



Topic: SCHOOL CAMPS AND EXCURSIONS

Policy No: B4

Policy Area: EDUCATION

Originally Released: 2009

Review: 2021

Principal: MRS KERRIE MERRITT

1. RATIONALE

To contribute to students' Christian development, the starting point for all curriculum decisions will be the students themselves and their individual needs. Education that seeks to promote integrated personal development relates curriculum content to students' real life situations (Mandate, 66).

School camps and excursions are opportunities for students to experience learning outside of their normal school environment.

2. DEFINITION

An *excursion* is any learning activity organised by the school, which is conducted away from the school premises for educational purposes. For the purposes of this policy statement, excursions include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study tours, including immersion programs. There are two types of excursion:

1. Compulsory excursions are considered integral to the educational program (e.g. a class/year retreat, a subject specific requirement).
2. Optional excursions are considered complementary to the educational program (e.g. an overseas language study tour).

Student includes all students, including children and young people and children enrolled in early learning and care services.

Participants includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion. Parents includes parents or guardians or carers.

Duty of care refers to the duty imposed by law on a principal to identify reasonable, foreseeable risks of harm in the context of each particular excursion and to take reasonable steps to prevent such harm. The principal's duty of care cannot be delegated to third parties

3. SCOPE

This policy applies to all Catholic schools in Western Australia, including Assumption Catholic Primary school.

4. PRINCIPLES

4.1 The principal, in discharging their duty of care, shall ensure that the highest emphasis is placed on the safety and well being of all participants in school excursions.

4.2 The principal shall ensure that, as appropriate, school excursions are part of the educational program.

4.3 School excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all participants for the duration of the excursion. All relevant legal requirements, school policies and processes shall continue to be applicable.

4.4 Staff and volunteers on excursions shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the CECWA Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.

4.5 The principal, in planning school excursions, shall make provision for the individual needs of students and their families and ensure that pastoral care systems are in place to support the needs of all students.

4.6 The principal shall consider the financial implication on families of conducting compulsory excursions.

4.7 Provision shall be made by the school so that no student is prevented from attending a compulsory excursion on financial grounds.

4.8 Staff shall ensure that prayer/liturgical experiences are integrated into the excursion program.

5. PROCEDURES

5.1 Each school shall have its own school excursions policy that is compatible with this policy statement. The school policy shall also make reference to and shall be in accordance with the Catholic Education Western Australia publication School Excursions – Guidelines for Catholic Schools.

5.2 In order to discharge their duty of care, the principal shall ensure that appropriate planning, hazard identification and risk assessment has been completed prior to approving any school excursion.

5.3 Students shall not be allowed to attend a school excursion unless written permission is granted by the parent. An excursion note shall be sent prior to every excursion or series of

similar excursions and shall outline details such as the method of transport, timing and the activities to be undertaken. Note: It is recognised that boarding schools have different operational requirements when notifying parents of excursions.

5.4 Compulsory school excursions shall normally be attended by all students. Where parents have specific concerns regarding the attendance of their child/children on a school excursion these issues shall be discussed with the principal or the principal's delegate.

- 5.5 Where a student does not attend a compulsory school excursion the school shall provide an alternative educational program. 5.6 Planning for school excursions shall be in accordance with the School Excursions – Guidelines for Catholic Schools and will take into consideration:
 - the educational purpose of the excursion
 - the participating students' capacity to undertake the excursion, including the medical and other requirements of participants and students with special needs.
 - assessment of the venue or site for the excursion consideration of relevant previous written excursion and incident reports
 - the supervisory team attending the excursion, including an appropriate the student to adult ratio
 - supervision strategies discussed and agreed upon with the participants
 - the medical kit required and the appropriate first aid qualifications of staff in attendance
 - the responsibilities of staff and participants
 - appropriate CrimTrac 100 Point Check Police Clearance and Working with Children Card for supervisors and volunteers
 - insurance cover
 - transport arrangements, including drivers' licences
 - preparation of students, including advice on developmentally appropriate, personal safety strategies.

5.7 At the conclusion of any overnight excursion a written report shall be submitted by the teacher in charge to the Principal.

The report shall cover:

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

5.8 When during the course of an excursion:

- a participant suffered an injury; or
- experienced ill health; or
- where an incident related to discipline, safety, or any serious consequence occurred; a report shall be submitted to the principal by the teacher in charge of the excursion.

5.9 If an event occurs in the course of a school excursion, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards, the procedures

outlined in CECWA Crisis Management Planning in Catholic Schools policy shall be adhered to.

- Refer to Crisis Management Planning in Catholic Schools Policy 2- D2

6. References

- Bishops of Western Australia, Bishops Mandate for the Catholic Education Commission of Western Australia: 2009 – 2015
- Catholic Education Office of Western Australia publication School Excursions – Guidelines for Catholic Schools.
- Department of Education Services web-site Critical Incidents in non-government schools at
- http://www.des.wa.gov.au/schooleducation/nongovernmentschools/infongs/critical_incidents/Pages/default.aspx
- CECWA Crisis Management Planning in Catholic Schools policy

7. Related Documents

- CECWA Catholic School Retreats policy
- CECWA Occupational Safety and Health in Schools policy
- CECWA Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff) policy
- CECWA Child Protection policy

8. REVIEW HISTORY

Year of Review	Reviewed by	Amendments/Review
2009	School staff	reviewed
2014	School administration team	reformatted
2018	Leadership Team	reviewed

Next review	Responsibility
2021	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 sought;
- 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