

# Camps and Excursions Policy

## Basic Beliefs

Camps and Excursions, including adventure activities, are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps and excursions may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation. And adventure activity is defined as having a higher degree of physical risk than standard activities in the curriculum.

## Aims

- To provide students with the opportunity to participate in a camping and excursions program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

## Guidelines For Action

- School staff making applications for camps and excursions should refer to this policy for guidance when completing the template on Compass ensuring that all documents listed on page 7 under the heading "Documentation To Be Lodged Prior To Departure" are completed and lodged with the principal or nominee (see Appendix B).
- For all camps and excursions beyond a 50km limit (including interstate sporting camps) staff must organise Student and Staff Travel Insurance through DET. Travel insurance can be arranged through contacting [roleff.michael.j@edumail.vic.gov.au](mailto:roleff.michael.j@edumail.vic.gov.au)
- The DET policy and additional information is available at <https://www.education.vic.gov.au/school/principals/spag/finance/Pages/travelinsurance.aspx>
- All camps, overnight excursions and adventure activities must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The School office will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their approval.
- Standard excursions must follow the college approval process on Compass School Manager and entered as part of the SAL notification process.

## Hallam Senior College: Camps and Excursions Policy

(Continued)

### Access to Camps

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis. Notwithstanding the above participation will be considered with regard to the "Student Participation In Co-curricula and Non-curricula Programs Policy".
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Director of Well Being, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

### Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

## Hallam Senior College: Camps and Excursions Policy

(Continued)

### Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
- **Refer:** [Safety Guidelines for Education Outdoors](#)
- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the School office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

For further information regarding safety please check the policy documents below.

See Appendix 1 for information on minimum Staff to Student ratios.

### LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[School Policy and Advisory Guide - Excursions and Activities](#)

[Safety guidelines for education outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Staff/Student Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)**EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

<b>Date Reviewed</b>	August 2018
<b>Review Team</b>	D. Caughey, J. Lyall, G. Brown, L. Yardas
<b>Review Date</b>	August 2021
<b>References</b>	<a href="#">DET Excursions and Activities Policy</a>

## Appendix A

### Staff / Student Ratios

Activity	Minimum Staff to Student Ratio
<p><b>Day Excursions</b></p> <p><b>Overnight Excursions</b></p>	<p>1:20 (ratio may be extended for senior secondary students only, if student safety will not be compromised)</p> <p><b>1:10 Base camps in residential premises or under canvas</b></p> <p><b>1:15 Study camps in residential premises</b></p> <p><b>1:15 Local and interstate tours</b></p> <p><b>1:10 Overseas tours</b></p>
<p><b>Adventure Activities</b></p>	<p><b>Activity planners must refer to the Adventure Activity Guidelines at:</b></p> <p><a href="https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdooractivity.aspx">https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdooractivity.aspx</a></p> <p>Activities with guidelines include: Abseiling; Artificial climbing and abseiling walls, Bushwalking, Canoeing/Kayaking, Challenge ropes courses, Cross country skiing, Cycling, Downhill skiing and snowboarding, Horse riding, Orienteering, Overnight camping, Rafting, Recreational swimming, Rock climbing, Sailing, Scuba diving, Sea Kayaking, Snorkelling, Surfing, Water skiing, Windsurfing.</p>
<p><b>Activities without guidelines</b></p>	<p>Schools may consider adventure-based activities for which specific guidelines have not been provided or are not under development. Before undertaking these activities, principals and school councils must satisfy themselves that the activities:</p> <ul style="list-style-type: none"> <li>• are of education value</li> <li>• are supervised and instructed by appropriately experienced and/or qualified staff</li> <li>• when offered by an external provider, have appropriate insurance cover.</li> </ul> <p>Further information and advice should also be gathered from more than one source. This may be obtained through:</p> <ul style="list-style-type: none"> <li>• peak bodies</li> <li>• professional associations</li> <li>• colleagues with experience instructing the activity with students.</li> </ul> <p>A thorough risk assessment is critical when undertaking an activity for which guidelines have not been provided.</p>

## Appendix B

# Planning and Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Training

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.

Complete the [Student Activity Locator online form](#) 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:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

### **PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE**

**Name of program:**

**Year level(s):**

**Location(s):**

**\* Date(s):**

**Name of 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

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:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abseiling               | <input type="checkbox"/> Base camping                  | <input type="checkbox"/> Bushwalking            |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing   |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing          |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling            |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming               |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> 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 section of the website called [Excursion 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 the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations.  YES

<b>Budget</b>	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees Other income:	Transport Food Accommodation Staffing Equipment Travel Insurance Other expenditure:
<b>Total income:</b>	<b>Total expenditure</b>

## 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
- Travel insurance is organised if required
- 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 the School Policy and Advisory Guide, [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 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.

# Appendix C

## Guidelines for teachers planning a camp

### 1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

## 2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

**For all camps and excursions beyond a 50km limit (including interstate sporting camps) staff must organise Student and Staff Travel Insurance through DET.** Travel insurance can be arranged through contacting [roleff.michael.j@edumail.vic.gov.au](mailto:roleff.michael.j@edumail.vic.gov.au)

The DET policy and additional information is available at <https://www.education.vic.gov.au/school/principals/spag/finance/Pages/travelinsurance.aspx>

[Please contact the appropriate Assistant Principal for more information or to request assistance.](#)

## 3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque or payment
- medical information, precautions and First Aid kit including adrenalin auto-injector

## Appendix D

### Notification of School Activity (camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DET database using the online notification form available at:

[Student Activity Locator](#)

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

#### Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

# CAMPS AND ADVENTURE ACTIVITIES Risk Management Assessment Form

## Section 1 – Environment - Emergency Management Assessment

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	Very High				
	High				
	Moderate				
	Low				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very higher high impact		
Very high, High and moderate likelihood /Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion emergency management plan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

## EMERGENCY RESPONSE PLAN PROFORMA

*Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident and should form part of a more detailed emergency management plan.*

### Features of the region

- Describe the location and its geographic features

### Communication with emergency support

- How will the group communicate with emergency support?

### How will emergency services access the group at each location?

- How long will it take for support to arrive?
- Provide descriptions of multiple access routes if possible
- Detail approximate travel time to medical help from the location
- List sources of emergency support
- Consider whether helicopter access is possible

### Information required when reporting a serious accident

- Number of students injured, names of students injured
- Suspected injuries
- When it happened...Where it happened...What happened
- Current location of injured student(s)
- Student's present condition
- Condition of other group members and the name of the person who is with them
- What is currently happening
- Estimated time of next communication and method of communication

### Phone Contacts

Emergency Services: 000

Local Emergency Services (The location of emergency services should be marked on maps where possible.)

- Ambulance
- Police
- Hospital / Medical Centre
- CFA
- SES
- Other

Suggested School ContactsPrincipal

- Assistant Principal
- Reception
- 24 hour phone contact (including name(s))
- Local area contacts

DET Contact

- Security Services Unit (03) 9589 6266 – 24 hour service

Program Contacts:

Indicate the type of phone being used (eg. Satellite phone, digital mobile, UHF) and possible limitations of service.

- Teacher in Charge:
- Staff name:

