

## CAMPS & EXCURSION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500.

### PURPOSE

To explain to our school community the processes and procedures the Victorian School of Languages (VSL) will use when planning and conducting camps, excursions and seminars for students.

### SCOPE

This policy applies to all camps and excursions organised by the VSL. This policy is intended to complement the Department's policy and guidelines on camps and excursions which all Victorian government schools are required to follow. The VSL will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

### DEFINITIONS

#### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion);

**Camps** are excursions involving at least one night's accommodation.

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'adventure activities'.

**Seminars** are for state-wide Distance Education students to come to a central location.

### POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom

For all camps and excursions our school will follow the Department's Policy and Advisory Library: [Excursions](#)

#### Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. The VSL's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire or other natural disaster activity in the excursion location. In the event (the Bureau of Meteorology forecasts a 'catastrophic fire danger rating (FDR) day'), excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

The VSL is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

### **Supervision**

The VSL follows the Department's guidelines in relation to supervision of students during camps, excursions and seminars.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp, excursion and seminar.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps, excursions and seminars regardless of whether or not external providers are managing the activity.

### **Parent volunteers**

In line with the VSL's *Volunteer Policy*, parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and excursions and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the Organising Teacher will take into account: any valuable skills the parents/carers have to offer (e.g. bus licence, first aid etc.) and the special needs of particular students.

### **Volunteer and external provider checks**

The VSL requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Clearance.

### **Parent/carer consent**

For all camps and excursions, the VSL will provide parents/carers with a specific consent form outlining the details of the proposed activity. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp, excursion or seminar.

### **Parent Payments for camps and excursions, refunds and support**

Most camps and excursions provided by the VSL enhance and broaden the schooling experience of our students but are not a mandatory component of our curriculum. These activities are provided on a user-pays basis in accordance with the Department's Parent Payments Policy.

Consent forms will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

Students who have not finalised payment by the required date will not be allowed to attend unless the Principal determines exceptional circumstances apply.

Where a camp or excursion is provided as part of the standard curriculum requirements, parents may be invited to make a voluntary contribution but all students will be able to attend regardless of whether their parents contribute.

The Victorian School of Languages will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Organising Teacher or Principal.

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no

refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

### **Student health**

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Administration of Medication policy* (see [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)) and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

### **Behaviour expectations**

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*, the *Student Code of Conduct* or *Bullying Prevention Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

### **Electronic Devices**

Students will be permitted to bring electronic devices (such as iPads, iPods, mobile phones) but 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 to a camp or excursions and the school will not be responsible for lost or damaged devices. (*See Personal Property Policy*)

### **Food**

Students are not permitted to bring their own supply of food items to camps and excursions unless the item is medically indicated and discussed with the Teacher in Charge, or included as an item on the clothing and equipment list for that camp or excursion.

### **Accident and Ambulance Cover**

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, the VSL and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

### **VSL Procedures**

- All excursions must be approved by the Principal. They will consider the educational outcome of the excursion as well as the impact on the school for the proposed date.
- The Principal will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.

- Once the excursion has been approved all relevant documentation must be completed and submitted for approval by the Principal. This documentation is available in Appendix.
- In addition to the Principal, School Council is responsible for the approval of:
  - Overnight excursions
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, or on weekends or vacations
- The Principal and the relevant VSL Area Manager (Leading Teacher) and teacher in charge will ensure that full records are maintained regarding the excursion.
- The Principal, the Assistant Principal and the relevant VSL Area Manager (Leading Teacher) will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- The school council may choose to subsidise some excursions or some students' expenses.

### Types of Excursions

- Distance Education Student Seminars/Webinars
- Centre Classes camps or excursions
- Interstate or overseas study tours

### DISTANCE EDUCATION STUDENT SEMINARS/Webinars

Student seminars enable students to meet one another and their teacher and to participate in group activities. They are an excellent means of providing an immediate response to students' enquiries and difficulties and to share learning experiences. At least one seminar or webinar per term should be organised for VCE units. Seminars for junior students may be possible (to be determined by the individual faculties).

