



Camps and Excursions Policy-PP019

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them.

Rationale

Camps and excursions are seen as an integral part of Plenty River College curriculum as they enable students to explore a non-school setting and extend and enrich their learning and social skills development. Camps and excursions may have a cultural, environmental or outdoor emphasis, and are an important aspect of the educational programs offered at our College. In planning and conducting camps and excursions, our College has a duty of care to consider reasonably foreseeable risks of injury, including hazards that are known, or could have been foreseen and prevented.

Purpose

The purpose of this policy is to:

- explain to the Plenty River College community the processes and procedures that our College will follow when planning and conducting camps, excursions and adventure activities for students;
- ensure that College staff are aware of their responsibilities when planning and conducting camps, excursions and adventure activities; and
- ensure that appropriate duty of care arrangements are made for College students on camps, excursions and adventure activities.

Scope

This policy applies to all College staff, students and their families. This policy also applies to adventure activities organised by the College, regardless of whether or not they take place on or off College grounds.

This policy does not apply to student workplace learning or travel to or from external VET providers (***please refer to the College's External Providers Policy***).



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Definitions

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| Action Plan | A plan drawn up by a medical/health practitioner prescribing emergency medical treatment or care provision if a student's health declines. Examples include ASCIA Anaphylaxis Action Plans, Asthma Action Plans and Diabetes Action Plans. |
| Adventure activities | <p>Activities that involve a greater than normal risk to students such as:</p> <ul style="list-style-type: none"> • theme parks, fun parks and trampoline centres; • physical activities beyond the normal College physical education curriculum; • exposure to the natural elements and natural environmental challenges with less than the normal physical protection provided in day-to-day life; • travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain; • conditions of less than normal contact by person or by telephone with medical and other public services available in normal day-to-day life. |
| Disability | <p>In relation to a student, disability means:</p> <ul style="list-style-type: none"> • total or partial loss of the person's bodily or mental functions; or • total or partial loss of a part of the body; or • the presence in the body of organisms causing disease or illness; or • the presence in the body of organisms capable of causing disease or illness; or • the malfunction, malformation or disfigurement of a part of the person's body; or • a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or • a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour; and includes a disability that: <ul style="list-style-type: none"> ○ presently exists; or ○ previously existed but no longer exists; or ○ may exist in the future (including because of a genetic predisposition to that disability); or ○ is imputed to a person. |



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| Camps | Excursions involving at least one night's accommodation. Camps include base camps (held at accredited residential camp sites or camping under shelter e.g. tents) and study camps (which focus on building skills such as communication, time management or wellbeing). |
| Duty of Care | <p>A non-delegable, moral and legal obligation to take reasonable steps to ensure the safety and wellbeing of students. Duty of care is both a College responsibility and an individual responsibility and includes:</p> <ul style="list-style-type: none"> • protecting students from a risk of injury or harm when that risk could be reasonably foreseen; • ensuring that the suitability and state of College premises will not give rise to injury, damage or harm to students, either as a result of actions or omissions; • preventing the abuse of a student by anyone associated with the College while the student is under the care, supervision or authority of the College; and • implementing more stringent measures to protect younger students and students with disabilities. |
| Excursions | Activities organised by the College in which students are taken out of College grounds or undertake adventure activities (which may be on or off College grounds). |
| First Aid Officer | <p>A College staff member who has received first aid training, and is able to suspend normal College work duties to:</p> <ul style="list-style-type: none"> • assess students and others at College for possible first aid treatment in the event of an accident, injury, incident, emergency or illness; • provide first aid treatment to the limits of their training and experience; and • call for appropriate advanced medical assistance from a medical practitioner or ambulance as required. |
| First Aid Treatment Register | A document listing the treatment and care given to students in an emergency at College or attending the First Aid Room, the date and time treated, name of student, name of First Aid Officer and parent notification details. |
| Individual Anaphylaxis | Plan developed for students at the College who are diagnosed by a medical practitioner as being at risk of |



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| Management Plan (IAMP) | suffering from an anaphylactic reaction. This plan is developed in consultation with the students' parents. |
| Local excursions | Excursions to locations within walking distance of the College, excluding adventure activities. |
| Medication Authority Form | A form providing written permission for the College to administer (or allow the student to self-administer) medication. It is completed by a student's medical / health practitioner and provides medication information, including dosage and storage requirements. |
| Parents | Includes parents, guardians, step-parents and/or carers as listed in the College Enrolment Form |
| Risk assessment | A method for systematically identifying and evaluating the potential risks that may arise in an activity. |
| Student Health Support Plan | Plan developed for students at the College who have an identified health support need. This plan is developed in consultation with the student's parents. |
| Student Support Group | A Student Support Group is normally made up of the relevant teachers and education support staff, and on occasions, Assistant Principal, Members of External Support Services, Wellbeing Team Leader. If appropriate, the Student Support Group can seek family involvement and support from specialist consultants |
| VIT registered | A person registered with the Victorian Institute of Teachers and subject to a professional code of conduct. |

Responsibility

1. The College Board is responsible for authorising this and other policies to protect College students from injury or harm on camps and excursions. The Board is also responsible for approving overnight or interstate camps.
2. The Executive Principal is responsible for:
 - implementing policies, procedures and processes to protect students from injury or harm on camps and excursions;
 - ensuring that adequate record keeping and planning processes were followed and risk assessments were completed, prior to approving adventure activities and camps;
 - ensuring that the College camps are registered using the Department of Education's Student Activity Locator (available to non-government schools) so that accurate location information is available to emergency services if needed;
 - informing staff, students and parents of camp or excursion cancellation due to adverse weather conditions or a Code Red fire danger rating;



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- Considering the risk of bushfire in the off-site activity location (exclusion of activities in bushfire areas, including code red days);
 - informing the Board and school community (as appropriate) if an overnight or interstate camp has been cancelled;
 - informing the camp facility, transport provider or other stakeholder of camp or excursion cancellation; and
 - informing parents of the emergency medical treatment provided to their injured or ill child while on camp or excursion.
3. The Assistant Principal/Curriculum Leader (or the Executive Principal) is responsible for:
- approving College excursions, after completing a risk assessment to review potential risks;
 - ensuring that excursion supervision ratios are appropriate, and that all excursion staff or external instructors/providers have VIT registration or a Working With Children Clearance;
 - making appropriate weather and fire danger rating checks prior to departure on excursion;
 - informing the Executive Principal of the need to cancel an excursion due to a Code Red (catastrophic) fire danger rating or adverse weather conditions; and
 - identifying alternative arrangements (if any) that could be put in place.
4. Teachers owe a student a positive duty of care where a teacher-student relationship exists. They must take active steps to protect students from harm when planning and conducting camps and excursions, and must report abuse. Their responsibility includes making appropriate checks on the day of excursion and before departure on camp.
5. College staff have a responsibility to protect students from harm. This includes completing the appropriate risk and other assessments and checklists before, during and after camps and excursions, and appropriately supervising students on camps and excursions.

Implementation

Plenty River College has a duty of care obligation to keep students attending camps or excursions safe from harm. This requires the College to take all reasonable steps to protect students from harm and to prevent or reduce foreseeable risks of injury. Our College has a robust planning and approval process for camps, excursions and adventure activities to ensure that we meet our duty of care obligations.

