



SCHOOL CAMPS AND EXCURSIONS POLICY

First Written	2006
Reviewed	2009 2018
Due for Review	2021

1. RATIONALE

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)

St Joseph's School believes camps and excursions are an integral part of the educational program, closely linked to the school curriculum, reflecting authentic Catholic principles and values.

2. DEFINITIONS

"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.

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

3. PRINCIPLES

- 3.1 School camps and excursions shall be designed to enhance the educational program offered by the school.
- 3.2 Staff shall ensure that maximum emphasis is placed on the safety and well-being of all the participants.
- 3.3 The staff, in planning school camps and excursions, shall consider the needs of both students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds.
- 3.4 The staff shall consider the financial burden on families of sending students to camps and excursions.
- 3.5 Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds or because of a particular special need.
- 3.6 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.
- 3.7 That school camps and excursions shall be designed to enhance the educational program offered by the school.

- 3.8 A duty of care exists at all times, as a teacher-student relationship exists throughout the camp or excursion.
- 3.9 Staff shall ensure that appropriate prayer and liturgical experiences form an integral part of the camp or excursion program.
- 3.10 The school's camp policy is compatible with the *School Camps and Excursions - Guidelines for Catholic Schools*.

4. PROCEDURES

- 4.1 The Principal shall approve all school camps and excursions.
- 4.2 Students shall not be allowed to attend a school camp or excursion unless permission is granted by the parent(s)/guardian(s). The permission note shall outline details, such as the method of transport, activities to be undertaken and how these activities contribute to student learning.
- 4.3 School camps and excursions form part of the school's curriculum program and therefore are to be attended by all students. Where parent(s)/guardian(s) have any issues regarding the attendance of their child on camps or excursions these issues be discussed with the Principal. Care shall be taken to protect the right of parent(s)/guardian(s) to decide whether or not to send their child to school camps. Where a student does not attend a camp or excursion, the school will provide an alternative educational program for that student.
- 4.4 Emergency management plans shall be considered prior to the camp or excursion, in accordance with *School Camps and Excursions – Guidelines for Catholic Schools*.
- 4.5 Consideration is given to the medical requirements of students participating on camps and excursions. When a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the camp or excursion organiser to determine the medical needs of those students attending the camp.

This information should include:

- Any known medical conditions
- Any medication which is required
- Any allergies
- Any medical condition which may prevent a student from participating in a particular activity
- Dietary needs

Specific written instruction will be obtained from parent(s)/guardian(s) for the administration of medicine.

- 4.6 In determining the student/adult ratio for school camps and excursions the following factors are to be considered:
- The types of activities
 - The location of the school camp/excursion
 - The age of the student
 - The facilities
 - Gender balance for the supervision of male and female students
 - Dormitory arrangements in a co-ed setting
 - If near water, appropriate life-saving certificates will be required, in accordance with CEWA policy
- 4.7 Teachers organising a camp or excursion must complete a Camp/Excursion Planning Form (Appendix 1), outlining all relevant details and risks involved with the camp/excursion. This form should be presented to the Principal. Following this, the teacher should ensure that an information/permission note relating to the camp/excursion is sent home at least two weeks prior to the excursion.
- 4.8 A medical kit, appropriate to the activities and location of the camp, shall be kept within close proximity at all times. At least one adult attending camp shall have a recognised and current First Aid qualification.
- 4.9 Staff shall take with them on the camp/excursion:
- details of student medical and other needs
 - medical supplies/first aid kit
 - emergency contact details for all students
 - school mobile phone
 - sunscreen and hats where appropriate
 - adequate food and water to ensure the well-being of students
- 4.8 While on camp or excursion, duty of care responsibilities exist at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp.
- 4.9 The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the camp/excursion.
- 4.10 Students shall be transported to and from camps/excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
- 4.11 The Principal shall ensure that drivers have a current and appropriate driver's licence and are persons who act responsibly and give due regard to the safety and well-being of the students.
- 4.12 At the conclusion of camp, a detailed evaluation (Appendix 2) is submitted by the camp supervisor to the Principal. The evaluation shall cover:
- The adequacy of the campsite.
 - 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 the specific incidents on the camp.
 - Any other information that may assist in the planning of future camps.

- 4.13 When an excursion was strenuous or when during the course of an excursion a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report (Special Incident Report – Appendix 3) shall be submitted to the Principal by the teacher in charge of the excursion.
- 4.14 All volunteers who stay overnight are required to have a Working With Children (WWC) screening check.

5 RELATED DOCUMENTS

Code of Conduct

Crisis Management Plan

CECWA policy statements:

2-B4 School Excursions

APPENDIX 1- Camp/Excursion Planning Form



CAMP/EXCURSION PLANNING FORM

Venue/Location of Camp/Excursion	
Date/s of Camp/Excursion	
Class/es Attending Camp/Excursion	
Educational Goals of the Camp/Excursion	
Adults Attending Camp/Excursion	
Itinerary (times of departure/arrival of school and excursion venue)	
Overnight Accomodation (if overnight accommodation required, provide details of venue and suitability of venue)	
Non-Participants (are there any students not participating in the excursion. Provide reasons and details of an alternative program for the student/s)	
Transport Details	
Costs Involved	

RISK MANAGEMENT

Outline any significant risks associated with this Camp/Excursion and the measures that can be taken to minimise risk.

Description of Risk	Strategies to Minimise Risk

Permission/Information Note

Once camp/excursion is approved by Principal, ensure an information/permission note is sent home at least two weeks prior to the date of the camp/excursion. This note must be approved by the Principal before sending home.

APPROVAL:

Principal Signature: _____

Date: _____

APPENDIX 2- Camp Evaluation Form



CAMP EVALUATION FORM

DATE OF CAMP: _____

LOCATION OF CAMP: _____

CLASS/ES: _____

ADULTS ATTENDING: _____

Adequacy of the camp site:

Recommendations for future use of the camp site:

Comment on overall management of the camp:

Description of 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:

Completed by: _____

Signature: _____

Date: _____

APPENDIX 3- Camp/Excursion Special Incident Report Form



**CAMP/EXCURSION
SPECIAL INCIDENT REPORT**

Date of incident	
Time of incident	
Recorded by:	
What happened?	
Who was involved?	
Where?	
When?	
Who is reporting?	
Who witnessed the event?	
Who knows about the incident?	
Have emergency services been contacted?	
Are there police officers on the scene? Name of attending officer.	
What is known on extent of ill health, injuries or deaths?	
Have any other actions been taken?	
Have parents been contacted?	

Signature: _____

Date: _____