Seminars can be held in one or both of the Conference Rooms on the ground floor (shared facility with the Virtual Schools Victoria (formerly DECV)). However, there is great demand for these rooms, so bookings need to be made well in advance, by sending an email to [roombooking@distance.vic.edu.au](mailto:roombooking@distance.vic.edu.au).

Some faculties prefer to arrange seminars at other, off-site locations, such as the Multicultural Hub at 506 Elizabeth Street, Melbourne. Such arrangements should be approved by the DE Area Manager.

Teachers should discuss with the DE Area Manager any significant expenses likely to be associated with the seminar (e.g. purchase of materials, honoraria to performers, etc.). A minimum of two teachers should be involved in conducting each seminar, especially if it takes place off-site. Single teacher faculties should attend the Multicultural Hub on a day when other language faculties are present.

Part-time teachers should schedule seminars only on days when they are expected at work. If other arrangements are necessary, it should be discussed with the DE Area Manager prior to the required date. Seminars should be arranged in pairs per day unless the student numbers exceed the capacity (50).

Seminar dates should be entered in the Student Course App as soon as dates have been confirmed by the Multicultural Hub.

Seminar Notices must be sent to students 3 weeks in advance of the seminar date. The notice should provide students with the following information:

- date, time and location of the seminar
- a detailed program of the day's activities
- any materials which students need to bring with them
- the prescribed Seminar/Excursion form (**Appendix A**), to be completed by all students and returned *prior to the seminar date*

Teachers must also complete a:

- *Risk Assessment form* (**Appendix B**) for each seminar they organize.
- (*Student Activity Locator*) form (**Appendix C**),

Once the date and student numbers are confirmed for each seminar provide all forms to DE Area Manager.

## CENTRE CLASSES

Given the limited number of sessions for Centre classes, excursions should only be contemplated for sound educational purposes.

The relevant forms, available from the Centre office, must be completed and all safety and duty of care practices must be fully implemented. This includes, but is not limited to, aspects relating to date and times, venue safety, activity risk, transport, medical issues, contact details and collection of permission signatures.

At least four weeks' notice must be given to allow for approval by the Principal and/or School Council and/or DET. Area Managers need to endorse the excursion in the first instance.

Excursions should be under the direct control of a teacher employed by the School with at least one other excursion staff member present. An excursion staff member assisting a teacher may be a parent employed on a volunteer basis, a trainee teacher or an administrative staff member and they must have a current Working with Children Clearance as well as completed the VSL Volunteer Application Forms. The specific roles and responsibilities of each staff member must be clarified and understood by all staff and students prior to the commencement of any excursion.

Consent forms must be completed by the student's parent or guardian for participation in the excursion activity, financial costs and emergency medical treatment. The consent forms, including medical information, must be kept at school and copies must be taken on the excursion by the teacher in charge. Medical information must be available to other excursion staff in emergency situations.

Planning for off-site activities will include risk minimisation strategies to be enabled for students at risk of Anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending: see Anaphylaxis Policy. An up-to date ASCIA Action plan is provided to the teacher in charge of the activity, Camp or excursion for each student at risk of Anaphylaxis. The Anaphylaxis emergency response strategy as per the ASCIA Action Plan will be communicated to relevant staff / students/ parents during off-site activities

In selecting a venue/location for an excursion, the teacher in charge must undertake a risk assessment and be clear about procedures to take in case of an emergency. Students are to be clear about what is expected of them in relation to behaviour whilst on the excursion. The teacher in charge must have a mobile telephone and be contactable at all times whilst on the excursion.

### **Organising a Centre class excursion – See the Following**

- Parent/Carer Excursion Consent Form which includes the Confidential Medical Information Form for Excursions – [Appendix D](#)

## INTERSTATE OR OVERSEAS STUDY TOURS

The Victorian School of Languages recognises the educational value of Overseas Study Tour that are linked to curricular and co-curricular outcomes. All overseas travel programs are viewed as educational experiences for students and are designed to encourage students to be effective 'Global Citizens'.

All overseas experiences will be planned and conducted in a manner that is line with the DET Legal and Educational guidelines.

Parents or other volunteers participating in an Overseas Study Tour will be required to have a Working with Children Clearance.

