# Camp & Excursion Approval Form

This document details minimum requirements for approval of excursions which include overnight components, camps, interstate/overseas visits, excursions requiring sea or air travel, excursions involving weekends, school holidays or adventure activities.

It must be submitted to the principal for approval prior to the excursion.

### Summary

**Name of Program:** STEM Agricultural Camp

**Year level (s):** Year 7-9

**Location (s):**

* Geelong Tech School (Lt Malop St, Latrobe Terrace, Geelong 3220)
* Coastal Forest Lodge Camp (Forest Rd, Bellbrae 3228)
* Boomaroo Nurseries (105 St. Andrews Dr, Lara 3212)
* Cobram Estate (151 Broderick Rd, Lara 3212)
* Common Ground (675 Anglesea Rd, Freshwater Creek 3217)

**Date (s):** Monday 8th May – Thursday 11th May 2023

**Name of teacher-in-charge:**

### Educational Purpose

An opportunity for secondary students and teachers in rural and regional areas to visit and participate in an immersive program at The Geelong Tech School. After visiting Agricultural Industries in the Geelong region, students will identify a real-world agricultural challenge and be supported through the design thinking process to use emerging technologies as they collaborate, ideate and prototype possible solutions.

### Program Details

**Program Outline**

Students will spend three days visiting the Geelong Tech School and partner Industries, accessing emerging technologies to create and prototype solutions. Students will present their idea on the final day to staff and representatives. Overnight accommodation and catering are provided by Coastal Forest Lodge in Anglesea and groups will be transported by a charter bus to and from each location, including their resident school.

**Daily Itinerary**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Day 1 | Time | Day 2 | Time | Day 3 | Time | Day 4 |
| 8:00am | Travel to  GTS  (byo morning tea during travel) | 7:30am- 8:30am | Breakfast  (student duty groups allocated) | 7:30am- 8:30am | Breakfast  (student duty groups allocated) | 7:30am- 8:30am | Breakfast  (student duty groups allocated) |
| 8:30am- 9:00am  \**Subject to distance* | Travel to industry | 8:30am- 9:00am | Travel to GTS | 8:30am- 9:00am | Pack up & Travel to GTS |
| 9:30am- 11:45am  \**subject to distance* | Industry Visit (morning tea during visit) | 9:15am -11:00am | Design & Prototyping | 9:15am -11:00am | Final Preparation |
| 11:45am – 12:15pm | Travel back to GTS | 11:00am -11:30am | Morning Tea | | |
| 10:30am- 11:00am | Arrive at Tech School  Welcome & Tour of facility | 12:15pm-12:45pm | Lunch | 11:30am -12:30pm | Pitching Masterclass | 11:30am -12:30pm | Final Preparation |
| 11:00am-12:30pm | Introduction to the Program  Design thinking session | 12:45pm – 3:30pm | Design & Prototyping | 12:30pm – 1:00pm | Lunch | 12:30pm – 1:00pm | Lunch |
| 12:30pm -1:00pm | BYO Lunch from home | 3:30pm – 4:00pm | Travelling to Coastal Forest Lodge | 1:00pm – 3:30pm | Design & Prototyping & presentation prep | 1:00pm – 2:15pm | Presentations |
| 1:00pm – 3:30pm | Technology Masterclasses  (afternoon tea provided) | 3:30pm -4:00pm | Travel to Coastal Forest Lodge | 2:30pm | Depart for School |
| 3:30pm – 5:00pm | Arrive at Coastal Forest Lodge *settle into cabins* | 4:00pm – 5:00pm | Teacher Led Rec Activities  (2 x teaching staff on duty) | 4:00pm – 5:00pm | Teacher Led Rec Activities  (2 x teaching staff on duty) |  |  |
| 5:00pm – 6:00pm | Teacher Led Rec Activities (3 x teaching staff on duty) 1:15 | 5:00pm - 6:00pm | Student Free time  (2 x teaching staff on duty) | 5:00pm - 6:00pm | Student Free time  (2 x teaching staff on duty) |
| 6:00pm – 7:00pm | Dinner  (student duty groups allocated) | 6:00pm – 7:00pm | Dinner  (student duty groups allocated) | 6:00pm – 7:00pm | Dinner  (student duty groups allocated) |
| 7:00pm – 9:00pm | Evening Programs  (2 x teaching staff on duty) | 7:00pm – 9:00pm | Evening Programs  (2 x teaching staff on duty) | 7:00pm – 9:00pm | Evening Programs  (2 x teaching staff on duty) |  |
| 9:00pm -9:30pm | Return to cabin & Lights out | 9:00pm -9:30pm | Return to cabin & Lights out | 9:00pm -9:30pm | Return to cabin & Lights out |

**Supervision Strategy**

* School teacher’s recreational activities are outlined within the attached Camp Activities Document. Teachers will work in collaboration with each other to allocate supervision strategy in accordance with the timetable above. This will be undertaken upon arrival at the Geelong Tech School on Day 1.
* Tech School staff are responsible for the delivery of the STEM Agricultural program (at Geelong Tech School), and the industry visits.
* During the delivery of the program, all school teaching staff will be allocated regular break times. \* Timetable is subject to change.

### Overnight Accommodation

**Type of Accommodation**

Accredited residential campsites.

