

**EJEHS – CAMPS, EXCURSIONS & INCURSIONS – PROCEDURE**

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**Purpose**

To ensure camps, excursions and incursions are organised in a timely manner with all required Department for Education and Edward John Eyre High School requirements meet operational details, budgeting and staffing. This process relates to all year level camps, subject area camps, School Sport events and excursions. This process applies to all activities where students leave school grounds during their normal scheduled lessons.

**Scope**

This procedure applies to all staff at Edward John Eyre High School involved in the organising of a camp, excursion or incursion.

Excursions & Incursions: submit the relevant documentation forms listed below to Learning Area Leader/Coordinator and Principal **two weeks prior to the excursion**

Camps: submit the relevant documentation forms listed below to the Principal **one month prior to the camp**

The Lesson Check Passport criteria will be use to confirm attendance for optional camps, excursions or inclusions, when it occurs outside the scheduled subject time.

**Procedure Detail**

**Collate & Fill Out Relevant Documentation Forms for a camps, excursions or incursion:**

**File Location: Staff\Operations\Daily Organisation\Camps Excursions Incursions Supporting Documents**

- EJEHS Proposal for a Camp / Excursion / Incursion
- Application to Conduct a Camp/Excursion (ED169)
- Risk Assessment Form
- Consent Form for Camp/Excursion (ED170)
- Health Information Form
- Swimming Medical Consent form
- Planned Leave of Absence Form
- List of students attending/not attending
- Letter to Parents/Caregivers/Commitment to Pay
- Transport form (if required)
- Camp/excursions/incursion costs to Business Manager to work out camp costing to put on ED169.
- If driving school vehicles – copy of licence needs to be given to Business Manager for insurance purposes.
- Driving a bus will require an ED222 form filled out, copy of bus license attached (available on DfE intranet) and signed by the Principal- file kept in Business Manager’s office.

Once all relevant documentation is completed, the forms go to the front office administration officer to ensure all requirements have been covered, then are stored in the front office.

**All forms need to be approved and signed off by Principal/Delegate before sending information to parents/caregivers.**

**\*For further clarification see: Excursion Checklist**

**# Interstate and Overseas Travel needs to be approved by the Regional Director (on the ED169 form)**

## Incursion information

### One off session

- Seek incursion approval by following the Camps, Excursions and Incursion Procedure.

### Multiple sessions

- Seek incursion approval by following the Camps, Excursions and Incursion Procedure.
- Copies of RAN and Police Checks are attached to Incursion approval paperwork.

### Incursion during a scheduled subject lesson

- Teacher marks the roll and supervises/manages class during the incursion event or organises.

### Incursion outside of a scheduled lesson:

- Staff member organises roll marking for attendance purposes. This may include the scheduled supervising teachers marking their rolls before the incursion starts or a roll is taken in CPP groups, then attendance is added to the LMS.
- Staff member organises staff supervision. This may include the scheduled supervising teachers, CPP teachers or House Leaders during the incursion event.

### Individual Incursion Sessions

- Organised in a supervised space such as the Career Hub for Pathways sessions or auditorium
- Wellbeing appointments with external agencies are encouraged off site and outside of school hours
- Wellbeing appointments are scheduled in the Interview Room.

### After Hours

- Staff member ensure signs direct individuals/groups to the booked location
- Staff member informs cleaning staff of location and to the required alarms off
- Staff member ensure everyone has left EJEHS
- Staff member Lock up building/s and put on alarms

### Attendance Marking

- Incursions don't need to be entered in as bulk absences on the LMS, as the students are still onsite
- The scheduled class teacher marks them as absent from lesson. Incursion staff member marks the roll and give attendance list to Student Services need to give Student Services a list of the students who were absent from class for the incursion, to ensure Student Services do not ring home for an un explained absence.

### On the day

- Staff member sets up the location
- Incursion presenter/s signs in at Front Office and will be given a visitor's badge to wear
- EJEHS staff member meets the incursion presenter/s and takes them to the booked location
- Incursion event occurs
- Incursion presenter/s signs out and returns badge to Front Office
- Staff member packs up from incursion event
- Staff member (or works with SSO2 Promotions) writes a blurb for Facebook and the newsletter, including photos (only student with external photo consent permission).

**# Duty of Care and supervision is with the EJEHS staff member/s not the Incursion presenter/s**

## Once approved

### School Calendar Update

- Learning Area Leader requests calendar approval through the Calendar Approval Key Process

### Booking Vehicles

- Vehicles are booked through LMS

**Planned Leave of Absence Forms are submitted for all Staff attending** (Camps need to be submitted *at least 4 weeks prior*. Excursions/Incursions require *at least 2 weeks prior notice*)

- PLA forms are located at: Staff/Operations/Daily Org/PLA's
- 1 day excursion requires:

**Student Forms (teacher/s is responsible for this)**

- Consent form ED170
- Health Information form
- Letter of Information to Parents/Caregivers outlining purpose, times, place, travel arrangements, supervision arrangements and all costs involved, add Commitment to Pay form if required.
- Transporting students for camps and excursions form
- Lesson Check Passport
- For school sport, a passport is required each round/stage of completion.

\* If multiple excursions/incursions for the same class are planned, a single letter covering all dates is sufficient.

**Collection of Student Forms (teachers to collect all forms before student can attend camp/excursion).**

**A copy of the forms must be left at the Front Office prior to departure and will be stored in the Camps, Excursions and Incursion folder. The Teacher must take a copy of these forms on camp/excursion**

- Consent form ED170
- Health Information Form, if travelling away from Whyalla
- Payments/Commitment to Pay to Front Office administration.
- Transporting students for camps and excursions form
- Lesson Check Passport
- Student Services to compile Student Medical Plan as per the Health Support Plans Key Process

**List of Students Attending (a list of students attending must be submitted with initial applications, on LMS one week prior and updated on the day)**

- Teacher adds list to LMS one week prior for camps or excursion
- Submit list to Front Office Staff 2 days prior
- Front Office Administration to cross check payment or commitment to pay for final approval (If no payment or Commitment to Pay letter received, student cannot attend)

**Mark Roll/s (a list of students attending must be submitted to Student Services on the day of event)**

- Teacher to complete attendance as part of the excursion/camp attendance process.
- Submit list to Student Services
- Teacher is responsible for updating the roll marking of students on the day (this may involve contacting Student Services on the day). If it is during lesson time, the teacher informs student services when they leave and return

**Set work for Students not attending**

- Depending on Numbers not attending – Consult with Daily Orgs Team. This may be a set relief lesson or students working in Silent Study
- Teacher/Silent Study marks student in class

**Storage of camps or excursions information**

- Front Office/Finance SSO stores all paperwork, once finalised in the camps & excursion folder located in the front office for finance purposes

**Across Site Camps and Excursion paperwork approval to be provided to all sites with their students attending**

- EJEHS Front Office/Finance SSO stores all paperwork, once finalised in the camps, excursion and incursion folder located in the front office for finance purposes
- NOTE to be added to paperwork of school has overseeing the camp, excursion or incursion

**Refer to the Camps and Excursions Guidelines for Schools and Preschools for:**

**Planning**

- Camps & Excursions in the curriculum
- Student inclusivity
- Site Selection (Safety/Hazard Assessment/Hygiene /Campsite accreditation/Environmental Impact/State and Nation Park visits/bookings)
- Contingency Plans (Action strategies/school contact person/communication/bushfire prone areas/local authorities/emergency services)
- Parental Consent (Legal requirements/ consent forms/signatories failure to receive consent)

- Routine & Emergency Health (Medical Information/ provision of student health support/infectious diseases & infestations/ first aid)
- Facilities/supplies and equipment (food & water/safety equipment/sun protection/clothing/ shelter/bunk beds/tents)
- Interstate and overseas travel

**Supervisions Issues**

- Duty of Care
- Roles & Responsibility (Principal/teachers/teacher in chard/Leadership Team/gender balance/Trainee teachers, SSOs, AEWs and voluntary workers)
- Specialist instructors
- Outdoor Education
- Outdoor Ed & Aquatics
- Instructor/teacher qualifications
- Supervision (ratios/ supervising options/ participants’ children/ injured or unwell students)
- Code of Conduct (alcohol/smoking)

**Transport**

- Selection
- Buses (licencing/facilities/seating/luggage/avoiding driver fatigue/supervision)
- Transporting student in private or government owned motor vehicles (principal consent/parental advice & consent/vehicle requirements/teacher duty of care driver duty of care/vehicles driven by students/compulsory third party personal injury insurance/cargo & loose items transported in vehicles/use of government vehicles for interstate travel/reimbursement of travel costs or out of pocket expenses/emergency use of a private vehicle)
- Aircraft
- Water transport

**Accidents, Insurance & Claims**

- Insurance
- Reporting & notification (Mandatory Notification)
- Accidents and Injuries (employees/vehicle accidents/students & children/voluntary workers)

**Activities involving overnight accommodation**

- Billets and overseas billets
- Bus tours
- Caravan parks
- Tent Camping
- Residential camps
- Sleep overs

**Excursions**

- Bushwalking
- Events, functions, performances – public venues
- Field trips
- Walking

**Sports**

- Individual Sports Requirements

ROLE	AUTHORITY / RESPONSIBLE FOR
Student	<ul style="list-style-type: none"> <li>• Return forms.</li> <li>• Ask their teachers to complete and sign the lesson check passport.</li> </ul>
Parent	<ul style="list-style-type: none"> <li>• Return signed forms.</li> <li>• Payment if required/commitment to pay.</li> </ul>

Teacher	<ul style="list-style-type: none"> <li>• Complete camp/excursion/incursion paperwork.</li> <li>• Follow the PLA process.</li> <li>• Mark attendance for camp/excursion/incursion.</li> <li>• Allow 2 weeks for excursion/incursion approval/4 weeks for camp approval.</li> <li>• Responsible for students on camp/excursions.</li> <li>• Organising a blurb for Facebook/newsletter promotion.</li> </ul>
Learning Area Leader	<ul style="list-style-type: none"> <li>• Calendar approval process.</li> <li>• Oversee forms are completed and support staff.</li> </ul>
Student Services	<ul style="list-style-type: none"> <li>• Support with attendance marking, as directed by teacher if off site.</li> <li>• Support with photo consent information.</li> <li>• Create Student Medical Plan Folder.</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>• Camp/Excursion/Incursion costing.</li> </ul>
Front Office/Finance SSO	<ul style="list-style-type: none"> <li>• Camp excursion paperwork is checked over; liaise with teachers for any missing paperwork, invoices students for camps/excursions.</li> <li>• Files all paperwork once finalised in the camps &amp; excursion folder located in the front office for finance purposes.</li> </ul>
SSO2 Promotions	<ul style="list-style-type: none"> <li>• Supports with blurb for Facebook/website post.</li> <li>• If requested, take photos.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Calendar approval.</li> </ul>
SSO Pathways	<ul style="list-style-type: none"> <li>• Organises Daily Orgs and Relief lesson coverage if required.</li> </ul>
Assistant Principal: Operations	<ul style="list-style-type: none"> <li>• Oversees the camps, excursions &amp; incursion procedure and Daily Orgs.</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Approves/not approves camp, excursion and incursions and staffing.</li> </ul>
Across Sites: EJEHS, WHS & SHS	<ul style="list-style-type: none"> <li>• Provide all schools copies of all the paperwork.</li> </ul>
Staff Member Sport Coach	<ul style="list-style-type: none"> <li>• Distribution of relevant paperwork.</li> <li>• Collation of student passports.</li> <li>• Writing a blurb for Facebook/newsletter promotion.</li> </ul>
Regional Director	<ul style="list-style-type: none"> <li>• Approves/not approves camps/excursions interstate and overseas.</li> </ul>

ACRONYM	DESCRIPTION
EJEHS	Edward John Eyre High School
PLA	Planned Leave of Absence
SS	Student Services
LMS	Learner Management System

### Supporting Documents

Department for Education Camps & Excursions Guidelines for Schools and Pre-schools

Department for Education Bushfires and your Childs School or Preschool Brochure

Department for Education-EJEHS Safe Driving Procedures

EJEHS Calendar Procedure

PLA Procedure

Incursion Key Process

Health Support Key Process

Medication Key Process

Bulk Absence Key Process

**Appendices:**

**Appendix A** - EJEHS Camp, Excursion & Incursion Proposal Form

**Appendix B** - EJEHS Camps & Excursions Funding Guidelines

**Appendix C** - EJEHS Camps & Excursions Flowchart

**Appendix D** – Application to Conduct a Camp/Excursion (ED169)

**Appendix E** - Student Consent for Camps & Excursions (ED170)

**Appendix F** - EJEHS Confidential Health Information Sheet

**Appendix G** - Risk Management plan for Camps & Excursions

**Appendix H** - Swimming/Aquatic Consent Form

**Appendix I** - Transporting Students for Camps & Excursions

**Appendix J** - EJEHS Letter Home (includes consent and commitment to pay)

**Appendix K**- Lesson Check Passport

**Appendix L** - Glossary

**Appendix M** - Excursion Day Checklist

Appendix A - Proposal

Edward John Eyre High School  
PROPOSAL FOR A CAMP / EXCURSION / INCURSION

This must be completed and approved **BEFORE** any letter is distributed, money collected or bookings confirmed.

Refer to *EJEHS Camps and Overnight Excursions /Short Excursions Guidelines* and *CAMPS & EXCURSIONS GUIDELINES FOR SCHOOLS*, available online in DECS site, or Admin office. Note that interstate and overseas travel needs additional documentation and approvals.

NATURE: Sports  ( )      Curric.  (Area \_\_\_\_\_)      Other  (\_\_\_\_\_)

NAME OF EXCURSION:

DESTINATION:

DATES (INCLUSIVE):

<b>Staff Member in Charge</b>	
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If Vehicle required booking confirmed and entered in Sentral.	
<b>Mini van</b>	Following the laws to do with Driver Fatigue and as a risk management procedure, solo drivers of EJEHS will not drive for more than 5 <sup>1</sup> / <sub>4</sub> hours in one 24 hour period. All bus drivers must at least hold a LR licence and carry with them a completed log book. The school carries no responsibility for drivers who receive penalties for not following the road rules and laws.
<b>Bus</b>	

Approval	Signature	Date	Comments
Learning Area Leader			
Front Office Admin (budget submission)			
Daily Org (Staff Coverage & Planned Leave of Absence forms)			
Approval given for Bus driver's release from Line Manager			
Promotions (informed of event for Facebook)			
<b>Principal's Approval</b>			

Appendix B - EJEHS Camps & Excursions Funding Guidelines



Grundel Street, PO Box 2245  
WHYALLA NORRIE SA 5608  
Phone (08) 8645 7677, Fax (08) 8645 0677  
Email: dl.1030.info@schools.sa.edu.au  
www.ejehs.sa.edu.au

**Edward John Eyre High School**

**Camps and Excursions Funding Guidelines**

As recommended by the Finance Committee 2015  
and ratified by the Governing Council 11/08/2015

Camps fall into two categories:

- 1) **Non- Curriculum-** not embedded into a curriculum statement, therefore not a compulsory requirement of the subject.
- 2) **Curriculum-** embedded into a curriculum statement, therefore a compulsory requirement of the subject. Curriculum camps must contain a substantial amount of time on curriculum based activities on each day the camp runs (excluding travel time) for it to be classed as such.

Currently the school receives funding in the form of a Rural and Isolated Allowance which is used to help students access these activities by subsidising the cost of camps and excursions. This is to subsidise the cost of accommodation and travel.

