



APPLICATION TO CONDUCT A CAMP OR EXCURSION

(Requirements in this document must not be altered. Please use block letters when filling out this form)

APPLICATION FOR EDUCATION EXCURSIONS:

- LOCAL WALKS/EXCURSIONS (Approved by PRINCIPAL/PRESCHOOL DIRECTOR)
- INTRASTATE TRAVEL (Approved by PRINCIPAL/PRESCHOOL DIRECTOR)
- INTERSTATE TRAVEL/INTERSTATE USE OF DEPARTMENTAL VEHICLES (Approved by EDUCATION DIRECTOR) (excluding departmentally owned yellow school buses, specific approval requirements from Minister's delegate – contact Transport Services Unit)
- OVERSEAS TRAVEL (Approved by CHIEF EXECUTIVE through EXECUTIVE DIRECTOR, PARTNERSHIPS, SCHOOLS AND PRESCHOOLS). Refer to overseas travel policy and procedures

SCHOOL/PRESCHOOL NAME:	
NAME OF EXCURSION:	
DESTINATION:	

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:

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 to:

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or on:

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BREAKDOWN OF COSTS AND CHARGES				NUMBER AND YEAR LEVEL(S) OF STUDENTS INVOLVED			
If the camp/excursion is: <ul style="list-style-type: none"> • predominantly educational, GST must be added to the food charge, but all other charges to students are GST-free • not predominantly educational, eg predominantly recreational, GST must be added to all student charges. 				Year Level	Male	Female	Total
	GST exclusive cost per student	10% GST (only where applicable)	Charge to student				
Food							
Transport							
Accommodation							
Entrance Fee(s)							
Total charge to student			\$	Total number of students			

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

Teacher in Charge	
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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	

SCHOOL/PRESCHOOL-BASED
CONTACT PERSON DURING
CAMP/EXCURSION

EMERGENCY ACTION

Detail the plan for emergency action should the need arise. All teachers and leaders involved in the program should have this information.
(Attach Risk Management Form)

TRAVEL ARRANGEMENTS

(a) Intrastate/Interstate Travel –

Mode of travel to be used

Departure time

am/pm

and return time

am/pm

Name of bus company/tour operator/airline

Phone No

1. Is the driver aware of the Heavy Vehicle National Law requirements (<https://www.nhvr.gov.au/>)? Yes No

2. When did the driver last drive a **heavy vehicle** (a vehicle that has a gross vehicle mass (GVM) or aggregate trailer mass of more than 4.5 tonnes. GVM is the max it can weigh when fully loaded, as specified by the manufacturer)? (insert date)

3. If travelling on the down track of the South Eastern Freeway into Adelaide – is the driver aware of the new laws for truck and bus drivers (Refer to DPTI.sa.gov.au for further information)? Yes No

Private vehicle/name of owner/ registration number (Insurance category: Third party property or comprehensive)

Name of Owner	Accreditation No	Registration No	Safety label certificate expiry date	Insurance Category	Name of Insuring Company

Name of driver	Driver accreditation No	Drivers licence No

(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 _____ Education Director _____ Date / /

FOR OVERSEAS TRAVEL REFER TO OVERSEAS TRAVEL POLICY & PROCEDURES





Site name	
Destination, method of transport (including proposed route)	
Date and time of departure/return	
Proposed activities	
Class and year level	
Number of children/ young people	
Number of employees/ volunteers	

Key contacts	Name	Contact No
Site leader		
Teacher-in-charge/responsible person		
Alternative teacher contact		
Health and safety representative		
Site point of contact		
First aider		

APPROVAL

Acknowledgement: Safety risks have been identified for the listed camp / excursion with controls implemented to effectively manage risks to the health and safety of participating employees, volunteers, children, and young people.

Requirements in this document must not be altered and it must be available at the site for parent inspection requests. This form must be completed to ensure compliance with the Education and Care Services National Regulations and departmental policy before seeking parent/legal guardian consent and before a camp or excursion takes place.