Tents/camping

Other (please specify):

### Physical Location

* Geelong Tech School (Lt Malop St, Latrobe Terrace, Geelong 3220)
* Coastal Forest Lodge Camp (Forest Rd, Bellbrae 3228)
* Boomaroo Nurseries (105 St. Andrews Dr, Lara 3212)
* Cobram Estate (151 Broderick Rd, Lara 3212)
* Common Ground (675 Anglesea Rd, Freshwater Creek 3217)

### Contact phone number(s)

**Residential Campsite:** Iona Roberts (Camp Manager) – 0421 049 754

Allan Roberts (Camp Manager) – 0412 560 452

**Staff Mobiles:**

**Other:** Geelong Tech School – 5225 0511  
 Rachel (Project Coordinator) – 0433 036 122

### Adventure Activities

Adventure activities that are available at the campsite and may be chosen to be conducted by staff during their stay.

Nil submersion water-based activities identified.

* Challenge Ropes Course (Low Ropes)
* Camp Bushwalk + Night walk
* Archery
* Orienteering
* Initiatives
* Yabbying
* Bush Shelter Building
* Arts and Crafts
* Bush Cookout

\*Coastal Forest Lodge has a terrific selection of teacher/leader lead onsite rotational activities to choose from. Onsite rotational activities are generally 1-hour rotations. These activities are run by school staff. All materials and equipment are supplied by CFL. A thorough safety briefing and instruction handouts are provided by CFL staff. Rotational group size: up to 15 people per group. Instruction handouts and safety briefings are provided by camp staff upon arrival. All equipment and materials required for onsite rotational activities are provided by CFL. Groups must provide their own first aid kits (including portable packs), asthma kits, EpiPens, qualified personnel, etc. as per the hire agreement. Covered nonslip shoes to be worn for all onsite activities (no thongs, sandals, etc.)

The teacher-in-charge of the activities has read the Excursions Policy and Guidelines and relevant mandatory adventure activity guidelines.

YES

The conduct of each activity will comply with the requirements outlined in the Excursions Policy and Guidelines and the adventure activity guidelines for that activity.

YES

### Travel Insurance Arrangements

**Does your excursion/camp involve interstate or overseas travel?**

YES (please complete below)  NO (please continue to next section)

Have you arranged appropriate travel insurance through the Victorian Managed Insurance Authority (VMIA)? Please see [Insurance for Schools](https://www2.education.vic.gov.au/pal/insurance/guidance/2-insurance-policies#24-travel-insurance-for-teachers-and-students) for further information.

YES (please provide evidence of travel insurance with VMIA)

NO

If NO, please indicate travel insurance arrangements below.

### Transport Arrangements

Internal  External  Both

Types of transport and seating capacity:

* 57 seater charter bus (driver supplied)
* 5 Seater fleet vehicle (auto)

Will a member of the supervising staff be driving students?  Yes No

If yes, list driver (s):

The approximate distance between school and destination:

All transport requirements comply with the advice in the [Excursions Policy and Guidelines](https://www2.education.vic.gov.au/pal/excursions/policy), [Vehicles (excluding Buses) – Owned or Hired by School](https://www2.education.vic.gov.au/pal/vehicles/policy) Policy, [Private Vehicle Use](https://www2.education.vic.gov.au/pal/private-vehicle-use/policy) Policy and [VicRoads](https://www.vicroads.vic.gov.au/) regulations:

YES

### **Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Income | | Expenditure | |
|  |  | Transport | Nil |
|  |  | Food | Nil |
|  |  | Accommodation | Nil |
|  |  | Staffing | Nil |
|  |  | Equipment | Nil |
|  |  | Contingency funds | Nil |
|  |  | Other | Nil |

### Students and Staff

#### **Students**

**Number of female students:**

**Number of male students:**

**Number of self-described students:**

**List required student preparation, if any:**

**List any additional information relevant to the student cohort:**

#### 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Staff name | Male/Female/Other | First Aid Qual (Y/N) | CPR Qual  (Y/N) | School Staff/volunteer/external provider | Working With Children Check (Y/N) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The staffing listed above complies with the Excursions Guidelines – Supervision and Excursions Guidelines – Staffing.

YES

The staffing listed above complies with the minimum supervision ratios as required by the relevant Adventure Activity guidelines.

YES  Not applicable for this excursion

### 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.  
Attachments and supporting documents for the following information can be found here:   
[STEM Agricultural Camp 2023 - Geelong Tech School](https://www.geelongtechschool.vic.edu.au/stem-agricultural-camp-2023/)

Camps, Excursions, Swimming and/or Water-based Activity Checklist

Signed informed consent from parents/carers

Completed medical information form for all students

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 documentation of staff qualifications and experience (if applicable)

Documentation of participant preparation, prerequisite skills/knowledge (for Adventure Activities)

Risk register

Emergency Management 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

Evidence of travel insurance (for interstate and overseas excursions ONLY)

Communication plan (required for overseas excursions and excursions to remote locations)

Teachers responsible for organising camps and/or water-based excursion activities hascompleted the Excursions e-learning module

Other school-specific information:

**Note**: this form should not be approved and the excursion should not be undertaken if the risk register contains any extreme rated risks in DET’s Acceptability Chart (The Acceptability Chart is used to decide whether the risk is acceptable based on the rating calculated).

#### Acknowledgment 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: