

Eltham High School Council Application Camps & Tours – requiring School Council approval

STAGE 1 – Outline of event

This document is to be completed by the event organiser and discussed with the Assistant Principal responsible. This document will be presented to School Council when seeking approval for the event.

Key dates	Stage 1 Event Outline	Camps Australian & Overseas tours	<u>One year</u> before the event <u>Eighteen months</u> before the event
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Event Organiser	Date submitted	Date presented to School Council/ Outcome

	Guidelines	Details & Planning
Proposed event	<p>Event details</p> <hr/> <p>New/ Repeat event? Staff need to be aware that guidelines change and while much of the required documentation below can be re-used, there is a need to review the documentation as part of the event planning phase, and update particularly based on the needs of the student cohort.</p>	
Proposed dates	<p>Include:</p> <ul style="list-style-type: none"> • Proposed dates • Calendar clashes • Details of whether bookings have been made and approval timelines 	
Group details and needs	<p>Student details While all details may not be available, outline group cohort details including group size and year levels.</p>	

	<p>Staffing and Staff Ratios There must be appropriate levels of supervision in view of the activities undertaken and students involved. https://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx</p>	
	<p>Accessibility and Medical Requirements Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.</p>	
<p>Training requirements, including First Aid</p>	<p>First Aid At least one member of staff responsible for each group of students will hold an appropriate first aid qualification and, where practicable, it is preferred that all staff members hold an appropriate first aid qualification. For adventure activities, the minimum acceptable level of first aid training is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTAID003 Apply First Aid. For remote activities, a higher level of first aid training is required appropriate to the setting, such as Wilderness First Aid or its competency based equivalent THHGHS11A Manage casualty in a remote area. Staff must also take a first aid kit appropriate to the excursion location and activities undertaken.</p>	
<p>Nature of the activity</p>	<p>Nature of Activity The specific requirements of some activities are outlined below, and would need to be addressed in the planning.</p> <p>Activities requiring special precautions</p> <ul style="list-style-type: none"> • Previous student experience and preparation, if any • Group control procedures: supervision details of group sizes and name of staff assigned to groups • Group equipment list • Route details and escape routes (include map where relevant) • Information to parents regarding the nature of the risks involved. <p>Adventure Activities and Requirements An adventure activity is an activity that involves greater than normal risk which may include:</p> <ul style="list-style-type: none"> • travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain • confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life • less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life • exposure to the natural elements with less than the normal physical protection provided in day-to-day life • activities listed in the Safety Guidelines for Education Outdoors <p>https://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx</p>	

	<p>DET's policy of Swimming Instruction and Water Safety. http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/swimming.aspx</p>	
	<p>Departmental Approval Requirements There are a range of approval requirements depending on the activity, these are outlined in the link below. The Regional Director is responsible for approving all interstate and overseas travel for Department employed staff (including principals), where those staff are accompanying students on excursions. https://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx</p>	
<p>Risk Management</p>	<p>Risk management An assessment of risks must be undertaken. For excursions and camps requiring school council approval, an excursion risk assessment plan must be provided which includes consideration of risks across the entire excursion (including transportation, activities undertaken, excursion venues and staff or student illness) and any significant financial risks to the school and/or parents (for example if an excursion needs to be cancelled). https://www.education.vic.gov.au/school/principals/spag/governance/Pages/riskprocess.aspx</p> <p>The link below includes the process for identifying and dealing with student and staff health and safety risks during an excursion. https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorrisk.aspx</p> <p>Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school risk assessment process.</p>	
<p>Destination</p>	<p>Destination details</p> <p>Emergency management The emergency management planning in schools extends to and incorporates school excursions. All excursion staff and where appropriate, students, must be familiar with emergency procedures for each excursion. Planning must cover arrangements if the excursion needs to be cancelled, recalled or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice or an emergency). This should include arrangements for communicating with parents. Note that principals are responsible for negotiating terms and conditions with any third parties. School council approved excursions must have an emergency response plan. When staying at a residential campsite, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to ensure that procedures are appropriate and staff and students are familiar with them. https://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx#link4</p> <p>To ensure information is provided to emergency services in the event of an emergency, the school will notify:</p> <ul style="list-style-type: none"> • DET of any approved school camp or excursion at least three weeks beforehand using the Student Activity Locator online form - https://partner.eduweb.vic.gov.au/sites/sal#/. A user guide has been developed to help schools complete the online form, see: Student Activity Locator - User Guide • Department of Foreign Affairs and Trade (DFAT) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas. <p>Documentation to parents will include the telephone numbers (both during and outside school hours) for the designated school contact person.</p>	