Staffing - where possible, a member of the School Leadership Team will be present on an International Tour where a group of Victorian School of Languages students is representing the school.

At the same time, the VSL is conscious of the duty of care required and will only endorse a request for an Overseas Study Tour if it is satisfied that all requirements are met. Generally, there will only be one study tour a year. The students participating in the Tour should come from both Distance Education and Centre classes.

There is a separate detailed application form that needs to be submitted online by the Principal to the Director of North-Western Victoria Region.

The process can be summarised as:

- (1) The Language Faculty Co-ordinator on behalf of the faculty, submits a proposal to the Principal providing the basic information.
- (2) The students generally should be in the Year 10 to 12 levels and from both Distance Education and Centre classes
- (3) The Principal assesses the proposal and if approved submits it to School Council
- (4) If School Council approves it, the proposal with additional information (Risk Assessment) is forwarded to the Regional Director

### **Process**

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- Emergency and Risk Management
- Excursions and Activities
- Excursions and Activities: Approvals
- Excursions and Activities: Parent or Carer Consent
- Excursions and Activities: Staffing and Supervision
- Excursions and Activities: Student Medical Information
- Excursions and Activities: Student Preparation and Behaviour
- Excursions and Activities: Venue Selection

The Principal will ensure that full records are submitted to School Council regarding the excursion listed in *VSL Procedures* well in advance of the starting date of the event and that no excursion occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any overnight, interstate or overseas excursion, the formal approval of the School Council and Principal will be obtained. In approving a camp or excursion, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

## **COMMUNICATION**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)
- Included in staff handbook
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school Area newsletter

- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- *Statement of Values and School Philosophy*
- *Student Wellbeing and Engagement Policy*
- *Volunteer Policy*
- *Duty of Care Policy*
- *Inclusion and Diversity Policy*
- *Personal Property Policy*
- *Administration of Medication policy*

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	April 2023
Consultation	School Council: 4 May 2023
Approved by	Principal
Next scheduled review date	2026



VICTORIAN SCHOOL  
OF LANGUAGES

## (Appendix A) DE Seminar Permission Form

### Language, Level

Date: \_\_\_\_\_

Time: \_\_\_\_\_ am to \_\_\_\_\_ pm

Location: **Multicultural Hub, 506 Elizabeth Street, Melbourne VIC 3000**

Teacher in charge: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Other supervising staff: \_\_\_\_\_

**Please note:** This form must be completed by *all students*, whether or not they intend to come to the seminar.

**Scan the completed form and email to your VSL DE teacher ASAP**

### SECTION A: To be completed by **Students** in block letters

Name: \_\_\_\_\_

School: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

Will you be attending? **Yes No** (*Please circle*)

Signature: \_\_\_\_\_

*If you are attending please complete the following:*

Address: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Emergency phone number: \_\_\_\_\_

### SECTION B: To be completed by **Parent/Carer** for all students under 18 years who are attending

I, the parent/guardian of \_\_\_\_\_

- Consent to his/her participation in the seminar organised by the Victorian School of Languages.
- Authorise the teacher in charge of the seminar to consent, where it is impracticable to communicate with me, to the student receiving such medical or surgical treatment as may be deemed necessary.
- agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury
- Understand that students will travel independently to the Multicultural hub to meet their teacher for a \_\_\_\_\_ am start and will be dismissed from the venue at \_\_\_\_\_ pm and make their own way home.



- Will contact the Teacher in charge or the VSL office on 9474 0500, if my child is unable to attend on the day.

**MEDICAL INFORMATION**

The VSL will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the seminar/excursion takes place.

Is your child anaphylactic? **Yes No** *(If Yes, please attach a copy of your child's Anaphylaxis Management Plan)*

Does your child carry an EpiPen/Anapen? **Yes No**

Does your child suffer from asthma? **Yes No** *(If Yes, please attach a copy of your child's Asthma Management Plan)*

Does your child carry an asthma inhaler? **Yes No**

Does your child have allergies? **Yes No** *(If Yes, please list them)*

Allergies: \_\_\_\_\_

Other medical conditions: \_\_\_\_\_

**Medical Consent:** If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate for their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. In the event that your child needs medical attention during the excursion, school staff will contact you as soon as practically possible.