Planning process

Approval is only granted after a risk assessment has been made and sufficient measures are in place to ensure the safety of all students. The planning process has a number of steps:

1. Designated College staff (such as the Teacher in Charge) prepare a detailed proposal and complete a Camp **Approval Form FT052** or Excursion **Approval Form FT051**
2. The relevant approval form is submitted to the Assistant Principal/Curriculum Leader within timelines (see below for details);



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3. The designated College staff member (e.g., the Teacher in Charge or the Wellbeing Team Leader) must complete the excursion site's **Risk Assessment Form**, if one is available. If no site-specific form is provided, the staff member must instead use **Plenty River College's Risk Assessment Matrix FT054** to determine appropriate risk prevention or minimisation strategies
4. The completed risk assessment must be submitted to the Assistant Principal/Curriculum Leader for review and approval at least 14 days prior to the excursion
5. The Assistant Principal/Curriculum Leader must review the risk assessment and make a decision about the approval of the activity, ensuring that the identified strategies are sufficient to maintain student safety and effectively manage any potential emergencies
6. College staff work towards implementing the strategies where necessary and completing any necessary training or equipment acquisition;
7. The Assistant Principal/Curriculum Leader creates an event in SIMON
8. The Assistant Principal/Curriculum Leader informs parents/guardians of the event to obtain consent.
9. The teacher in charge must check the consent details and ensure that parent/carer consent has been obtained for all students under 18 participating in the activity.
10. Prior to departure, the teacher in charge checks the fire danger rating and likely weather conditions and cancels the camp or excursion if required (such as Code Red Days, or adverse weather conditions); and
11. On the day of departure, the teacher in charge marks attendance in SIMON and completes the **Camp Excursion Departure Checklist -FT055** before commencing the activity

Note: This checklist is not required for the routine elective activities (e.g. Gym and Recklink)

This planning process ensures that the College is able to:

- obtain parental consent in a timely manner;
- make suitable supervision arrangements;
- make adequate arrangements to ensure the safety and welfare of students, including students with a disability or health care needs;
- collect and make copies available to excursion staff of a range of student medical information, including health support plans, individual anaphylaxis management plans, medication authority forms, and emergency medical contact information;
- collect sufficient medical supplies and equipment, including first aid supplies and sunscreen;
- determine staffing requirements, including replacement staffing for students remaining at College;



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- check that all adult supervisors have working with children’s clearances and/or current VIT registration;
- where needed, provide training for staff (and other adult supervisors) in first aid, child safety and emergency processes;
- lodge accurate activity location information for use by emergency services, using the Department of Education’s Student Activity Locator (and the College’s non-government school user identification);
- confirm travel arrangements such as bookings, departure and arrival times, and travel permissions (visas or permits);
- confirm appropriate insurance arrangements are in place;
- confirm student behaviour expectations with families and establish rules around student removal from camps or excursions;
- determine and confirm activity costs and make payment options available to parents; and
- prepare students for the activity with preliminary classroom activities.

Approval process

The timelines for submitting approval documentation is given in the table below:

| Activity | Submission Date | Approval |
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| Other camps within the state | At the start of the College year | Submit to the Executive Principal for approval |
| Adventure Activities | At the start of the College year | Submit to the Executive Principal for approval |
| Excursions, including local excursions | At least fourteen (14) days prior | Submit to the Assistant Principal/Curriculum Leader for approval |

No interstate camps at Plenty River College.

Risk management

the Teacher in Charge or the Wellbeing Team Leader (where the activity relates to wellbeing), is responsible for completing and submitting a risk assessment. The assessment must identify and evaluate potential risks and determine whether appropriate strategies can be implemented to prevent or minimise the likelihood of harm or injury to students. The completed assessment must then be submitted to the Assistant Principal /Curriculum Leader for review and approval.