Position	Name	Signature	Date
Teacher-in-charge			
Site leader			



Minimum requirements	
Planning	<ul style="list-style-type: none"> ✓ 1 teacher is assigned as the teacher-in-charge, as the delegate of the site leader, to provide leadership and control of the camp or excursion. ✓ The venue for excursion or camp location is reviewed in the initial planning stage to determine the suitability of location. The location must have an emergency management plan. ✓ The emergency management plan in this form is reviewed and updated, if required. ✓ For a sporting or adventure activity, the camps and excursions guideline must be followed; the instructor competency and supervision ratios must be adhered to. ✓ A parent or guardian signs the excursion/camp consent form. ✓ Weather forecast to be checked leading up to and during the camp/ excursion. ✓ Monitoring of CFS bushfire alerts and special consideration for camps in bushfire prone areas. Cancel the camp/excursion if the destination is in a bushfire prone area during an extreme fire danger warning, a total fire ban or if there is a bushfire. ✓ Ensure appropriate communication devices with adequate service coverage are available. ✓ For activities without a prescribed ratio, or the risk assessment does not indicate a higher ratio is required, the minimum supervision ratios are in place: <ul style="list-style-type: none"> ○ 1:6 for preschools to year 2 ○ 1:10 for years 3-7 ○ 1:15 for years 8-12. ✓ Ensure there is adequate supply of water and food, sun protection and appropriate clothing for weather conditions. ✓ List of children and adults attending the camp/excursion and contact information for each person.
Conduct and behaviour	<ul style="list-style-type: none"> ✓ Children and young people follow the school behaviour code. ✓ Supervisory staff team members follow the Code of Ethics for the South Australian Public Sector. ✓ Supervisory volunteer team members follow the Expected Behaviours for Volunteers, outlined in the Volunteer Agreement. ✓ All supervisors, including parents, volunteers and instructors must hold a child related screening clearance in accordance with the Screening and suitability (child safety) policy. ✓ Volunteers have met screening and suitability requirements, completed an induction, are aware of protective practice guidelines. ✓ All participants are briefed on any identified conditions of the children/young people, the emergency and contingency plans, any relevant specialized or technical skills of supervisory team members, their roles and responsibilities and any relevant hazards. ✓ Children and young people are accounted for at regular intervals; with a head count occurring each time children/young people board and disembark transport; and enter and leave the location, checked against the attendance record. ✓ Alcohol or drugs must not be consumed; and supervisors must not smoke within 10 meters of the camp perimeter or in view of children/young people.
First aid	<ul style="list-style-type: none"> ✓ For camps and adventure activities 1 person is trained in 'HLTAID004 – emergency first aid' in education and care settings for every 25 people. ✓ Where it may take greater than 2 hours for medical assistance or a medical retrieval to arrive, at least 1 first aider must be trained in 'HLTAID005 –first aid in remote situations'. ✓ For excursions, consider the risks of the location or activity being undertaken; and any pre-existing medical conditions of the participants. Ensure that you have one of the following: <ul style="list-style-type: none"> ○ a designated first aider in the group ○ a teacher trained in first aid ○ a first aider available at the location ○ access to local area GP/medical facilities ○ a paramedic in close proximity. ✓ Appropriate type of first aid kits is available e.g. basic first aid kit for each first aider, remote first aid kit, EpiPen etc. ✓ The first aiders have a copy of any individual first aid plan where a child or young person has a known health condition and the first aid response is NOT the standard first aid response for that health condition. ✓ Medications required for children and young people must be easily accessible and secured to prevent unauthorised use. ✓ Leadership team provided with medical information for each child (where applicable). ✓ Children and young people with complex and invasive health needs must be provided with the opportunity to attend camps/excursions and be supported by a competent person to manage their health needs.
Transport	<ul style="list-style-type: none"> ✓ The bus is fitted with a current safety label (safety triangle on windscreen) and the bus driver holds a valid licence. ✓ The bus company has a contingency plan in the event of mechanical failures. ✓ Private motor vehicles are used as a last resort with a written agreement signed prior to the event (use the agreement in the guideline for parents and use ED008 for employees). ✓ Driver's licences are unrestricted and valid; "L" plate drivers are not to transport children or young people. ✓ Complete a long distance travel plan if an employee is driving greater than 300kms in a rural location.