**Parent/Carer signature:** \_\_\_\_\_

Mobile Contact Number: \_\_\_\_\_

**Name of Emergency Contact:** \_\_\_\_\_

Emergency Contact Mobile Number: \_\_\_\_\_

**Photo Consent:** I, the parent/guardian of \_\_\_\_\_, consent to my child's photograph being taken by the school at the seminar.

**Parent/Carer signature:** \_\_\_\_\_

**SECTION C:** To be completed by **Principal or Principal Nominee** for all school-based students who are attending

This student has permission to attend the seminar organised by the Victorian School of Languages:

Signed: \_\_\_\_\_

School: \_\_\_\_\_

## (Appendix B) EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Template

This form may be used to document the risk assessment completed for all local and day excursions. It must be easily accessible during the excursion, either in hard copy of electronically.

Please adapt the document below to suit the school's needs.

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge			
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and activity.

Risk		Y/N	Treatment details (if required)
<b>Supervision</b>	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?		
	Has consideration been given to risks relating to supervision more broadly?		
<b>Transport</b>	Do the transport arrangements comply with: <ul style="list-style-type: none"> <li>Excursions Guidelines – Transport</li> <li>Department transport policies</li> <li>school based transport policies (e.g. school bus)? (if applicable)</li> </ul>		
	Has consideration been given to risks relating to transport? (e.g. travel sickness, bus break down, cancelled train, crossing busy roads etc.)		
<b>Student behaviour</b>	Does any particular student's behaviour pose a risk to either that student or to others?		<i>Treatment would typically include supervision, ensuring staff are aware of any triggers or</i>

Risk		Y/N	Treatment details (if required)	
	Has consideration been given to risks relating to student behaviour more broadly?		<i>particular risks, consulting with parents beforehand to seek their input into supporting student during excursion, ensuring staff know how to manage/support behaviour.</i>	
	Has consideration been given to reputational risk to the school in the context of student behaviour?			
Health and wellbeing	Are there any students who have a disability or medical or health condition that need to be supported/managed during the excursion?		<i>Treatment would typically include ensuring relevant staff are aware of this condition and how to manage it, bringing appropriate equipment on the excursion (e.g. epipen, mobility aids), attaching anaphylaxis management plans or other student management plans as appropriate.</i>	
	Are there any staff who have a disability or medical or health condition that need to be supported/managed during the excursion?			
First Aid	Will a first aid kit be taken/available on this excursion?			
	Does the excursion have adequate staff with first aid qualifications appropriate to the activities being conducted?		<b>Name of staff</b>	<b>Level of first aid training</b>
Weather & Emergency Warnings	Has consideration been given to risks associated with the weather or emergency warnings? (this should include alternative arrangements, sun smart policy etc.)			
Communication	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?			
	Has appropriate equipment been sourced?			
Location	Has consideration been given to the risks associated with the location? (e.g. fire danger, high cliffs, water sources, city environment, crossing busy roads etc.)			
Consent	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated health information? (for local excursions this should include notification of the excursion).			
	If an external provider has been engaged by the school to assist in the planning and/or conduct of the excursion,			

Risk		Y/N	Treatment details (if required)
External Providers	does the arrangement comply with the Excursions Guidelines – External Providers?		
	<p>Has the school considered any terms and conditions in any agreements documenting this arrangement?</p> <p>Things to look out for are:</p> <ul style="list-style-type: none"> <li>• waivers of liability and/or indemnities</li> <li>• clear roles and responsibility with respect to risk management</li> <li>• ensuring third parties have child safe policies or agree to follow the schools</li> <li>• ensuring any financial elements are reasonable (e.g. in relation to cancellations and refunds, costs of services etc.)</li> <li>• ascertaining that the external provider has adequate insurance coverage for the planned activity</li> </ul>		
Emergency management	Has consideration been given to emergency management procedures?		
	Has the excursion been entered into the Student Activity Locator?		
	Has consideration been given to arrangements should the excursion need to be cancelled whilst the excursion is already in progress?		
COVID-19	Has consideration been given to the specific COVID-19 risks associated with the excursion?		
	<p>Should should:</p> <ul style="list-style-type: none"> <li>• review the guidance available in the <a href="#">School Operations Guide</a>, and on the <a href="#">School camps during COVID-19</a> page and apply it to the excursion arrangements. For support with this, contact the OHS Advisory Service:  <b>Telephone:</b> 1300 074 715  <b>E-mail:</b> <a href="mailto:safety@education.vic.gov.au">safety@education.vic.gov.au</a></li> </ul>		

	<b>Risk</b>	<b>Y/N</b>	<b>Treatment details (if required)</b>
	<p>Specific considerations include:</p> <ul style="list-style-type: none"> <li>• Checking <a href="#">DH Website</a> to see if destination and travel routes are impacted by travel restrictions or have permit requirements.</li> <li>• Ensuring that sufficient provisions of PPE are available for the trip and that hand sanitiser and cleaning materials are available / accessible.</li> <li>• Ensuring staff have the Service Victoria and COVIDSafe App installed on phones, and use QR code systems to check in.</li> <li>• Ensuring Medical and Emergency Contact records are up to date and easily accessible by staff.</li> <li>• Reviewing and ensuring staff are familiar with the guidance about the management of unwell staff or students in the School Operations Guide, and how staff might apply it in the camp / excursion setting.</li> <li>• Ensuring that staff or students who are unwell with COVID-19 symptoms do not attend the camp / excursion.</li> <li>• Ensuring staff and students adhere to face mask, check in, physical distancing and density requirements as per current COVIDSafe measures during the excursion.</li> </ul>		
<b>Other risks</b>	<b>[INSERT ALL OTHER RISKS IDENTIFIED FOR THE SPECIFIC EXCURSION]</b>		

Date completed		Signed	
Date/s reviewed		Signed	

## (Appendix C) Student Activity Locator

### SCHOOL DETAILS

School Name: VICTORIAN SCHOOL OF LANGUAGES – DISTANCE ED

Activity Details:	Start Date	Time	Location Address and Phone Number
Faculty: _____			Venue: _____ _____
Year Level : _____			Address: _____ _____
Activity Type eg seminar, excursion: _____ _____	End Date	Time	Ph: _____

If travelling to more than one location on the same day, please advise details here:

Location Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Start Time: \_\_\_\_\_ End time: \_\_\_\_\_

### Group details

Mobile No. with group: \_\_\_\_\_

Number of Teachers: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Support Members: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Mobile Number: \_\_\_\_\_



(Appendix D)

## Department of Education and Training Parent/Carer Excursion Consent Form

Name of school: Victorian School of Languages Area: \_\_\_\_\_ Centre: \_\_\_\_\_

Title of excursion/camp:

Educational purpose of the program: What do you hope the students will learn from the experience?

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### Details of supervising staff:

Name all staff and indicate who the teacher-in-charge is.

1. _____	2. _____
3. _____	4. _____

### Costs:

The cost of the activity is \$xx per student.

Payment is to be received by DD/MM/YYYY to secure your child's attendance at this activity.

### Refunds

Where a student is unable to attend any or all of the excursion, parent requests for refunds will be determined on a case-by-case basis, taking into consideration whether or not a non-refundable cost has already been incurred by the school.

### Name and contact details of the 24-hour school emergency contact:

This is for parents who need to contact students during the program. You can list more than one contact.

Name of Emergency contact	Relationship to Student	Mobile contact number
1.		
2.		

**Departure details:** Include the time, date and place where students depart for the excursion.

Departure Time	Departure Date	Departure location

**Return details:** Include the time, date and place where students return from the excursion.

Return Time	Return Date	Return pick up location

### Distance from expert medical care:

How far the students will be away from expert medical care (eg. hospital or ambulance)?

