

ELTHAM HIGH SCHOOL

CAMPS AND EXCURSIONS PLANNING DOCUMENT

This planning document addresses the Department's requirements for conducting day and overnight excursions. For Overseas Tours please see AP and [Excursions Guidance: Overseas Travel](#) for additional requirements.

This is to be read in conjunction with the Eltham High School Camps and Excursions policy .

TIC – Teacher In Charge

P – Principal

AP – Assistant Principal – Empowering Students and Building School Pride

OC – School Consultative Team - Operations

Staff – Staff attending Excursion Camp

Requirements timeline for

Requirement	Person(s) Responsible	Completed 9
4. Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements. If planning an activity on Parks Victoria Land, schools must register their excursion with ParkConnect . See: Excursions Guidelines – Venue Selection .	TIC	
5. <u>For interstate excursions:</u> Confirm teachers or principals attending the excursion have received appropriate approval. See: Excursions Guidelines – Approvals and Travel for School Staff .	P/AP	
STAFFING		

6. Determine the number of excursion staff required (and how many must be registered teachers).
Staff must ensure that supervision ratios are correct for ALL aspects of excursion. If the excursion includes adventure activities, activity specific ratios apply.

Requirement	Person(s) Responsible	Completed 9
See: Excursions Guidelines – Risk Management Planning .		
<p>16. <u>For excursions with an overnight component or involving adventure activities:</u> Develop an emergency management plan that covers responses to likely emergency situations (identified in the risk register) and arrangements if the excursion needs to be cancelled, recalled or altered. See: Excursions Guidelines – Emergency or Critical Incident Management.</p>	TIC/AP	
<p>17. Emergency management procedures must include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.</p>	TIC/AP	
<p>18. <u>For excursions involving adventure activities:</u> Ensure any requirements listed under the Adventure Activities Guidelines have been met. See Excursions Guidelines – Adventure Activities.</p>	TIC/AP	
<p>19. <u>For excursions with an overnight component or involving adventure activities:</u> If conducting an activity in a remote location with limited access to technology and emergency services, a documented communication plan must be developed prior to the activity. See: Excursions Guidelines – Communication.</p>	TIC/AP	

Requirement	Person(s) Responsible	Completed 9
30. <u>For local and day excursions (not involving adventure activities):</u> Seek updated medical information. This can be a reminder to parents/carers to update the school with any new/relevant medical information. See: Excursions Guidelines – Student Medical Information . <u>For excursions with an overnight component or involving adventure activities:</u> Provide Medical Information forms to parents/carers for completion. These forms must be accessible during the activity, whilst copies of the forms must be kept at the school. See: Excursions Guidelines – Student Medical Information .	TIC	
32. Give students clear information about organisational and relevant safety arrangements, supervision roles, emergency procedures and expected standards of behaviour.	TIC	
33. For overnight excursions, provide parents/carers the telephone numbers for the designated school contact person in the event of an emergency.	TIC	
FINAL PREPARATIONS		

34. Complete the [Student Activity Locator \(SAL\) online form](#) (EduMail