	<p>The school will have strategies in place for communicating with parents in the event of an emergency, cancellation or recall of the excursion -including but not limited to the use of Compass, telephone calls and text messaging.</p>	
<p>Payment</p>	<p>Payment When organising an event, the organising staff member will consider families' ability to plan financially. All efforts will be made not to exclude students simply for financial reasons. Parents/students experiencing financial or other hardship should make contact with the Business Manager or Sub- School Leader and confidential, special arrangements may be put in place to support the student's participation in the event. All families will be given sufficient time to pay for Camps and Excursions. Families that are eligible for the DET Camps, Sport and Excursion fund will have information provided to them.</p> <p>Parents will be provided with online or paper permission forms and incursion information clearly stating payment finalisation dates.</p> <p>Where the cost of the camp or tour is greater than \$5000 families must be given 6-8 months notice of payments. Where the cost is greater than \$1000 families must be given 4-6 months notice of payments.</p> <p>Payments in the above cases are usually set out in the following format – deposit followed by 3-4 instalments that are required with 4-6 weeks apart. This needs to be done in consultation with supplier requirements.</p>	
<p>Procurement</p>	<p>Procurement is the term used to describe the collective group of activities undertaken to obtain goods and / or services from third parties.</p> <p>When considering events with a cost of over \$25,000 it is necessary to obtain three quotes. When the cost is over \$150,000 a Tender must be undertaken.</p> <p>Further information on processes to be followed can be obtained from the Business Manager and/ or Finance Manager.</p>	
<p>Use of any Commercial Organisations</p>	<p>Are any Commercial Organisations involved in the delivery of this event?</p>	
	<p>If yes, outline details</p> <p>A copy of appropriate insurance and evidence of legal liability must be attached. The organisation must be registered and compliant with SAMS 4 Schools.</p>	

STAGE 2 – Full Event Details

Key dates

Stage 2 Full Details

Camps

Overseas tours

___ weeks before the event

___ weeks before the event

Event Organiser	Date submitted	Approval

Documentation	Required	Attached	Approved
Staffing	<ul style="list-style-type: none"> • Staff student ratio details • Names & contact details • Qualifications • Evidence of currency of qualifications 		
Travel details	<ul style="list-style-type: none"> • A complete list of all participants (staff, students, other adults) with a contact phone number for their families. • An itinerary/day to day program showing proposed morning, afternoon and evening activities • A copy of any information given to students and parents • Personal clothing list as issued to students 		
Transport details	<p>Include all of the following as relevant</p> <ul style="list-style-type: none"> • Train details including schedule • Private bus hire details • Self-drive bus details including: <ul style="list-style-type: none"> ○ Proprieter ○ Driver details, and all documentation including licence type • Private vehicle: including driver details and all documentation • <p><i>*Note: when transporting students by private vehicle, comprehensive insurance is required and recorded with Principal's Assistant.</i></p>		
Insurance requirements	<p>DET has arranged a travel insurance facility through VIMA. The cost for international travel is \$40 per person and for interstate travel is \$1.80 per person – both inclusive of charges. The Finance Manager can support you with completing the application for travel insurance.</p>		
Commercial organisation details	<p>Details of Travel Agents, Campsites, Services to be included – with verification of registration with SAMS 4 Schools.</p>		

Financial Details	<p>The following to be submitted:</p> <ul style="list-style-type: none"> • Full budget outline on school template • Student payment schedule • Procurement form (for amounts over \$25,000 the 3 quotes must be provided) • Purchase orders provided – including a timeline for the supplier 		
Emergency details and Emergency Management plans	<p>Following details must be included:</p> <ul style="list-style-type: none"> • Police • Doctor • Ambulance • Hospital - (does the local hospital provide suitable medical facilities for all members of the group, if not please indicate the nearest hospital that does) • Fire Brigade <p>Emergency Management Plan Alternative bad weather program and procedures to be followed in the event of wet weather, bushfire or other emergency.</p> <p>Emergency Contacts</p>		
Risk Register	Template available at Appendix 1		
Excursion Venue/Environment Risk Management Assessment Form	Template available at Appendix 2		

Appendix One

RISK REGISTER TEMPLATE

School: _____

Supervising teachers/staff: _____

Program/Excursion: _____

Year Level: _____

Dates: _____

Location(s): _____

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

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		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

And more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

Guidelines - Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major	Treat	Treat	Treat	Treat
	Moderate	Monitor	Treat	Treat	Treat
	Minor	Monitor	Monitor	Treat	Treat
	Insignificant	Monitor	Monitor	Monitor	Monitor
		Rare	Unlikely	Likely	Almost certain
		Likelihood			

Appendix 2

Excursion Venue/Environment Risk Management Assessment Form

Venue/Environment assessed: _____ for month of _____

Assess each of the following hazards and any others you think relevant and complete charts below:	Bushfires	Missing student/s	Intruders
	Severe storms and flooding	Medical emergencies	Internal fires and smoke
	Earthquake	Incidents	Snakes and other wildlife
	School bus accident/vehicle accident	Aggressive student behaviour	Other relevant to site

Likelihood	Very high				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very high
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood/very high or high impact		
Very high, and moderate likelihood/very high, high or moderate impact		
Very high, High, Moderate or Low likelihood/High or very high impact		

RISK ANALYSIS TOOLS

DET Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

DET Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DET or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DET over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

DET Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DET Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.