Risks to be considered include:

- weather (warnings, bushfire areas, forecasts and current conditions);



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- environment (venue nature and conditions, urban / rural / remote, access to shade or shelter, hygiene facilities, provision for food and water, sleeping arrangements, cultural considerations);
- fire danger (index rating, warnings and current conditions, refuge location);
- travel (durations, form of travel, supervision arrangements, potential delays);
- equipment (safety and communication equipment, clothing, approved student items, equipment load carried by participants);
- supervision (staff roles and responsibilities, ratios, gender balance, staff training requirements, arrangements for students staying at College);
- first aid (equipment and supplies, trained staff, access to medical assistance);
- health and wellbeing of participants (support for participants with a disability, health or medical condition, infection control);
- staff and student behaviour (behaviour expectations clarified, at risk staff or student behaviour, risk to College reputation);
- emergencies (accident handling, staff trained in critical incident or emergency management processes in line with the Critical Incident and Emergency Management Plan, conditions in which the activity is curtailed or cancelled once in progress, notification requirements);
- child safety (training and vetting of venue service providers, parents, volunteers or trainee teachers accompanying students, staff training and experience);
- external providers (vetting processes, agreements, liability waivers, insurance cover).

Please refer Plenty River College's Risk Assessment Matrix FT054

Student inclusion

Students with a disability or health condition will not be denied attendance at camp or on excursion solely due to their disability or medical condition. The College will consult with parents about reasonable adjustments that may be implemented to enable a student to safely attend the excursion or camp.

The College will make every effort to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Executive Principal.

Supervision

The Assistant Principal/Curriculum Leader will approve one VIT registered teacher as the Teacher-in-Charge for each excursion or camp. Depending on the activity and the number and age of students, additional staff will be approved to assist with supervision, and may include:

- education support workers;
- youth welfare workers;



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- trainee teachers;
- parents and other community members;
- camp staff; and
- specialist instructors.

Duty of care **cannot be delegated** to external instructors or education providers, parents or volunteers. All College staff will be made aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

Please refer to Appendix 1 for minimum supervision ratios.

All excursion or camp staff and external instructors/providers will be checked to ensure that they have:

- current VIT registration or a Working with Children Clearance;
- appropriate qualifications or experience relating to the intended activities;
- first aid currency (first aid officer and other staff);
- training in emergency procedures (staff); and
- clear information relating to supervision or other duties and responsibilities.

Parent consent

The College send out specific consent form via SIMON outlining the proposed excursion or camp, including costs (***please refer to Excursion Camp Consent Form FT053***). Parents must provide electronic consent via PAM no later than one day before the excursion.

Parents are encouraged to contact the College to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

Cost of camps and excursions, refunds and support

Parents are liable for the cost of camps and excursions unless alternative prior arrangements have been agreed by the Executive Principal. All families will be given sufficient time to make payments, with the final due date stated clearly on consent forms. Students who have not finalised payment by the required date will not be allowed to attend unless the Executive Principal determines that exceptional circumstances apply.

If a camp or excursion is cancelled or altered by the College, and a student is no longer able to attend part or all of the camp or excursion, the College will consider requests for partial or full refunds of payments made by parents, on a case-by-case basis and as appropriate. Generally, College will not be able to refund the portion of student payments relating to costs that have already been incurred, transferred or committed to a third party. However, a refund may be available for the remainder. Where possible, the College will provide information about refunds to parents at the time of payment.



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Student health

Parents are reminded that the College requires up-to-date student health information for camps and excursions. Students with health care needs will require a current Health Support Plan to confirm medication and treatment requirements approved by a medical practitioner.

The College will continue to care for the health needs of students on camps and excursions, as advised in Student Health Support Plans, Individual Anaphylaxis Management Plans, other Action Plans, and Medication Authority forms.

At least one College staff member will be designated as the excursion/camp First Aid Officer, responsible for the treatment and the health care needs of students on camp or excursion. A first aid kit and mobile phone will accompany College staff in line with the College's **First Aid Policy**. Student medication will be administered according to the College's **Administration of Medication Policy** where the student has provided a signed Medication Authority Form.

It is the responsibility of parents to ensure their child is in good health when attending excursions and camps. If a student becomes ill during a camp or excursion, and is not able to continue, the College will require a parent to collect their child from the camp or excursion and cover any associated costs.

