/sites/sal#/</p> <p>Notify the principal that this has been completed so she can check details for excursion approval.</p>	Teacher in charge	
<p>Determine the number of excursion staff required (and how many must be registered teachers).</p> <p>Staff must ensure that supervision ratios are correct for ALL aspects of excursion. If the excursion includes adventure activities, activity specific ratios apply. See: Excursion Guidelines – Supervision.</p>	Teacher in charge & principal	
<p>Excursion staff comply with Department or the school's own policy in relation to the Child Safe Standards and having a Working with Children Check.</p>	Teacher in charge & principal	
<p>Record the names of volunteer workers for the purposes of volunteer workers insurance. See: Volunteers in Schools.</p>	Teacher in charge	
<p>Designate a member of staff as being responsible for first aid, ensuring they have appropriate qualifications, and source relevant first aid kit.</p>	Teacher in charge	
<p>Clarify the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) so they are understood by all staff and (where appropriate) students prior to the commencement of the excursion.</p>	Teacher in charge	
<p><i>For excursions with an overnight component:</i></p> <p>Ensure there is a dedicated school contact person in the event of an emergency, both during and outside of school hours.</p>	Teacher in charge	
<p><i>For excursions with an overnight component:</i></p> <p>If the overnight stay involves mixed gender groups, ensure there are excursions staff of each sex.</p>	Teacher in charge	
<p>An appropriate mode of transport is selected and the use of private vehicles should be avoided unless necessary.</p>	Teacher in charge & principal	
<p>Confirm that any bus or private vehicle has appropriate registration and the driver has an appropriate license and comprehensive insurance for the vehicle.</p> <p>See: Excursions Guidelines – Transport.</p>	Teacher in charge & principal	
<p>Obtain written or electronic consent from parents/carers for school excursions (including adventure activities). Parents/carers must be provided with sufficient information about each aspect of the excursion.</p>	Teacher in charge	
<p>Obtain specific authorisation from parents for any financial costs associated with the excursion</p>	Teacher in charge	



<p><i>For local and day excursions (not involving adventure activities):</i></p> <p>Seek updated medical information. This can be a reminder to parents/carers to update the school with any new/relevant medical</p>	Teacher in charge	
<p><i>For excursions with an overnight component or involving adventure activities:</i></p> <p>Provide Medical Information forms to parents/carers for completion. These forms must be accessible during the activity, whilst copies of the forms must be kept at the school.</p>	Teacher in charge	
<p>For overnight excursions, provide parents/carers the telephone numbers for the designated school contact person in the event of an emergency.</p>	Teacher in charge	
<p><i>For excursions with an overnight component:</i></p> <p>Ensure that both the teacher-in-charge, principal and 24-hour contact person each have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:</p> <ul style="list-style-type: none"> the itinerary and supervision strategy, including the exact location of the excursion participants at all times, including during travel the relevant telephone number/s through which excursion staff may be contacted in an emergency (for principals), or the school contact person (for the teacher-in-charge) the names and family contacts for all students and staff copies of the consent and medical advice forms of students 	Teacher in charge	
<p>Review weather conditions ahead of planned excursions. This includes extreme weather (smoke, lightning, rain, wind, etc.) and significant fire risk or total fire ban days. Liaise with the region about whether the excursion should be cancelled or special precautions are required.</p>	Teacher in charge	
<p>Ensure that there is a first aid kit appropriate to the excursion location and proposed activities available.</p>	Teacher in charge	
<p>Confirm that teachers on camp have left work for classes to be covered and continuous instruction will be provided for students remaining at the school during the absence of staff accompanying the excursion.</p>	Teacher in charge	
<p>Ensure you have the means to mark rolls, and a copy of all the approval documentation. This can be via an electronic device or paper copies.</p>	Teacher in charge	
<p>If an extreme incident occurs, seek approval of the principal to return a student home from the excursion early for illness, misbehaviour or other safety/wellbeing reasons.</p>	Teacher in charge	
<p>Monitor risks and be prepared to alter or cancel the excursion at any time.</p>	Teacher in charge	
<p>Record details of accidents or incidents on the injury management system on CASES21.</p>	Teacher in charge	



Hepburn Primary School
Respect ~ Perseverance ~ Kindness
