POLICY: CAMPS AND EXCURSIONS

1. STATEMENT OF BELIEF:
Drouin Secondary College encourages and supports student and staff participation in a wide range of academic, social, sporting and cultural co-curricular activities. We believe that such activities are vital in supporting the classroom curriculum and in the provision of a comprehensive education. They facilitate student learning, social development and enjoyment of school.

2. OBJECTIVES:
2.1 To provide broader learning experiences and promote and understanding by students that learning can occur outside the classroom and school setting.
2.2 To assist students, through access to affordable activities, to meet the aims and objectives of subject curricular.
2.3 To ensure that camp/tour programs provide a range of activities which give access to all, taking into account varying skills, interests, prior experiences and financial situations.
2.3 To complement the school curriculum by broadening the historical, social and cultural horizons of the students.
2.4 To promote cohesion in the year levels and sub schools.
2.5 To foster active participation and commitment in a variety of situations.
2.6 To provide opportunities which foster leadership and organisational skills.
2.7 To foster co-operation between the school and the community.
2.8 To promote students' confidence and ability to interact with new people in new situations.
2.9 To provide opportunities for students to develop self awareness and social skills needed in group situations.
2.10 To challenge students by offering them the opportunity to confront new experiences and to develop particular interests and talents.

3. OPERATIONAL GUIDELINES:
3.1 Definition of an 'Excursion''

Any activity which requires students and/or staff to be away from timetabled classes or which takes staff and students outside the College is defined as an 'Excursion'.

This definition results in six (6) categories of Excursions:
1. Subject curriculum excursions
2. Sporting activities
3. Extended (overnight) excursions (camps)
4. Whole/part day activities or excursions
5. Adventure activities
6. Unsupervised excursions

In addition, a number of activities normally associated with the overall life of the College, although excluded from the definition above, still require the organising teacher/s to follow the notification, approval and parent/guardian approval procedures (outlined in 3.2 below):
POLICY: CAMPS AND EXCURSIONS

a) Social Club camps out of school hours
b) Theatre visits out of school hours
c) Individual students competing in representative sporting activities
d) Small group/class excursions which do not impact on the timetable i.e. debating, public speaking teams out of school hours

3.2 Approval Procedures:

The College Excursion Checklist should be followed to ensure all necessary requirements are provided for.

3.2.1. Discuss your plans with the relevant group e.g. Sub School, KLA/ Faculty etc.

*This form must be completed and handed to ES Camps Administration five days before School Council. School Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. If possible, the Teacher-in-charge must attend the Council meeting.

3.2.2. Meet with the Assistant Principal in-charge of excursions to discuss your plans and collect all the relevant paperwork. (Subject curriculum excursions which impact on other classes will be limited to one per unit per semester.) - Any variation to this limit should be discussed with the Assistant Principal in-charge of excursions who, if required, will seek PAC approval.

3.2.3. Complete all paperwork, including the risk assessment and submit to the Assistant Principal who will seek College Council approval.

3.2.4. After approval has been granted, teachers may organise the excursion taking note of the following:

a) Finance - Staff must ensure that all excursions run on a cost neutral basis (including such costs as phone calls, photocopying and such administration associated with running an excursion) and consultation must take place with the appropriate Office Staff member regarding budgeting and procedures for the collection of money. If the trip has a provider cost greater than $25000 three written quotes should be obtained. Prior arrangements should be in place to cover any of the following - assistance for students in financial need (consult the S.W.C.), less than optimum number attending or other contingencies.

b) Student Numbers - As a general rule, for whole or part day excursions involving a full year level, at least 80% of students in that level should participate. For class based whole/part day excursions, all students in the class would be expected to participate. For extended overnight excursions (camps), it is
POLICY: CAMPS AND EXCURSIONS

recommended that at least 67% of the target group should be involved. (The % of students participating will influence the viability of the excursion). Organising teacher/s should check names of students not permitted to attend non-curriculum excursions due to poor behaviour or overdue work. These students will be provided the ability to achieve the necessary learning outcomes via an alternative path.

c) Department of Education Training Regulations and Requirements - See Schools Reference Guide. 

All teachers conducting excursions are required to read these regulations and to be fully aware of their special responsibilities on excursions and adventure activities.

Note: Most excursions require notification to the Office of Emergency Management in Melbourne (3 weeks notification required) and ALL excursions require approval by a subcommittee of the College Council endorsement.

d) Legal Responsibilities - Teachers, and other approved adults (who have undergone a ‘Police Check’), supervising excursions have a legal responsibility to give full care as would be given by a careful parent. Rolls must be marked regularly throughout the excursion, and at least at the conclusion of each major activity throughout the excursion.

e) Parent/s or Guardian/s Consent - All excursions require a signed consent form. Parent/s or Guardian/s must be given sufficient information about both the nature of the proposed activity and the nature of the risks involved in order for them to make a proper judgement. Without the provision of this information, consent would be deemed not to have been given. The consent form must be completed and signed before any student is permitted to attend an excursion.

f) Medical Information - It is mandatory that each student involved in an overnight excursion or adventure activity has completed a student medical form (these pro-formas are provided to organising teacher/s in the paperwork package provided by the Assistant Principal).