Behaviour expectations

Students and parents will be explicitly informed of College behaviour expectations while on camp or excursion. These expectations will be based on our normal student behaviour expectations (***please refer to the College's Student Behaviour Management Policy***) but may include additional requirements for safety reasons.

The College will identify any students whose current behaviour patterns may put them or other students and staff at risk while on camp or excursion. The College will work with the student, their parents, teacher and other relevant staff (such as wellbeing staff) to develop an appropriate Behaviour Management Plan to facilitate student participation. Where this is not possible or effective, and as a last resort, the Executive Principal will make the decision to exclude a student from camps or excursions and will notify parents.

If a student behaves unacceptably or dangerously on camp or excursion, parents will be requested to collect their child and take them home at their own cost. The Teacher-in-Charge, in consultation with the Assistant Principal/Curriculum Leader will make this decision.

Electronic Devices

Students will be informed of the electronic devices (such as iPads, iPods, mobile phones) they are permitted to bring on camp or excursion. Where allowed, these may only be used during times set by the Teacher-in-Charge. Students are responsible for the care of any personal electronic device brought on camp or excursion, and the college will not be responsible for lost or damaged devices.

Smoking and vaping

Smoking and vaping are **not permitted** during school events and excursions held off school premises.



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Emergency Notifications and Communications

Parents will be advised of the contact details (both during and outside College hours) of the designated College contact person in the event of an emergency. Copies of emergency contact details for students will be taken on camp or excursion by the Teacher-in-Charge.

In the event of an emergency, accident or injury, the designated excursion/camp First Aid Officer will:

- assess the student and provide first aid treatment.
- call for emergency assistance if expert medical assistance is required (triple zero “000” or the nearest hospital);
- stay with the student and provide emergency support until relieved by ambulance officers or hospital staff;
- ensure that a staff member accompanies the student in the ambulance to hospital (or if driven to hospital) and stays with them until a parent is available; and
- immediately notify the Assistant Principal/Curriculum Leader (who will notify parents).

The Teacher-in-Charge will ensure that the staff member accompanying the student carries the student’s medical information details so that the information can be provided on arrival at the hospital.

If the student does not require hospitalisation or an ambulance, the First Aid Officer will:

- provide first aid treatment and remain with the patient to supervise their care;
- observe reactions to treatment or rest (e.g. anaphylaxis reactions or worsening of symptoms) and take further action if required;
- check the student’s medical information (including Action Plans, Student Health Support Plan, Individual Anaphylaxis Management Plan, or a medical authority to administer medication) to ensure that treatment provided aligns with requirements;
- if concerned, call the student’s medical practitioner for advice;
- record the treatment in the camp/excursion First Aid Treatment Register;
- immediately call an ambulance or hospital if the student’s condition deteriorates further and they require expert medical assistance; and
- report the injury/illness to the Executive Principal.

The Assistant Principal/Curriculum Leader will take advice from the Teacher-in-Charge and excursion/camp First Aid Officer and determine if the student should stay at camp/on excursion or be collected by parents.



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Accident and Ambulance Cover

Any costs associated with student injury rest with parents unless the college is liable for negligence (liability is not automatic). Unless otherwise indicated, the College does not provide student accident or ambulance cover. Parents may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Cancellation of Camps and Excursions

As a safety measure, the College will cancel any excursion or camp scheduled to take place on Code Red Days or in adverse weather conditions. One or two days prior to departure the Assistant Principal/Curriculum Leader will check the weather conditions and fire danger rating for the camp/excursion location and determine if the camp/excursion is to go ahead. If not, they will immediately notify staff, students, parents, camp facility provider, transport provider and other stakeholders of the cancellation. The Assistant Principal/Curriculum Leader will notify the Executive Principal.

Every effort will be made to reschedule the excursion or camp or modify activities where possible. In addition, the College will comply with the Department of Health guidelines in relation to any pandemic matters.

