Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

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
- adventure activities.

A Notification of School Activity form should also be submitted to the Emergency & Security Management Branch of the Department three weeks prior to the excursion.

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

Ensure you have the most current version of this template
Download from the Safety Guidelines for Education Outdoors website at:

<table>
<thead>
<tr>
<th>PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of program:</td>
</tr>
<tr>
<td>Year level(s):</td>
</tr>
<tr>
<td>Location(s):</td>
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<tr>
<td>* Date(s):</td>
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<tr>
<td>Name of teacher-in-charge:</td>
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</tbody>
</table>

* 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

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

Contact phone number(s):
  – Residential campsite (if applicable)
  – Staff mobiles
  – Other
Adventure activities

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

- Abseiling
- Canoeing/kayaking – low
- Cycling
- Orienteering
- Sailing
- Snow activities
- Water skiing
- Base camping
- Challenge ropes course – high
- Horse riding
- Rafting
- SCUBA diving
- Surfing
- Windsurfing
- Bushwalking
- Challenge ropes course
- Indoor rock climbing
- Rock climbing
- Snorkelling
- Swimming
- Other:

The conduct of each activity will comply with the requirements outlined in the 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.

Budget

<table>
<thead>
<tr>
<th>INCOME</th>
<th>EXPENDITURE</th>
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</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>Transport</td>
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<tr>
<td>Other income:</td>
<td>Food</td>
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<tr>
<td></td>
<td>Accommodation</td>
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<td></td>
<td>Staffing</td>
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<tr>
<td></td>
<td>Equipment</td>
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<tr>
<td></td>
<td>Other expenditure:</td>
</tr>
<tr>
<td>Total income:</td>
<td>Total expenditure:</td>
</tr>
</tbody>
</table>

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STUDENTS AND STAFF

Students
Number of female students:
Number of male students:
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 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 staffing details proforma
- 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 approval 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 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 to the Emergency Management and Security Branch.

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 Early Childhood Development recognised accreditation provider. Refer to section 4.4.2.2.4 of the Schools Reference Guide 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 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 advice on the transport page of the Safety Guidelines.

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.