1. Closest Hospital: \_\_\_\_\_
2. Ambulance contact: Ring 000

**Travel arrangements:** How will students be transported to, during and from the program?

Mode of Transport:

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To Program	During Program	From Program

Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.  Not Applicable (please tick)  
Potential Risks:

A risk management plan for this program has been developed by staff and is available for parents to review on request.  
**Attachments:**

- Daily itinerary
- Group equipment list (if relevant)
- Medical form
- Further location descriptions (if applicable)

**Student behaviour**

‘I understand that in the event of my child’s misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.’

**Student illness**

‘I understand that in the event excursion staff determine it is necessary for my child to be sent home early due to illness, any cost associated with his/her return will be my responsibility.’

**Cancellations or Alterations**

‘I understand that the principal may need to cancel or alter excursion arrangements at short notice, for safety reasons or due to circumstances beyond the control of the school, and while the principal will try to minimise inconvenience or financial losses to parents, these may be unavoidable.’

**Student accident insurance and ambulance cover**

The Department of Education does not provide student accident insurance or ambulance cover. Parents may wish to obtain student accident insurance from a commercial insurer and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

**Parent/Carer consent**

I have read all of the above information provided by the school in relation to the [insert program name here]:  
\_\_\_\_\_ including any attached material.

I give permission for my daughter/son \_\_\_\_\_ (full name) to attend.

Parent/carers: \_\_\_\_\_ (full name)

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

In case of emergency I can be contacted on:

\_\_\_\_\_ OR: \_\_\_\_\_

**Note:** Parents/carers should also complete the ‘Confidential medical information for school council approved school excursions’.

# Confidential Medical Information Form for Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in
Date(s): Teacher to fill this in

Student's full name:
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Student's address:	Postcode:
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Date of birth:	Year level:
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Parent/guardian's full name:
Emergency telephone numbers: <i>After hours</i> <i>Business hours</i>

Name of person to contact in an emergency (if different from the parent/guardian):
_____
Emergency telephone numbers: <i>After hours</i> <i>Business hours</i>

Name of family doctor: _____
Address of family doctor:
Phone number:

Medicare number:
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Medical/hospital insurance fund:	Member number:
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Ambulance subscriber? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, ambulance number:
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Is this the first time your child has been away from home?  Yes  No

**Please tick if your child is living with any of the following health conditions:**

- Asthma (if ticked complete Asthma Management Plan)
- Anaphylaxis (if ticked review and update the Individual Management Plan for the camp or excursion)
- Bed wetting                       Blackouts                       Diabetes                       Dizzy spells                       Migraine
- Heart condition                       Sleepwalking     Travel sickness                       Seizure of any type
- Other: \_\_\_\_\_

**Allergies**

Please tick if your child is allergic to any of the following:

Penicillin  Other Drugs: \_\_\_\_\_

Foods: \_\_\_\_\_

Other allergies: \_\_\_\_\_

What special care is recommended for these allergies? \_\_\_\_\_

\_\_\_\_\_

Year of last tetanus immunisation: \_\_\_\_\_  
(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

**Medication**

Is your child taking any medicine(s)?  Yes  No  
If yes, provide the name of medication, dose and describe when and how it is to be taken.

\_\_\_\_\_  
\_\_\_\_\_

All medication must be given to the teacher-in-charge. All containers must be labelled with your child’s name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

**Medical consent**

If there is a situation or incident which requires first aid to be administered to your child school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. In the event that your child needs medical attention during the excursions, school staff will contact you as soon as practically possible.

Signature of parent/guardian (named above) \_\_\_\_\_  
Date: \_\_\_\_\_

The Department of Education and Training requires this consent to be signed for all students who attend government school non-local excursions.

**Note: You should receive detailed information about the excursion/program prior to your child’s participation and a Parent Consent form. If you have further questions, contact the school before the program starts.**

Signed by Teacher in Charge \_\_\_\_\_ Date \_\_\_\_\_

Endorsed by Centre Supervisor \_\_\_\_\_ Date \_\_\_\_\_

(Centre Supervisor to collect permission forms and provide this form to the Area Manager for endorsement) Endorsed by Area Manager \_\_\_\_\_ Date \_\_\_\_\_

**HEAD OFFICE ONLY**

Approved by Principal \_\_\_\_\_ Date \_\_\_\_\_