g) Information to be provided to the Assistant Principal in-charge of excursions, Teaching & Office Staff - Lists of students attending the camp/ excursion MUST be left with the Office Staff. In the case of overnight camps/ tours, the organising teacher must leave copies of the itinerary, contact number/s of camp sites, list of students attending, student medical information and parent consent forms with the General Office. Teachers should take the original consent forms etc with them in the event that an accident
POLICY: CAMPS AND EXCURSIONS

occurs and contact cannot be made with the College – the College also requires that consent forms be available in the event that the forms are destroyed or lost during the extended camp/tour and proof is needed of parent consent.

b) No students who owes the College money for curriculum based programs (non-financial) will be allowed to attend an non-curriculum activity without a payment plan and principal approval.

Attached: DSC Camps and Excursions Proforma

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle.
POLICY: CAMPS AND EXCURSIONS

DSC Camps and Excursions Proforma

Pro-forma for School Council Approval for all Camps and Excursions

*This form must be completed and handed to ES Camps Administration five days before School Council. School Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. If possible, the Teacher-in-charge must attend the Council meeting.

1. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities below.

Teacher in charge to Sign: ___________________________ Date: ___________________________

Pre – approval from Camps and Excursion Assistant Principal and placed on Sentral calendar

(Assistant Principal to sign ___________________________ Date__________________________

School Council approval ___________________________ (SC President)

Date of minutes when the activity is passed

Financial approval (Business Manager to sign): __________

SAL Report [ ]

Risk Assessment [ ]

Please tick the above before submitting for final approval.

Final approval (MW to sign and stamp): ______________

Date: ___________________________
POLICY: CAMPS AND EXCURSIONS

2. Location / Phone

Name of Camp/excursion:
Name of nearest town:
Address of the location to be visited:

______________________________  Postcode: ______________________

Telephone: (  )

Emergency Services Phone Number and Locations:

Police  -  Phone: (  )________________ at____________________________

Fire  -  Phone: (  )________________ at____________________________

Doctor  -  Phone: (  )________________ at____________________________

Hospital  -  Phone: (  )________________ at____________________________

Ambulance  -  Phone: (  )________________ at____________________________

Other  -  Phone: (  )________________ at____________________________

Type of Camp Accommodation:

Canvas ☐  Bunkhouse ☐  Chalet ☐

Motel ☐  Hotel ☐  Other ☐

If other, please give details:

3. Dates / Times

Leave School at am/pm on (day/month/year)

Arrive back at School __________ am/pm on ______________________ (day/month/year)

No. of days:

________________________________________________________

Is this Camp/excursion is in:

School time only!  YES ☐  NO ☐

This policy was last reviewed by School Council in:  2015
POLICY: CAMPS AND EXCURSIONS

Holidays time only?  YES □  NO □
School time and holidays/weekends time?  YES □  NO □

4. Staff included

Teacher(s)-in-charge: ________________________________________________________________

__________________________________________________________

No. of extra staff required to meet safety ratios:

Male: _______________  Female: _______________  Totals: _______________

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: ___________________________  Position: ___________________________

Mr / Mrs / Ms: ___________________________  Position: ___________________________

Mr / Mrs / Ms: ___________________________  Position: ___________________________

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix C).

Has the teacher-in-charge checked these ratios?  YES □  NO □

Can these ratios be met with the above staff requested?  YES □  NO □

5. Student Numbers / Age

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _______________  Girls: _______________  Totals: _______________

Age range of most students: to ______________________

Cost of camp (per student): $ ______________________

This policy was last reviewed by School Council in:  2015
POLICY: CAMPS AND EXCURSIONS

6. Educational aims of Camp (state briefly)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. Method of Travel / Route

Travel to the Camp: ______________________________________________________________________

Travel back to School: _____________________________________________________________________

Travel while at Camp: _____________________________________________________________________

Are staff member’s cars involved? YES □ NO □

If YES, complete the details below:

<table>
<thead>
<tr>
<th>CAR OWNER</th>
<th>TYPE</th>
<th>REG. NO #</th>
<th>INSURANCE</th>
<th>COMPANY</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES □</td>
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<td>YES □</td>
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<td>YES □</td>
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<td>NO □</td>
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</tbody>
</table>

This policy was last reviewed by School Council in: 2015
POLICY: CAMPS AND EXCURSIONS

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff member’s driving buses?  