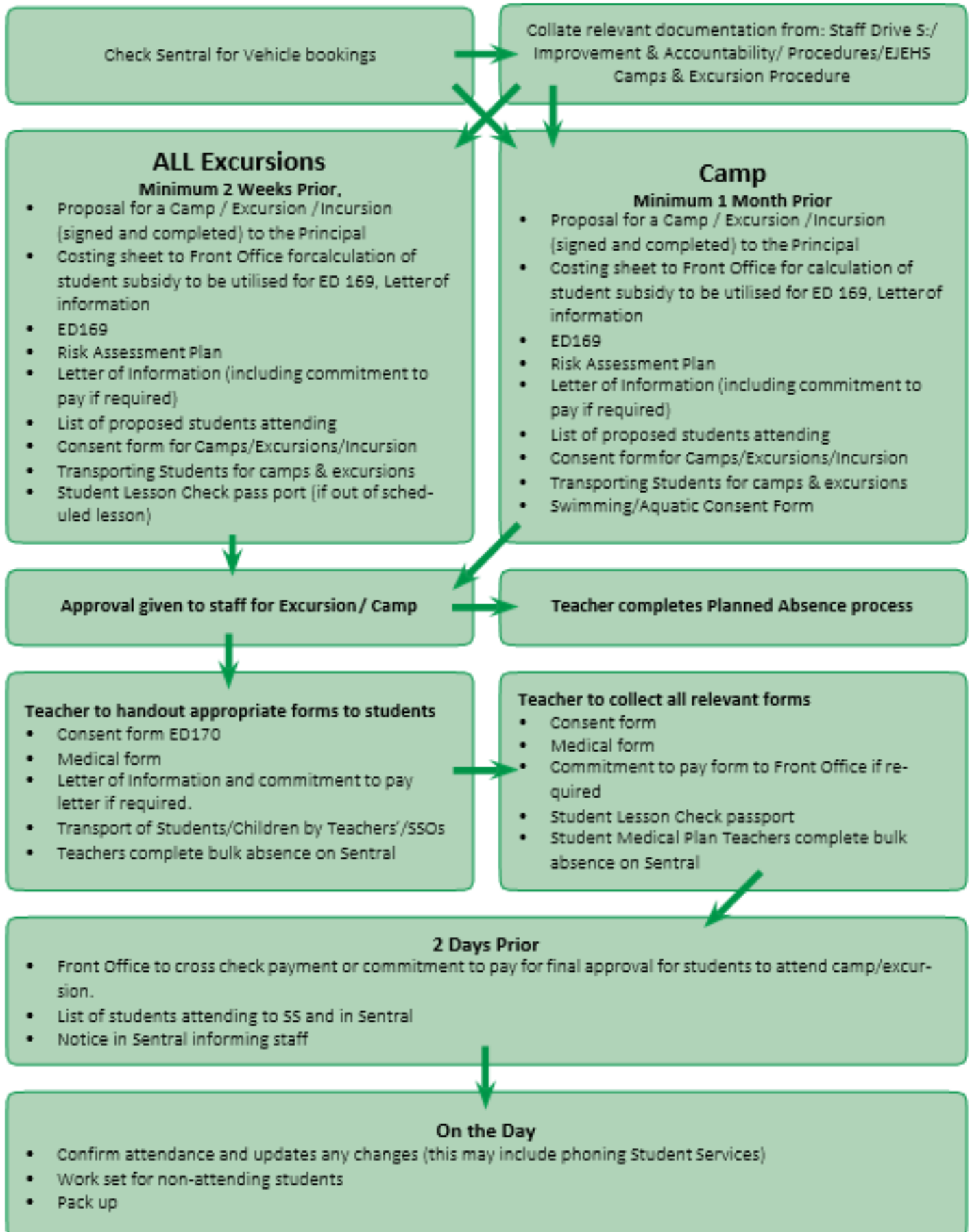
It is recommended that:

- 1) Non-Curriculum Camps receive up to 50% subsidy for the cost of accommodation and travel from Rural and Isolated funding and up to 50% subsidy for the cost of the camp activity from the curriculum budget.
- 2) Curriculum Camps receive up to 80% subsidy for the cost of accommodation and travel from Rural and Isolated funding and up to 80% subsidy for the cost of the camp activity from the curriculum budget.
- 3) No one camp can have more than 30% of the total budget allocation for each year.
- 4) All class excursions can receive up to 80% subsidy for the cost of transport.
- 5) All Knock-Out Sport day trips cost each participating student a standard fee of \$10.
- 6) If a Knock Out Sport activity includes an overnight stay, then it becomes a Non-Curriculum Camp, where it can receive up to 50% subsidy for the cost of accommodation and travel.
- 7) Larger interstate Non-Curriculum based camps become Bi annual events, eg. Canberra Trip.
- 8) Camps are booked early to ensure the most economical travel and accommodation arrangements are made.



Appendix C - EJEHS Camps, Excursions & Incursions Flowchart

**CAMP/EXCURSION FLOW CHART**



Appendix D – Application to Conduct a Camp/Excursion (ED169)



**Government of South Australia**

Department for Education and  
Child Development

ED169

Updated: 04/12

**APPLICATION TO CONDUCT AN EXCURSION**

(REFER TO: CAMPS & EXCURSIONS GUIDELINES FOR SCHOOLS AND PRESCHOOLS)

APPLICATION FOR EDUCATION EXCURSIONS:

- INTRASTATE TRAVEL (Approved by PRINCIPAL)
- INTERSTATE TRAVEL/INTERSTATE USE OF DEPARTMENTAL VEHICLES/BUSES (Approved by REGIONAL DIRECTOR)
- OVERSEAS TRAVEL (Approved by CHIEF EXECUTIVE through EXECUTIVE DIRECTOR, PRESCHOOL & SCHOOL IMPROVEMENT). Refer to overseas travel policy and procedures

<b>SCHOOL/PRESCHOOL NAME:</b>	
<b>NAME OF EXCURSION:</b>	
<b>DESTINATION:</b>	

**NATURE OF EXCURSION**

(a) Provide an outline of the excursion, including places to be visited and a program of proposed activities. (Attach further sheets if required.)

