



Topic: SCHOOL CAMPS AND EXCURSIONS

Policy No: B4

Policy Area: EDUCATION

Originally Released: 2009

Date for Review and Reformatting: 2014

Date for Review: 2015

Principal: MRS KERRIE MERRITT

1. RATIONALE

1.1 At Assumption Catholic Primary School, excursions and camps play a major role in enhancing authentic lifelong learning programmes organised by the school. They are an integral part of our education programme. They provide opportunities for both the educational and faith development of our students and reflect Catholic principles and values.

1.2 The Church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith. These aims underpin every activity of the Catholic school's life and curriculum (Mandate letter, 11-17).¹

2. DEFINITION

2.1 'School camps and excursions' are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In special circumstances, a camp or excursion could take place at a school campus. 'Camps' would normally involve an overnight stay whereas 'excursions' would normally involve single-day trips.

2.2 'Educational program' shall be as defined by the School Education Act (1999) Clause 4 Definitions, 'educational program'.

2.3 'Integral' to the educational program shall mean a component that is compulsory for all students (e.g. a class/year level Retreat).

2.4 'Incidental' to the educational program shall mean a component that is optional for students (A voluntary overseas excursion).

3. SCOPE

This policy applies to all Catholic schools in Western Australia.

4. PRINCIPLES

4.1 School camps and excursions are part of the educational program offered by the school.

4.2 The Principal shall ensure that maximum emphasis is placed on the safety and wellbeing of all the participants. Child Protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.

4.3 School camps and excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion. Pastoral care systems shall be in place to support the needs of all students.

4.4 A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.

4.5 The Principal, in planning school camps and excursions, shall consider the needs of students and their families.

4.6 Behaviour Management, Bullying and Harassment, Child Protection and other school policies and processes shall continue to be applicable. Appropriate modifications shall be made to the consequences for unacceptable behaviour and staff, students and families shall be advised of these prior to the camp or excursion.

4.7 The Principal shall consider the financial burden on families of sending students to camps or excursions. Provision shall be made by the school so that no student is prevented from attending camps or excursions that are an integral part of the educational program, on financial grounds.

4.8 Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.

5. PROCEDURES

5.1 Each school shall have its own camp and excursion policy that is compatible with this policy statement. The school policy shall also make reference to and comply with the *School Camps and Excursions – Guidelines for Catholic Schools*.

5.2 The Principal shall approve all school camps and excursions.

5.3 Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken.

Note: It is recognised that boarding schools have different operational requirements when notifying parents of camps and excursions.

5.4 School camps and excursions form part of a school's curriculum program and therefore shall normally be attended by students. Where parents have any issues regarding the attendance of their child/children on school camps or excursions these issues shall be discussed with the Principal or the

Principal's delegate. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps.

5.5 Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.

5.6 Planning for school camps and excursions shall be in accordance with the School Camps and Excursions – Guidelines for Catholic Schools and cover:

- the medical requirements of participants
- the student to adult ratio
- the medical kit required and the first aid qualifications of staff in attendance
- the duty of care of staff, including a ban on intoxicating substances
- appropriate CrimTrac 100 Point Check Police Clearance for supervisors and volunteers
- insurance cover
- transport arrangements, including drivers' licences

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5.7 At the conclusion of the camp a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:

- the adequacy of the camp site
- recommendations for the future use of the camp site
- the overall management of the camp
- any injuries that occurred
- the achievement or otherwise of the objectives of the camp
- other camps information relating to specific incidents on the camp
- any other information which may assist in the planning of future

5.8 When during the course of an excursion a student suffered an injury or experienced ill health or where an incident related to student discipline, safety, or any serious consequence occurred; a report shall be submitted to the Principal by the teacher in charge of the excursion.

6. REVIEW HISTORY

Year of Review	Reviewed by	Amendments/Review
2009	School staff	reviewed
2014	School administration team	reformatted

7. NEXT REVIEW

Year	Responsibility
2015	School administration team

ASSUMPTION CATHOLIC PRIMARY SCHOOL – GUIDELINES FOR CAMP AND EXCURSION

We see that school camps/excursions will:

- ✿ Enrich the curriculum through a broad range of educational and faith opportunities.
- ✿ Develop an appreciation, awareness and concern for the environment.
- ✿ Enable children to develop responsibility, leadership skills and independent living sk
- ✿ Foster student/teacher relationships.
- ✿ Provide opportunities for social skills development.
- ✿ Enable children to develop responsibility, leadership skills and independent living skills. (being ready and organised and being on time.)
- ✿ Develop knowledge and skills in relations to life for later use whether for work, sport or survival.
- ✿ Provide a variety of experiences, which may not be available locally or in the surrounding district.

Associated with the rights of students to attend camps are some responsibilities. These include:

- ✿ Having a safe caring attitude towards themselves and others.
- ✿ Demonstrating responsibility for their behaviour.
- ✿ Showing social skills that protect individual rights.