Communication

1. This policy will be communicated to the College community either through the College website, College newsletter or via request.
2. College staff will be informed of their duty of care and supervision obligations through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers);
 - attending any training deemed necessary by the Executive Principal or Assistant Principal/Curriculum Leader; and
 - staff meetings or communications to discuss, implement and monitor the control strategies documented in the camp or excursion risk assessment.



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| Related Forms |
| <p>Local Excursion & Weekly Afternoon Activities Consent Form-FT045</p> <p>Recurring Excursion Consent Form –FT050 Activities Beyond 5km Radius</p> <p>Excursion Approval Form FT051</p> <p>Camp Approval Form FT052</p> <p>PRC Excursion Consent Form FT053</p> <p>Camp/Excursion Risk Assessment FT054</p> <p>PRC Excursion /Camp Departure Checklist FT055</p> |
| Appendix |
| <p>Appendix 1. Supervision Ratios</p> |
| Related Policies |
| <ul style="list-style-type: none"> • Accident and Incident Reporting • Administration of Medication • Anaphylaxis Management • Bullying and Harassment Prevention • Child Safe • Critical Incident and Emergency Management Plan • Digital Technologies and Social Media • Duty of Care • Supervision Policy and External Providers Procedure • First Aid • Occupational Health and Safety • Student Behaviour Management • Student Engagement, Wellbeing and Inclusion |
| Relevant Legislation |
| <ul style="list-style-type: none"> • Children, Youth and Families Act 2005 (Vic) • Education and Training Reform Regulations 2017 (Vic) • Occupational Health and Safety Act 2004 (Vic) • Worker Screening Act 2020 (Vic) • Wrongs Act 1958 (Vic) |



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Appendix1: Minimum Supervision Ratios

| Activity | Staff to student ratio | Minimum staff | Other details |
|---------------------------------|------------------------|---------------|---|
| Local excursion | 1: 20 | 2 | <ul style="list-style-type: none"> Classroom teacher (or Teacher-in-Charge) plus another staff member e.g. education support worker (WWCC) Gender balance if possible |
| Other excursions | 1: 20 | 2 | <ul style="list-style-type: none"> Classroom teacher (or Teacher-in-Charge) plus another staff member e.g. another teacher (or VIT registered person), education support worker (WWCC) Gender balance if possible |
| Base camps Interstate travel | 1: 10 | 2 | <ul style="list-style-type: none"> Classroom teacher (or Teacher-in-Charge) plus another teacher (or VIT registered person) Gender balanced |
| Study camps | 1: 15 | 2 | <ul style="list-style-type: none"> Classroom teacher (or Teacher-in-Charge) plus another staff member e.g. another teacher (or VIT registered person), education support worker (WWCC) Gender balanced |
| Adventure activities | Varies | 2 | <ul style="list-style-type: none"> Refer to the Assistant Principal/Curriculum Leader as this depends on the activity type and group e.g. student ages, level of experience etc. |



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| Document Number: | PP017 | Developed by: | Compliance |
| Policy Owner: | Executive Assistant | Approver Name & Role: | |
| Evidence of Approval: | PRC Board Meeting | Version No: | V206.2 |
| Review Due To: | Internal Review | Date Approved: | 16/03/2026 |
| Next Review Due: | 16/03/2027 | | |
| Department: Compliance and Governance | School Standards: STD-Care,Safety and Welfare of Students | | |
| | RTO Standards: Guideline 6 – Child Safe Standards | | |



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Revision Record:

| Date | Version | Revision description |
|------------|----------|--|
| 22/09/2021 | V2023.01 | Initial Policy |
| 16/03/2026 | V2026.2 | <ul style="list-style-type: none"> • Introduction section has been re worded to include the RTO details and the Certificates offered by School. • Updated the Title of the Assistant Principal. Communication channel has been clarified. • Replaced the Appendix and updated it as related form and logs. • Clear instructions included in the planning process., risk management and parent consent section. • Added details about the school student management system SIMON. Removed the COVID19 pandemic information |
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