

Offsite Activities & Complying with the Student Activity Locator (SAL)

Excursions

Excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion or school sports)
- undertake adventure activities, regardless of whether or not they occur outside the school grounds

Camps

Camps are excursions involving at least 1 night's accommodation (including school sleep-overs on school grounds). There are 2 different classifications of camps:

- Base camps are camps that are undertaken at accredited residential camp sites or camping under shelters such as tents. Camping as an adventure activity has its own specific guidelines.
- Study camps are camps that often involve VCE students. There is a focus on study skills, team building, communication, time management and wellbeing.

Adventure activities

Adventure activities are activities that involve greater than normal risk — there are additional mandatory guidelines associated with these activities.

Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve adventure activities.

Note: workplace learning and intercampus travel are not considered school excursions.

Staff must enter the excursion details into the [Student Activity Locator](#) on CEVN (login required) **at least 3 weeks prior to the excursion date.**

Principals should ensure that all staff coordinating excursions are aware of the Student Activity Locator and the obligation to correctly complete the on-line form, including all required details.

Principals must ensure all overseas tours are registered with the Department of Foreign Affairs and Trade using the link above.

SAL access

School principals have automatic access to the SAL. Access by other school staff is restricted to those granted access to the Student Activity Locator item via the principal's MyStaff page.