(b) Curriculum Links/Outcomes

(c) Dates (Inclusive) From: 

--	--	--

 to: 

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**or** on: 

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<b>BREAKDOWN OF COSTS AND CHARGES</b>			
If the camp/excursion is:			
<ul style="list-style-type: none"> <li>• predominantly educational, GST must be added to the food charge, but all other charges to students are GST-free</li> <li>• not predominantly educational, eg predominantly recreational, GST must be added to all student charges.</li> </ul>			
	GST exclusive cost per student	10% GST (only where applicable)	Charge to student
Food			
Transport			
Accommodation			
Entrance Fee(s)			

<b>NUMBER AND YEAR LEVEL(S) OF STUDENTS INVOLVED</b>			
Year Level	Male	Female	Total

Total charge to student			\$	Total number of students			

**TEACHERS AND OTHER LEADERS' QUALIFICATIONS AND RELEVANT EXPERIENCE (ATTACH FURTHER SHEETS IF NECESSARY)**

<b>Teacher in Charge</b>	
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**Other Teachers and Leaders**

Name(s)	Male/ Female	Status: teacher, SSO, student, instructor, parent, volunteer, etc	Qualifications and experiences in proposed activities	Current first aid qualification (in past 3 years)

Total number of teachers and leaders		Minimum number at any one time	
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<b>SCHOOL-BASED CONTACT PERSON DURING EXCURSION</b>	
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**EMERGENCY ACTION**

<p><b>Detail the plan for emergency action should the need arise. All teachers and leaders involved in the program should have this information. (Attach further sheets if required.)</b></p>          
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**TRAVEL ARRANGEMENTS**

<b>(a) Intrastate/Interstate Travel –</b>							
Mode of travel to be used							
Departure time			am/pm	and return time			am/pm
Name of bus company/tour operator/airline							
	Phone No						
Private vehicle/name of owner/ registration number (Insurance category: Third party property or comprehensive)							

Name of Owner	Registration No	Insurance Category	Name of Insuring Company

(b) Overseas Travel – provide a detailed itinerary of all travel arrangements for excursion. Attach separate sheets including overseas travel proposals (FORM NP11) completed by each departmental employee.

(c) Charter air travel – indicate why charter air travel is required. (Attach further sheets if required.)

Signature \_\_\_\_\_

Teacher-in-charge Date / /

**APPROVALS**

**PRINCIPAL/DIRECTOR APPROVAL FOR CAMP/EXCURSION**

Based on the stated curriculum links/outcomes, I certify that this camp/excursion is predominantly educational

Yes  No

Signature \_\_\_\_\_

Principal/Director Date / /

**FOR INTERSTATE TRAVEL/USE OF DEPARTMENTAL VEHICLES/BUSES INTERSTATE**

Approved/not approved

Signature \_\_\_\_\_

Regional Director Date / /

**FOR OVERSEAS TRAVEL REFER TO OVERSEAS TRAVEL POLICY & PROCEDURES**

Appendix E - Student Consent for Camps & Excursions (ED170)



**Government of South Australia**  
Department for Education and  
Child Development

ED170  
Updated: 05/12

**CONSENT FORM FOR CAMP/EXCURSION/INCURSION**  
(To be completed in conjunction with medical information and activity information sheets)

Please use block letters when filling out this form

As a parent/guardian of:

STUDENT/CHILD'S NAME	
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I:

PARENT/GUARDIAN NAME	
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give my consent for him/her to participate in:

NAME OF ACTIVITY	
REASON FOR AND DESCRIPTION OF ACTIVITY	

at/on:

LOCATION	
----------	--

FROM:				TO:				OR ON:			
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The school/preschool will use the student's current Health Care Plan unless otherwise instructed.

Has a current Health Care Plan been provided to the school/preschool? Yes  No

If No, please provide an updated Health Care Plan to the school/preschool on completion of this form. ↴

Details of **planned activities**, **transport arrangements**, anticipated **number of students/children** and **supervising teachers/instructors** are provided on the information sheet attached.

**Agreement**

- I agree to delegate my authority to supervising teachers/instructors. Such supervisors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group and individually.
- In the event of an accident or illness and contact with me being impracticable or impossible, I authorise the teacher-in-charge to arrange whatever medical or surgical treatment a registered medical practitioner considers necessary. I will pay all medical and dental expenses incurred on behalf of my child.
- I have also attached additional or updated health care information, including details of any additional health support he/she requires to undertake the above activities safely. I also consent to my child's doctor or medical specialist being contacted in an emergency.
- The information given is accurate to the best of my knowledge.

Signed: \_\_\_\_\_

Date: / /

**Emergency Contacts - Parent/Guardian**

NAME			
ADDRESS			
		POSTCODE	
HOME TELEPHONE		WORK TELEPHONE	ALTERNATIVE TELEPHONE

<b>Student Medic Alert Number (If applicable):</b>	
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\*Any health care information provided is not intended to prevent your child participating unless specific medical advice warrants exclusion. The health care information you supply to the school/preschool will be treated confidentially. Such information is sought in order to protect and assist the student so the activity may be a safe and enjoyable experience. Please contact the teacher-in-charge if you wish to discuss any health care problems.

