

Department of Education Proforma

Excursions and Activities Requiring School Council Approval

Ensure you have the most current version.

This form must be submitted to the principal for school council approval prior to the excursion.

This proforma details minimum requirements for council approval. All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions,
- camps,
- interstate/overseas visits,
- excursions requiring sea or air travel,
- excursions involving weekends or vacations, and
- adventure activities.

A [Notification of School Activity form](#) should also be submitted to the Emergency & Security Management Branch of the Depart three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Name of program: School Camp

Year level(s):

Location(s): Adanac CYC 47 Hoddle Street Yarra Junction 3797

***Date(s):**

Name of teacher-in-charge:

*EDUCATIONAL PURPOSE

CYC facilities link all programs & activities offered to Victorian Essential Learning Standards (VELs). Documentation to support your camping program in standard VELs format covering all Stages of Learning, (Prep to 4 - Laying the Foundations, Years 5-8 Building Breadth & Depth, Years 9-10 Developing Pathways) as well as, Levels, Domains, Learning Focus and the way CYC's activities meet the VEL's outcomes is freely available to all school groups booked into our facilities, and is accessible from our website at vels.com.au

STANDARD OPENING PARAGRAPH SUGGESTIONS -
NOTE delete those not applicable - Cut & paste as required

Social

Attending camp together as students provides unique learning experiences - both in learning new skills, and learning how or building on past experiences of being part of a live-in non-family group. It provides safe opportunities to grow new friendships, thru cabin group, meal time and extended free-time interaction, leading to growth in self-reliance, personal decision making and responsibility. Social and physical skills develop through a variety of activities offered in a setting different to the home, school or local environment. Other outcomes include growth in personal security, self esteem and the capacity to develop positive relationships with friends, family and teaching staff.
The particular objective/s of this camp is.....

Physical

Attending camp together as students provides unique learning experiences not the least of which is the development of health and physical fitness aspects of their lives outside of the

common living environment. Students will be confronted with the concepts of challenge risk and safety, incorporating movement and physical activity through activities specifically designed to do so, they will be briefed and de-briefed, by teaching and camping facility staff, enabling them to identify risk and harm associated with each challenge activity. They are encouraged in a caring, non-competitive team environment to extend themselves, both mentally and physically, in the safe and confident use of specialised equipment. The particular objective/s of this camp is.....

Curriculum

Attending camp together as students provides unique learning experiences not the least of which is the opportunity to compliment and complete their studies, in surroundings that enables practical application of prior learning sessions. In particular outcomes in the VELS based areas of health and physical education, interpersonal development, communication and personal learning, can be, assessed in practical measure, in the safe social environment, of the camp. The particular objective/s of this camp

Eco Studies

Attending camp together as students provides unique learning experiences not the least of which is the opportunity to compliment and complete their studies, in surroundings that enables practical application of prior learning sessions. In particular outcomes in the VELS based areas of science, thinking processes interpersonal development, communication and personal learning, can be, assessed in practical measure, in the safe social environment, of the camp. The particular objective/s of this camp is.....

PROGRAM DETAILS

*Program outline including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

See attached File - (a copy of your full program is obtainable from the program office at each CYC facility please feel free to ring and request this to be emailed or faxed to you.

*Nightly accommodation

Type of accommodation

- Accredited residential campsites Tents/camping Other:

Physical location. For example, name, address, or map and grid reference.

47 Hoddle Street Yarra Junction

Contact phone number(s):

- Residential campsite (if applicable) 03 5967 1594
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|---|--|--|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input checked="" type="checkbox"/> Canoeing/kayaking | <input type="checkbox"/> Challenge ropes course - high | <input checked="" type="checkbox"/> Challenge ropes course - low |
| <input checked="" type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input checked="" type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input checked="" type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input checked="" type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: The items crossed |

represent only some of the activities available at this facility. All activities listed on your program should be listed here. Risk Assessments and Risk Management Plans are available for all activities in PDF

format from our website at - http://cyc.org.au/index.php/adanac/school_resources. NOTE - passwords may be required. Please ring Adanac on 03 5967 1594 if you require assistance with this task. A further complete - A site Risk Management Plan is also available from the same page.

NOTE

The risk management plans (RMP's) that work in conjunction with the Standard Operation procedure (SOP's) for all activities are available from our website at http://cyc.org.au/index.php/adanac/school_resources.

Where possible we have endeavoured to follow the format suggested/provided by Vic Ed.

The conduct of each activity will comply with the requirements outlined in the [DoE Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES

§ **A risk management plan for the excursion must be completed and attached with this submission.** Guidance on the risk management process is available in the Resources section of the website under [Risk management](#).

***Transport arrangements:**

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with [Schools Reference Guide 4.10 \(Transport\)](#) and [VicRoads regulations](#). YES

Budget

<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees	Transport
Other income:	Food
	Accommodation
	Staffing
	Equipment
	Other expenditure:
Total income:	Total expenditure

STUDENTS AND STAFF**Students**

Student numbers: Gender: Mixed

List required [student preparation](#), if any.***Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s) including map name, access routes and grid references if required
- Staff and student equipment & clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details pro forma
- Risk management plan
- Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name	Signed	Date

Acknowledgement of receipt of *Proforma for activities requiring school council approval*.

Principal:

Name	Signed	Date

Approved and minuted at a school council meeting on _____.

School Council President:

Name	Signed	Date

Explanatory Notes

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to deliver the educational purpose.

For example: A three day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.

The supervision strategy is the nature and level of supervision provided throughout the program. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have impact transport requirements and emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Nightly Accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education recognised accreditation provider.

Schools may wish to refer to the accreditation criteria of a recognised accreditation provider when using venues that do not require accreditation, such as caravan parks, motels/hotels or ski lodges.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the [National Driving Hours](#) regulations.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.