GUIDELINES FOR IMPLEMENTATION

1. Formal notice of class excursion proforma must be given to the principal for approval 4 weeks prior to the planned event and a copy placed in an excursion / camp folder. Notice for camps is one year ahead.
(See Appendix A)
2. Excursions and or camps must be planned and if necessary, teachers should make a preliminary tour. (e.g. determine specific risks of the site) Students must be adequately prepared before the excursion; including assignment requirements and a follow up should occur. Where necessary, children must be informed of rules or guidelines to ensure their safety.
3. Bookings should be made one year prior to the date requested. Once a booking has been made, deposit must be forwarded to the camp providers within 10 days of booking. Should no written receipt/communication be received, a follow -up phone call must be made to ensure booking has been secured.
4. Teachers are to consult the Schools Camps and Excursions File – Guidelines for Catholic Schools in the planning of Camps/Excursions.
5. Parents will be informed in writing of the:
 - ✿ Purpose of excursion or camp
 - ✿ Excursions/activities while on camp. Book these and confirm prices.(See Appendix H)
 - ✿ Cost (See Appendix F)
 - ✿ Location
 - ✿ Dates and times of departures and return
 - ✿ Timetable
 - ✿ Emergency contact telephone number

- Materials required
 - Suitable attire for the participants (See Appendix I).
 - Of the medical needs of students and written permission obtained for the administration of medication
6. Students shall not be allowed to attend a school excursion unless written permission is granted by the parent/guardian (See Appendix D).
 7. Where a student does not attend a school camp or excursion they shall attend school. The classroom teacher shall provide a program of work for those children.
 8. The organising teacher must know each child's individual medical needs and conditions (See Appendix D).
 9. Excursion/camp file of children with severe medical conditions must be taken (See Appendix C).
 10. Emergency contact number list to be on the inside cover of the excursion file and an emergency plan developed (See Appendix B).
 11. Teachers are to determine appropriate teacher/student ratios according to the Risk Management ratios.
 12. All adults attending camp must be given a thorough prior briefing on:-
 - Safety and rules
 - Acceptable and unacceptable behaviour
 - Purpose of camp and expected outcomes
 - Basic expectations for parent helpers.
 13. Adults who attend overnight excursions (e.g. camps) are to undergo a police check – the cost of which would be paid by the school.
 14. All adults attending a camp are to complete a medical form. This will be kept with the students' forms. Where both male and female students are involved, a male and female adult must accompany the group.
 15. Class checklist must be taken and checked off before and after each appropriate activity.
 16. Children should travel together under supervision of the class teacher. Special permission should be sort for children travelling by other modes of transport. Eg parent's cars (See Car Pooling Procedure – Appendix G).
 17. At the conclusion of the camp/excursion a report shall be submitted by the camp supervisor to the Principal (See Appendix E). The report shall cover:
 - The adequacy of the camp site
 - Recommendations for the future use of the camp site
 - The overall management of the camp
 - Any injuries that occurred
 - The achievement or otherwise of the objectives of the camp
 - Other information relating to specific incidents on the camp
 - Any other information, which may assist in the planning of future camps.

AQUATIC EXCURSIONS

Teachers are to be familiar with the requirements as outlined in the “**School camps and Excursions: Guidelines for Catholic Schools**” file located in the Assistant Principal’s office before any excursion is undertaken. Reference should be made to the specific sections of the file matching the activities to be undertaken.

The principal will have the final discretion on decisions in this area.

Children are to be made aware of water safety signals:

- 3 whistle signals to leave the water,
- A raised closed fist when in trouble
- A single whistle blow indicating stop, look and listen.

Child supervision and type of aquatic activities need to match the children’s swimming skill level and age of the children.

Children must be marked off a class list prior to entry and after exiting the water.

The adult /student ratios are as in the Risk Management section of the policy.

QUALIFICATIONS

The following qualifications are the minimum requirement for water activities:

- A current Royal Lifesaving Society “Bronze Medallion”
- A current Surf Life Saving “Surf rescue Certificate”

RISK MANAGEMENT

The teacher who is responsible for the camp is to obtain and assess the Risk Management Plan provided by the camp provider.

The student/adult ratio for the school excursion shall be determined according to the Camps and Excursion Guidelines:

- Open water situations, such as beaches and dams = 1:8
- Competitive swimming = 1:32
- Swimming and water safety instructions = 1:16
- Primary swimming lessons = 1:6
- Outdoor physical activities = 1:12
- School excursions = 1:12

The above student/adult ratios are maximum limits. Other factors to consider are:

- The age of the student
- Gender balance
- Location of the excursion/camp

MAJOR EMERGENCIES

- Assemble all children immediately in a safe area and complete a roll call.
- Contact emergency services
- Ring school and advise the Principal of the situation and provide all necessary information.

- See also Appendix C Medical Conditions and Emergency Plan

MEDICAL

A first aid kit and a mobile telephone must be taken on excursions and camp especially where phones are not readily available.

In the event of sickness or accident requiring medical attention:

- Proper medical attention must be sort;
- The school shall be advised of the situation and action taken;
- The parents shall be notified of the illness or accident.
- A written report will be completed by the teacher and or helpers involved.

First aid kits are to be checked and upgraded after each excursion, where necessary.

EQUIPMENT NEEDED

- Whistle
- First aid box (this must be maintained and stocked prior to excursion)
- Mobile phone
- Excursion file
- Sunscreen
- Drink container