Appendix F - EJEHS Confidential Health Information Sheet

**CONFIDENTIAL HEALTH INFORMATION SHEET**

Student's Name: (Surname) \_\_\_\_\_ (Christian Name/s) \_\_\_\_\_

Home Address \_\_\_\_\_ Post Code \_\_\_\_\_

Phone No (H) \_\_\_\_\_ (M) \_\_\_\_\_ (B) \_\_\_\_\_

<p>Does the student receive any regular prescribed medication?</p> <p><b>Note:</b> Any medication required during the camp/excursion should be handed to a teacher on the day of departure with a <b>Medication Authority</b> (School has blank copies of Medical Authority Forms) with written details of the student's name, required dose, time of administration for each dose and method of administration required.</p> <p>Please note due to DECD Policy the school cannot supply pain killers to students.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Details of medication _____</p> <p>_____</p> <p>When is it to be given? _____</p> <p>_____</p> <p>How is it to be administered? _____</p> <p>_____</p>
<p>Has the student received a complete course of Tetanus immunisations?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Date of last Booster injection _____</p> <p>_____</p>
<p>Does the student suffer from Asthma?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Details _____</p> <p>_____</p> <p>_____</p>
<p>Does the student suffer from any allergies?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Details _____</p> <p>_____</p> <p>_____</p>
<p>Does the student have any other medical condition which might limit his/her involvement in any proposed activity?</p> <p>What precautions should be taken to prevent any health problems arising?</p> <p>What is the treatment required in any emergency?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Please give details _____</p> <p>_____</p> <p>Details _____</p> <p>_____</p> <p>Details _____</p> <p>_____</p>

**This section must be signed by Parent/Caregiver**

**FOR EMERGENCY USE ONLY**

Medicare No. \_\_\_\_\_ Exp Date \_\_\_\_\_ Ambulance Cover YES  NO

Name and address of family Doctor or Clinic \_\_\_\_\_  
 \_\_\_\_\_ Phone No. \_\_\_\_\_

Name, title and address of any medical specialist \_\_\_\_\_  
 \_\_\_\_\_ Phone No. \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Caregiver) Date: \_\_\_\_\_

Appendix G - Risk Management plan for Camps & Excursions

**Risk Assessment**

Activity	Potential Risk	Level of Risk** (Likelihood x Consequence)	Proactive Strategies to prevent / reduce (including whom is responsible)	Procedure to Follow if occurs (including whom is responsible)

\*\* To assess degree of risk use the notes on the grid on the right. For further explanation of the grid see following page

Venue and safety information reviewed and attached.      **Yes / No**

Prepared By:

Consultation with (if relevant):

Developed / Reviewed:      /      /

**Notes on analysing risks for excursions**

Assess the likelihood that the event will occur, and the seriousness of the consequences if it does, using the table below. Then use the grid on the previous page to identify level of risk.

Likelihood		Consequence	
<b>Almost Certain</b>	Almost certain to occur in most circumstances	<b>Critical</b>	<ul style="list-style-type: none"> <li>Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties)</li> <li>Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.</li> </ul>
<b>Likely</b>	Likely to occur frequently	<b>Major</b>	<ul style="list-style-type: none"> <li>Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety &amp; welfare liability incident / issue.</li> <li>Major incident which damages public or parent confidence.</li> <li>One or more children are lost from the main group.</li> </ul>
<b>Possible</b>	Possible and likely to occur at some time	<b>Moderate</b>	<ul style="list-style-type: none"> <li>Serious injuries and/or illness.</li> <li>Complex welfare and/or health care issue.</li> <li>Serious disruption or incident, resulting in distress to children and adults.</li> </ul>
<b>Unlikely</b>	Unlikely to occur but could happen	<b>Minor</b>	<ul style="list-style-type: none"> <li>Minor first aid or minor occupational health safety &amp; welfare liability incident / issue (e.g. minor cuts, bruises, bumps).</li> <li>Minor behavioural issues.</li> </ul>
<b>Rare</b>	May occur but only in rare exceptional circumstances	<b>Insignificant</b>	<ul style="list-style-type: none"> <li>No treatment required.</li> </ul>

**Level of Risk**

Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Critical	Moderate	High	High	Extreme	Extreme
Major	Moderate	Moderate	High	High	Extreme
Moderate	Low	Moderate	Moderate	High	High
Minor	Low	Low	Moderate	Moderate	Moderate
Insignificant	Low	Low	Low	Moderate	Moderate



Appendix H - Swimming/Aquatic Consent Form



# Swimming/Aquatic Consent Form

**CONFIDENTIAL**

To be completed by the Parent/Guardian for students participating in swimming and aquatic activities. This form will be shown to School Staff and Swimming Instructors and Emergency Services Personnel responsible for this student's safety at swimming and aquatic activities.

**STUDENTS WILL NOT BE PERMITTED TO PARTICIPATE WITHOUT A COMPLETED AND SIGNED  
CONSENT FORM**

**Section 1: Person Details**

Student Name..... Date of Birth.....

Name of School ..... Medic Alert No. (if relevant).....

Emergency Contact Person ..... Contact No .....

**Section 2: Health Support Information**

Please complete the following information so the instructors and school staff can plan for your child's safety in the water.

Does your child have a health care need that could affect their safety in the water?  
If NO – please go to section 3 – consent to participate in Swimming or Aquatics Activities.

If YES – please complete this section

If you tick any of the boxes below the Swimming and Aquatic Instructors need a written health care plan from your child's doctor/treating health professional. This may be a copy of the information you have provided already to the school.