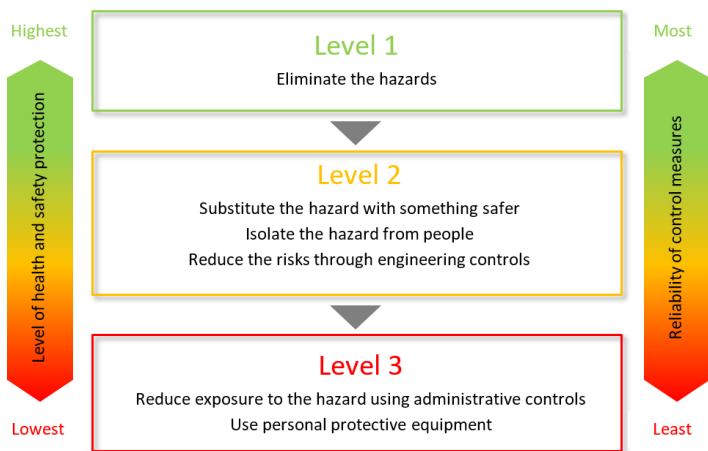
Follow the steps on page 4 and in the table below and list any additional hazards and controls for your sport, adventure, camp, and excursion that are not already listed on page 2 of this document. The safety requirements outlined in section 8 of the [camps and excursions guidelines](#) identify further hazards and controls that may also need to be considered.

NOTE: Early childhood sites must identify and address all water hazards.

Sports, adventure, camps and excursions risk assessment for additional hazards				
Hazard identification (What is the issue of concern?)	Risk controls (What are you doing to eliminate or mitigate the issue?)	Residual risk (All controls in place)		
		Likelihood	Consequence	Risk rating

Step 1: Identify any additional hazards.

Step 2: Identify controls to eliminate or mitigate the risk using the Hierarchy of Control below.



← The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown

Step 3: Assess the risk of the identified hazard assuming all controls are in place

WHS Risk Assessment Matrix			Consequences (skew)				
			1 - Insignificant None required. Debriefing. Personal support.	2 - Minor Local first aid provision	3 - Moderate Medical or dental treatment. Hospital outpatient.	4 - Major Serious injury. Hospital in-patient	5 - Catastrophic Death, permanent disabling injury
Likelihood	A	Certain to occur at some stage	Medium	High	High	Extreme	Extreme
	B	Likely: to occur	Low	High	High	Extreme	Extreme
	C	Possible could reasonably occur	Low	Medium	Medium	High	Extreme
	D	Unlikely: to occur	Low	Low	Medium	High	Extreme
	E	Rare not expected to occur	Low	Low	Medium	Medium	High

Step 4: Review the risk descriptors for direction on suitability of the activity and appropriateness of the controls

Extreme	<p>Do not undertake the activity</p> <ul style="list-style-type: none"> Consult with the site leader on the need to undertake this task. Contact the Work Health and Safety team on education.whs@sa.gov.au or on 82261440 for additional control guidance.
High	<p>Act immediately to eliminate, substitute, isolate the risk or implement additional engineering controls prior to undertaking the activity</p> <ul style="list-style-type: none"> Escalate to local Health and Safety Committee for review Consult with workgroup Health and safety representative where available Review department WHS risk management intranet for control requirements
Medium	<p>Take reasonably practicable steps to minimise the risk further (SFARP)</p> <ul style="list-style-type: none"> Consult with workgroup Health and safety representative where available Review department WHS risk management intranet for control requirements
Low	<p>Monitor controls to ensure effectiveness and suitability (ALARP)</p> <ul style="list-style-type: none"> Re-assess and adjust controls as required.

Other items that should be taken on the camp/excursion

List any other items (in addition to the minimum items listed above) that will be needed on the camp or excursion



Emergency management plan

1. Provide immediate first aid assistance or care prescribed by an individual health support plan and/or isolate any person with an infectious disease.
2. Call 000 and advise them of the closest vehicle entry point.
3. Ensure communication with emergency services is maintained.
4. Send an employee or volunteer to the point where emergency services will enter the location, if it is safe to do so.
5. Collect the attendance list, individual first aid plans and this plan.
6. Evacuate all people to the nominated emergency assembly point.
7. Once at the assembly point, check all people are accounted for.
8. Maintain a record of actions/decisions undertaken and times.
9. Report the emergency/evacuation to the site leader of the school or preschool by using the agreed form of communication tool i.e. mobile phone.
10. Site leader will then notify:
 - Education Director
 - Report on IRMS as a notifiable incident.
11. Wait for emergency services to arrive or provide further information/instruction.
12. Teacher in charge to arrange for parents to be informed.

Note method for communicating with the school/preschool contact:

The school/preschool contact must be contactable at all times, have a copy of this risk management form, be aware of the emergency management plan, have the attendance lists, child/young person health and personal care information, contact numbers of parents/legal guardians, and the itinerary.

