

CAMPS AND ACTIVITIES POLICY APPENDIX A: PLANNING AND APPROVAL PROCESS

PLANNING AND APPROVAL PROCESS AND STEPS

1. Prior to entering your event on Compass
 - a. seek written approval from PCO team member (camps/interstate/overseas) or Domain/YLC/PLT Leader (activities impacting one or more classes from a particular year level)
 - b. check the College calendar for any potential clashes with your intended event date including, but not limited to:
 - i. SAC and Examination periods for Senior School
 - ii. Existing whole-school events e.g. Athletics/Swimming
 - iii. Excursion-free periods
 - iv. DET Dates – e.g. NAPLAN
 - v. Curriculum Days
 - vi. Professional Practice Days
 - c. check that the intended space for an event on College grounds is available on your preferred date (e.g. the Theatre or Gymnasium)
 - d. check the Event Planning Matrix (Appendix B) to ensure you follow the correct approval process, have sufficient staff-student ratios, have sufficient time to plan your event and that families have sufficient time to return permission forms and/or pay for the event
 - e. check the cancellations policy of the venue you are intending to book
 - f. for camps and excursions complete the Risk Register (Appendix F) and Principal Approval Form (Appendix G)

i. Incursions	<u>Minimum</u> notice required	<u>3 weeks</u>
ii. Excursions	<u>Minimum</u> notice required	<u>6 weeks</u>
iii. Camps	<u>Minimum</u> notice required	<u>10 weeks</u>
iv. Interstate or Overseas	<u>Minimum</u> notice required	<u>20 weeks</u>
2. Enter your event on Compass using the relevant event template and include ALL details including:
 - a. All administration details
 - b. The students attending
 - c. The staff attending
 - d. Cost details
 - e. Ensure that the cut of date for payment is set according to the schedule in Appendix C
 - f. Ensure a risk assessment is completed, if required for your activity

If your activity requires School Council approval, ensure you have submitted your event details, along with any other relevant documentation (e.g. risk assessment) to the Business Manager at **least two weeks prior to the next available School Council meeting**

If either the information provided or notice given is insufficient, the event WILL NOT be approved