

CAMPS AND ACTIVITIES POLICY
APPENDIX G: COLLEGE PRINCIPAL APPROVAL FORM

PRINCIPAL APPROVAL

This document details minimum requirements for approval of excursions which include overnight components, camps, interstate and overseas visits, excursions requiring sea or air travel, excursions involving weekends, vacations or adventure activities.

It must be submitted within the required timeframe to the College Principal for approval prior to the excursion.

All information on this document is required. Add attachments if necessary.

Complete the [Student Activity Locator \(SAL\)](#) **at least three weeks** prior to the camp or activity.

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

SUMMARY

Name of Program:
Year level(s):
Location(s):
Date(s) *:
Teacher-in-charge:

EDUCATIONAL PURPOSE*

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

OVERNIGHT ACCOMMODATION*

Type of accommodation:

- Accredited residential campsites
- Tents/camping
- Other (please specify):

Physical Location

For example: name, address, or map and grid reference.

Contact phone number(s)

Residential Campsite (if applicable)
Staff mobiles
Other

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ADVENTURE ACTIVITIES

Tick the adventure activities that have been planned to occur during the program:

- Abseiling
- Artificial Climbing and abseiling walls
- Bushwalking
- Camping
- Canoeing/kayaking
- Challenge ropes courses
- Cycling
- Horse riding
- Orienteering
- Rafting
- Rock climbing
- Sailing
- Scuba Diving
- Sea Kayaking
- Snorkelling
- Snow activities
- Surfing
- Swimming
- Water Skiing
- Windsurfing

The teacher-in-charge of the activities has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.

- YES
- NO

The conduct of each activity will comply with the requirements outlined in the Excursions Policy and Guidelines and the adventure activity guidelines for that activity.

- YES
- NO

RISK REGISTER

A risk register for the excursion must be completed and attached with this submission. Guidance on the risk register is available under Excursions – Guidelines.

TRAVEL INSURANCE ARRANGEMENTS

Does your excursion involve interstate or overseas travel?

- YES (please complete below)
- NO (please continue to next section)

Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)? Please see the Insurance Arrangements Guidelines for Schools for further information.

- YES (please provide evidence of travel insurance with VMIA)
 - NO
- If NO, please indicate travel insurance arrangements.

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TRANSPORT ARRANGEMENTS*

Internal External Both

Types of transport 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 the advice in the Excursions Policy and Guidelines, School Owned and Hired Vehicles Policy, Private Car Use Policy and [VicRoads](#) regulations:

Yes
 No

BUDGET

INCOME		EXPENDITURE	
Student fees		Transport	
Other income		Food	
		Accommodation	
		Staffing	
		Equipment	
		Contingency funds	
		Other expenditure	
Total income		Total expenditure	

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required student preparation, if any:

List any addition information relevant to the student cohort:

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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.

Staff name	Male, Female or Other	First Aid qualification/s (Y/N)	CPR qualification (Y/N)	School Staff, Volunteer or External provider	Working with children Check (if required) (Y/N)

The staffing listed above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing.

- Yes
- No
- If No, state why not:
- Not applicable for this excursion

The staffing listed above complies with the minimum supervision ratios as required by the relevant adventure activity guidelines.

- Yes
- No
- If No, state why not:
- Not applicable for this excursion

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 and 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 documentation of staff qualifications and experience
- Documentation of participant preparation, prerequisite skills/knowledge
- Risk register

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- 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
- Evidence of travel insurance (for interstate and overseas excursions ONLY)
- Communication plan (required for overseas excursions and excursions to remote locations)
- Other school-specific information:

DECLARATION

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

Teacher-in charge

Name:

Signed:

Date:

APPROVED BY THE PRINCIPAL

Principal

Name:

Signed:

Date:

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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 achieve 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 should include the nature and level of supervision provided throughout the excursion or activity. 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 an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that 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 on the Student Activity Locator.

Overnight 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 and Training recognised accreditation provider. See Excursions Guidelines – Venue Selection for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to the principal.

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.

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If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving.

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.