

CAMPS AND ACTIVITIES POLICY APPENDIX B: PLANNING MATRIX

MATRIX

EVENT	RATIO	APPROVAL REQUIRED	SAFETY GUIDELINES FOR EDUCATION OUTDOORS	SUBMIT FOR APPROVAL	PARENTS and STUDENTS RECEIVE DOCUMENTATION	CUT OFF DATE FOR PAYMENT and RETURN of PERMISSION FORMS
General Day Excursion	1:20 *Except for senior students, where Principal discretion applies	<ul style="list-style-type: none"> PCO 	NO	At least 6 weeks prior to event	At least 3 weeks prior to event	7 days prior to event
General Day Incursion	Usual class numbers apply	<ul style="list-style-type: none"> PCO 	NO	At least 3 weeks prior to event	At least 3 weeks prior to event	7 days prior to event
Interschool Sport Carnivals Cross Country	1:20	<ul style="list-style-type: none"> PCO 	NO	Dates set at beginning of each year	At least 3 weeks prior to event *except where late notification for Zone, Region or State events applies	7 days prior to event
Base Camping	1:10 Canvas 1:15 Residential *At least one staff member of each sex	<ul style="list-style-type: none"> PCO COLLEGE COUNCIL 	YES	At least 10 weeks prior to event	At least 6 weeks prior to event	7 days prior to event
Study camps in residential premises	1:15 At least one staff member of each sex	<ul style="list-style-type: none"> PCO COLLEGE COUNCIL 	YES	At least 10 weeks prior to event	At least 6 weeks prior to event	7 days prior to event
Local or interstate tours	1:15 At least one staff member of each sex	<ul style="list-style-type: none"> PCO COLLEGE COUNCIL NEV REGIONAL OFFICE 	YES	At least 20 weeks prior to event	At least 10 weeks prior to event	14 days prior to event

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Overseas tours	1:10 At least one staff member of each sex	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL • NEV REGIONAL OFFICE 	YES	At least 20 weeks prior to event	At least 10 weeks prior to event	At least 14 days prior to event **May be earlier, depending on airline requirements
Abseiling	1:1 Rock Face 1:10 Other 2 Experienced staff required	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Board: Stand Up Paddle or Windsurfing	1:3 beginners 1:5 novice; intermediate; advanced 2 Experienced sailors required	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Boats, small sailing (Dinghies, Catamarans)	1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Bushwalking	1:5 Overnight 1:10 Day	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 10 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Canoeing	1:6 2 Staff members	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event

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Cycling	1:10	<ul style="list-style-type: none">• PCO• COLLEGE COUNCIL	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
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Horse Riding	1:1 Basics 1:5 beginners 1:8 Semi-experienced Riding School One Experienced teacher with instructor Two experienced teachers if no instructor or group exceeds 10	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Orienteering	1:10 Bush	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Ropes Course	1:12 With 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Scuba Diving	1:8 Pool Training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Shooting	1:1 New or inexperienced 1:5 on the track or mound 1:15 Observers or waiting	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Snorkeling	1:8 Closed water: pool 1:4 Open Water Note: 2 qualified staff	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Snow Activities	1:8 Alpine, Nordic – overnight 1:10 alpine, Nordic – day 1:10 non skiing	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event

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Surf Activities	1:10 beach 1:8 Surf NOTE: 1 teacher or instructor in water AND 1 teacher or instructor on beach	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Swimming	1:20 Enclosed Pools 1:10 Open Water	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
Water Skiing	1:20 Shore 1:1 Water (1:2 also permitted) NOTE: If student inexperienced only one may waterski; If students highly experienced two may water ski together Two people in boat – driver and observer; one must be staff member	<ul style="list-style-type: none"> • PCO • COLLEGE COUNCIL 	YES	At least 6 weeks prior to event	At least 3 weeks prior to event	At least 7 days prior to event
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