Note nearest suitable transport:

Note distance from help and method for obtaining it:

List any additional contingencies (ie in the event a person becomes lost):

Call-in procedure

The following process must occur when the camp or excursion is in a remote or isolated location.

1. The teacher-in-charge or delegate must contact a designated person at the site to inform them they have safely arrived; and call prior to leaving the camp or excursion location with an estimated time of arrival back at the site.
2. The teacher-in-charge must provide a time that the check-in will occur.
3. If the check-in does not occur after 20 minutes of the agreed time, the site designated person must phone the teacher-in-charge or an alternative contact.
4. Once 2 unsuccessful attempts have been made to contact the teacher-in-charge or alternative contact within 30 minutes the designated person at the site must inform the site leader and call 000 for police assistance.

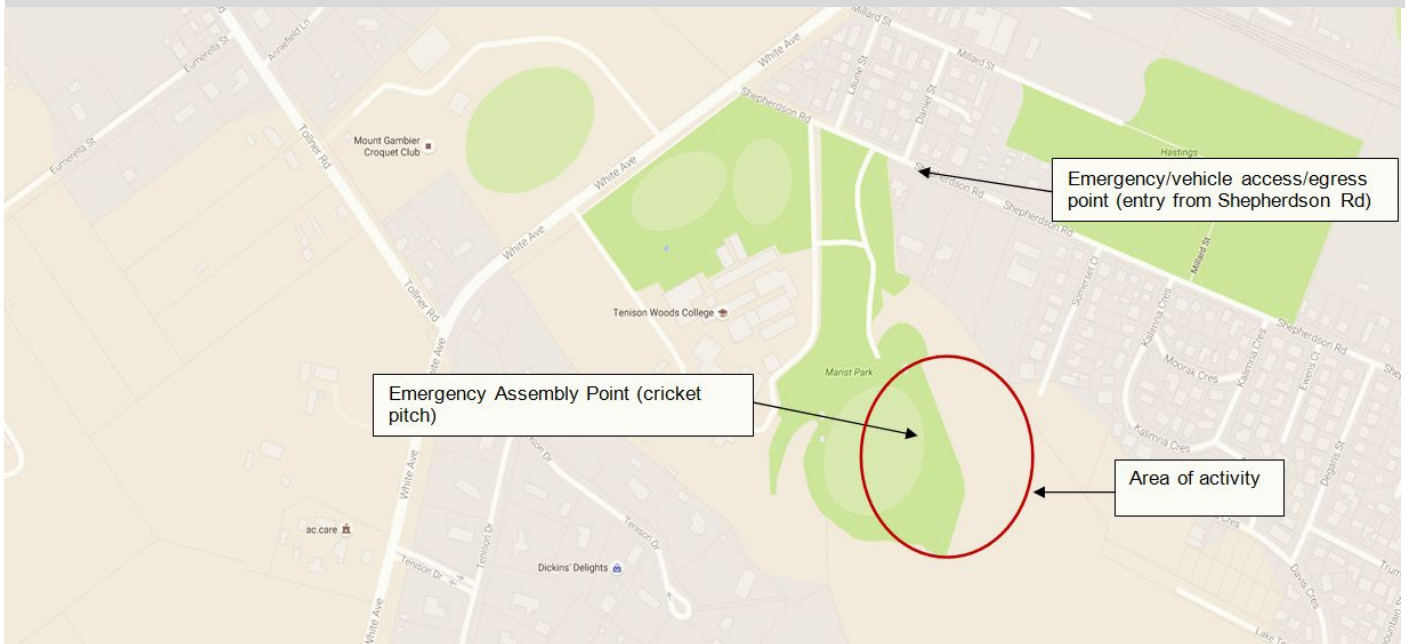
Emergency management map for your remote or isolated destination

The below map is not required in built-up residential areas. It is only required when an ambulance station is not within 30kms of the camp or excursion location. You must include as indicated in your emergency management plan the emergency vehicle access point and the emergency assembly point.

GPS coordinates

Plus code: ; or
Latitude: Longitude:

Remote or isolated location:



Note: Obtain your site map through [Google Maps](#) by searching for your destination; press "Alt + PrtScn" buttons on your keyboard (this will copy the map to your clipboard); click the sample map above and press "Ctrl + V" to insert your new map. Use the "text Box" function to identify key points such as "Emergency Assembly Points" and "Activity area" etc.