**IMPORTANT:** failure to provide required medication will result in standard First Aid Management in an emergency.

Asthma		Seizures, Epilepsy	
Severe allergy (e.g. bee sting)		Diabetes	
Joint disorder		Heart Disorder	
Vision impairment		Hearing impairment	
Ear disorder		Skin condition	
Incontinence		Swallowing/choking	
Medication usually taken at school		Communication difficulties	
Other (please provide details)			

Have you attached health care details from your child's doctor/treating health professional? Yes/No  
If NO, staff and instructors will provide standard supervision for safety and first aid (see over)  
If YES, write down what you have attached and please ensure all relevant medication is provided.

**Section 3: - Consent to take part in swimming or aquatic activities**

I give my consent for my child named above to participate in swimming or aquatic activities  
I understand that school staff will be present and provide supervision for safety.  
I understand that the swimming or aquatic instructor will be in charge of the water activities.

Parent/guardian.....Signature.....Date.....

**Standard Health Care Support for the most common health conditions:**

Asthma	<p>Any child currently prescribed asthma medication must bring their Medication. Asthma care plan should be attached to this consent form.</p> <p>Standard First Aid: Four puffs of reliever medication. Wait four minutes. If no relief, four more puffs, wait four minutes. If still not relief, call an ambulance. no return to the water after two lots of reliever medication within any given session.</p>
Seizures	<p>No swimming without health care plan from doctor/seizure specialist. Any student with a diagnosed history of seizures must have an adult acting as one to one safety watch, provided by school. Seizures are generally managed in the pool. Continuation in the swimming program that day will be assessed by supervising teacher in consultation with student's health care plan.</p>
Diabetes	<p>No swimming without health care plan from doctor/diabetes specialist. First aid as per individual diabetes care plan.</p>
Severe Allergy	<p>As per allergy specialist care plan</p>
Drainage Tubes in Ears	<p>Ear wrap or properly fitted plugs to be worn throughout water activities unless written medical advice is provided saying this is not necessary.</p>
Incontinence	<p>As per care plan. Any accidents that result in contaminated water must be managed as per health regulations.</p>
	<p><b>Cryptosporidium Infection</b> Cryptosporidiosis is caused by the parasite <i>Cryptosporidium</i>. It is highly infectious and can be transmitted by swallowing water contaminated by the parasite in public swimming pools. The main symptoms associated with this illness include watery diarrhoea with stomach cramps. If your child has been diagnosed with Cryptosporidiosis or has had these symptoms recently, they should not use public swimming pools for 14 days after symptoms have stopped.</p>
Choking	<p>As per care plan</p>
Infection Control	<ul style="list-style-type: none"> <li>- All open wounds must be covered, for the child's own protection, with a waterproof occlusive bandage</li> <li>- Students with significant unhealed wound(s) will be advised not to go swimming until the wound has closed.</li> <li>- Students with ringworm should not commence swimming until at least 24 hours after commencement of appropriate treatment (usually a topical anti-fungal cream)</li> <li>- Students with tinea should not go into pools or change rooms until at least 24 hours after commencing appropriate treatment</li> <li>- Wearing slip-on footwear while walking in the pool area and change rooms protects against transmission of some infections such as tinea.</li> </ul>

Appendix I - Transporting Students for Camps & Excursions

Grundel Street, Whyalla Norrie SA 5608  
 PO Box 2245 Whyalla Norrie SA 5608  
 P (08) 8645 7677 F (08) 8645 0677  
 E dl.1030.info@schools.sa.edu.au  
[www.ejhs.sa.edu.au](http://www.ejhs.sa.edu.au)



**TRANSPORT OF STUDENTS/CHILDREN BY  
TEACHER'S/SSO'S**

Dear Parent / Guardian,

Could you please sign and return this form as proof of your acceptance of a teacher/SSO transporting your student and the following conditions:

- The teacher/SSO will hold a current driver's license (full or provisional)
- The teacher/SSO's car is registered
- You understand that neither the school/preschool nor the Department for Education and Child Development accepts responsibility for any claims which may result from a vehicle accident
- Seat belts in the car will be used by all passengers
- The car is covered by the following insurances:
  - o Third Party Property
  - o Comprehensive

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The following information is to be entered when passengers are allocated:

**Event:**

.....  
 .....

**Passengers:**

.....  
 .....

**Make and model of vehicle:** (Bus: SBB2NO, New Bus: XS59AK Mini Van: S435AQV, Cruze: S065AQR, Captiva: S807AQM, Lancer: S166AKM)

.....

**Registration number:**

.....

**Approval is sought from:**

..... to .....

Appendix J - EJEHS Letter Home example (includes consent and commitment to pay)

Grundel Street, Whyalla Norrie SA 5608  
PO Box 2245 Whyalla Norrie SA 5608  
P (08) 8645 7677 F (08) 8645 0677  
E dl.1030.info@schools.sa.edu.au  
[www.ejehs.sa.edu.au](http://www.ejehs.sa.edu.au)



9<sup>th</sup> May 2018

Dear Parent/Caregiver

(Example) Knockout Sport – Year 11-12 Football

Your student has been selected to represent Edward John Eyre High School in the boy's football team. Games will be played against Pt Augusta Secondary School and John Pirie Secondary School at Pt. Augusta Oval.

The games will take place on Thursday 21 May 2018. Students are required to be at school by 8:30am to depart at 8:45am. Students will return to school at approximately 3:20pm.

**STUDENTS MUST WEAR FULL SCHOOL UNIFORM THROUGHOUT THE DAY**

The cost of knockout sports is \$10.00. Students will need to ensure this is paid by Tuesday 19 May 2018 before they are permitted to play in the tournament.

Students participating will need the following items:

- Drinking water to rehydrate and snacks for energy
- Lunch, as there will be no canteen facilities available on the day
- Where possible, Football boots, sock & shorts

Yours Sincerely

Subject Teacher

Title

Tim Kloeden

Principal

□-----□-----□

CONSENT FORM/COMMITMENT TO PAY

Name of Excursion **Boys Knockout Football – Pt Augusta Oval**

Cost of Excursion **\$10.00 Last Day to Pay 19 May 2018**

Student's Name \_\_\_\_\_

Please Note: The students will not participate in this activity unless payment or commitment to pay has been received.

Parent/Caregiver: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix K- Lesson Check Passport

**Edward John Eyre High School**  
**Lesson Check Passport**



Student Name: \_\_\_\_\_

Activity: \_\_\_\_\_

Lesson/Date(s) of Absence: \_\_\_\_\_

Location: \_\_\_\_\_

CPP Teacher Group: \_\_\_\_\_

Teacher in Charge: \_\_\_\_\_

House Leader: \_\_\_\_\_

Subject	Attendance to lesson %	Behaviour is appropriate in your lesson?	Is this student up to date in your subject?	Are you comfortable with this student missing your class for the above event?	Teacher Name & Signature
		Yes / No	Yes / No	Yes / No / NA	
		Yes / No	Yes / No	Yes / No / NA	
		Yes / No	Yes / No	Yes / No / NA	
		Yes / No	Yes / No	Yes / No / NA	
		Yes / No	Yes / No	Yes / No / NA	
		Yes / No	Yes / No	Yes / No / NA	
		Yes / No	Yes / No	Yes / No / NA	

*Lesson Check Passport is not used when the excursion occurs during the subjects scheduled lesson. eg. Child Studies excursion to a Kindergarten, during the Child Studies lesson*

*Lesson Check Passport is used when students come out of lessons in other subjects eg. Knock Out Sports, half/full day excursions/camps*

Camps and Excursion participation: Occurs when the camp/excursion is a part of the curriculum assessment for the subject. The Lesson Check Passport criteria will be used to confirm attendance for optional camps or excursions.

**Success Criteria Indicators to Attend**

1. Students are up to date in all classes and work output is to a satisfactory standard.
2. Attendance at school is high and student is attending each class. No truancy.
3. No internal suspensions, take homes or suspensions by the student. Students who have received any of the stated will serve a 6 week ban from representing Edward John Eyre High School in School Sport.
4. Consistently follow the school rules, values and expectations of the school.

*It is the student's responsibility to ensure that this lesson check passport is signed by their teachers. Once lesson check passport has been signed it needs to be returned to the relevant staff member for final checking.*

\* Lesson check passport are required to be updated each round/stage of event (for sports).

## Appendix L - Glossary

### GLOSSARY

**Activity** An element of a student /child learning program.

**Camp** An element of a student learning program conducted at a location away from the school and involving one or more overnight stays.

**Excursion** An element of a student/child learning program involving a same-day-return trip to a location away from the school/preschool.

**Sleepover** An element of a student/child learning program including stay-back-till-dark activities or overnight stays inside the school/preschool or in tents within the school boundary

**Instructor** A person whose prime function is to instruct or teach the particular skills of an activity. In some cases this will mean assuming leadership of a group.

**Leadership team** The full leadership team for any camp, excursion or related activity. These leaders will include teacher/s (teacher-in-charge) and may include trainee teachers, SSOs, AEWs, ECWs, appointed specialist instructors and voluntary workers.

**Parent** Includes guardians and caregivers who may be empowered to act — eg sign consent forms — in place of or on behalf of parents.

**Supervisor** A person whose prime responsibility is to supervise students/children and support or assist an instructor.

**Teacher-in-Charge** Teacher appointed by the Principal/Preschool director as his/her delegate to provide leadership and control of the excursion or camp.

**Voluntary worker** Includes parents, community members etc — working under the direction of the teacher-in-charge.

### Activity types

**Adventure** Generally associated with outdoor recreation and survival in natural environments. The activities may offer situations of personal challenge, such as bushwalking, rock climbing and canoeing.

**Celebratory** A range of activities where achievement, cultural endeavour or some other noteworthy occasion is celebrated, eg Royal Adelaide Show, school formals, graduations etc

**Cultural** Visits to cultural centres, activities and performances, such as museums, cinemas, Adelaide Arts Festival.

**Recreational** Associated with the leisure and recreation industry, eg visits to playgrounds, water slides, roller skating, tenpin bowling.

**Sporting** Participation by students in mainstream sporting activities and competitions, eg interschool sporting competitions, athletics carnivals, swimming carnivals, specialised sport coaching.

### Environmental and scientific

Investigation of students'/children's natural environment and community, eg visits to coastal landforms, creeks, bush land, and often related to specific areas of study such as biology, geology.

**Workplace visits** Activities associated with the world of work — eg visits to farms, factories, offices, newspaper publishers, television studios.

### Work experience and vocational placement

Individuals or groups of students participate in work-related activities determined by the work placement provider. Such activities must meet student workplace learning requirements.

**(For this category, see DECS publication 'Workplace Learning — Conditions and Guidelines')**

## Appendix M - Excursion Day Checklist

### Excursion Day Checklist

To be used on [excursion](#) days to ensure basic checks are consistently completed by staff and volunteers for the safety of children. Excursion must be planned in accordance with the [Camps and excursions – Guidelines for schools and preschools](#)

#### 1. Before the excursion

Person Responsible Completed

DECD staff understand their [duty of care](#) for all children attending the excursion

All staff/volunteers (adults) have been introduced