YES ☐  NO ☐

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

<table>
<thead>
<tr>
<th>NAME OF STAFF</th>
<th>LICENCE NUMBER</th>
<th>EXPIRY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

NOTE: If a BUS is hired (self drive or with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

Route

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

8. Activities on this Camp

This policy was last reviewed by School Council in: 2015
POLICY: CAMPS AND EXCURSIONS

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

(i) Pupil/Teacher Ratios – (see Appendix C). You may use on-site camp staff in these activities.
(ii) Special Qualifications – list staff with the required qualifications where appropriate.
(iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>STAFF RATIO</th>
<th>SPECIAL STAFF ON SITE QUALIFICATIONS</th>
<th>STUDENT EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

9. Risk assessment

CAMPS 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:

- Bushfires
- Severe storms and flooding
- Earthquake
- School Bus Accident/Vehicle Incident
- Missing Student
- Medical Emergencies
- Incidents
- Aggressive student behaviour
- Intruders
- Internal fires and smoke
- Snakes and other wildlife
- Other relevant to camp area

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Very High</th>
<th>High</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

This policy was last reviewed by School Council in: 2015
## POLICY: CAMPS AND EXCURSIONS

<table>
<thead>
<tr>
<th>Impact</th>
<th>Moderate</th>
<th>Low</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Very High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Green</td>
<td>Green</td>
<td>Yellow</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
</tr>
</tbody>
</table>

### Environmental Emergency

<table>
<thead>
<tr>
<th>Event</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very high or high likelihood / very high or high impact</td>
<td></td>
</tr>
<tr>
<td>Very high, High and moderate likelihood / Very high, high or moderate impact</td>
<td></td>
</tr>
<tr>
<td>Very high, High, Moderate or Low likelihood / High and Very High Impact</td>
<td></td>
</tr>
</tbody>
</table>

### Section 2 General Excursion Risk Assessment

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

<table>
<thead>
<tr>
<th>Class Group:</th>
<th>Date:</th>
<th>Supervising Teacher:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dangers</th>
<th>Risk Management Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors which could lead to each inherent risk eventuating</td>
<td>Strategies to reduce risks</td>
</tr>
</tbody>
</table>

This policy was last reviewed by School Council in: 2015
**POLICY: CAMPS AND EXCURSIONS**

<table>
<thead>
<tr>
<th>People</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Factors that impact on the activity e.g. Weather, terrain, water</td>
<td></td>
</tr>
</tbody>
</table>

**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 DISPlan.

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

10. **Camp Insurance**

A member of staff need to SIGHT a copy of the Camp’s Insurance Policy and note details below for School Council.
POLICY: CAMPS AND EXCURSIONS

<table>
<thead>
<tr>
<th>INSURANCE COMPANY</th>
<th>POLICY NO.</th>
<th>TYPE OF INSURANCE</th>
<th>LIMIT OF COVER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

11. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

(i) Notify the Region on a “Notification of School Activity” form kept by the Principal or online.
(ii) Ensure students/parents receive 4 sheets:
   (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
   (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
   (c) Confidential medical report for School camps.
   (d) List of clothing/bedding/safety gear required.
(iii) Provide a list of students, staff and a daily program to the Principal.
(iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
(v) The first aid kit must be taken on all camps.
(vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
(vii) The Principal must be informed of any change of planned activities/itinerary.
POLICY: CAMPS & EXCURSIONS

Appendix A

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:

- overnight 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.

This policy was last reviewed by School Council in: 2015
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In addition to any teachers employed by the DEECD 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

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
- medical information, precautions and First Aid kit

Appendix B

This policy was last reviewed by School Council in: 2015
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 DEECD database using the online notification form available at:


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

Appendix C

Pupil / Teacher Ratios
### POLICY: CAMPS & EXCURSIONS

#### Abseiling and Rock Climbing
- **1:1** Rock Face
- **1:10** Others
- **2** Experienced Staff

#### Ropes Course
- **1:12** 3 students to any one element, 1 participating, 2 spotting
- **NOTE:** No student on any element unless supervised

#### Bass Camping
- **1:10** Residential; canvas
- **1:15** Study: residential

#### Scuba Diving
- **1:8** Pool training
- **1:4** Diving, 2 buddy systems
- **NOTE:** 2 qualified staff

#### Board Sailing
- **1:3** Beginners
- **1:5** Novice; intermediate; advanced
- **2** Experienced sailors

#### Shooting
- **1:1** New or inexperienced
- **1:5** On the track or mound
- **1:15** Observers or waiting

#### Boats, Small Sailing - (Dinghies, Catamarans)
- **1:8** Enclosed Waters
- **1:6** Open Waters
- **1:4** Open Waters, Adverse

#### Snow Activities
- **1:8** Alpine, Nordic – overnight
- **1:10** Alpine, Nordic – day
- **1:10** Non-skiing

#### Bushwalking
- **1:5** Overnight
- **1:10** Day

#### Canoeing
- **1:6**
- **2** Staff members

#### Surf Activities
- **1:10** Beach
- **1:8** Surf
- **NOTE:** 1 teacher/instructor in water and **NOTE** 1 teacher/instructor on beach

#### Cycling
- **1:10**

#### Swimming
- **1:20** Enclosed pools
- **1:10** Open water

#### Horse Riding
- **1:1** Basics
- **1:5** Beginners
- **1:8** Semi-experienced

- **Riding School**
  - **1** Experienced teacher with instructor
  - **2** Experienced teachers if no instructor or group exceeds 10

#### Water Skiing
- **1:20** Shore
- **1** Student on two at any one time; if highly experienced two may be taken together
- **2** People in boat – driver and observer; one must be staff member

#### Orienteering
- **1:10** Bush

---

This policy was last reviewed by School Council in: **2015**