



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

Excursion and Camp Policy

VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

Art Lombardi

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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) School camps and excursions are conducted as either an integral or an incidental part of the educational program of the school.

RATIONALE

Where school camps and excursions are conducted they shall be an integral part of the educational program of the school and shall overall reflect authentic Catholic principles and values. They should be planned using the 'School Camps and Excursions: Guidelines for Catholic Schools (2006)' file.

School camps and excursions are defined as activities organized by the school, as part of the curriculum, for which students are required to work offsite. In special circumstances, a camp or excursion could take place on the school campus.

The camp and excursion policy needs to be read in conjunction with the following school policies:

- **Asthma Policy**
 - **Anaphylaxis Policy**
 - **Allergy Policy**
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PRINCIPLES

1. School camps and excursions are part of the educational program offered by the school.
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.
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. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.

5. The Principal, in planning school camps and excursions, shall consider the needs of students and their families.
6. Child Protection Laws, Behaviour Management 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.
7. A fee will be given as part of the annual fees for each student. This fee will cover the costs of incursions and excursions throughout the year.
8. 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.
9. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
10. On interstate or overseas excursions, staff shall be apprised of and shall follow any local mandatory reporting requirements in relation to Child Protection.

PROCEDURES

1. The Principal shall approve all school camps and excursions.
2. The organising staff member must complete a 'Risk Management Plan' for incursions and excursions.
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. The permission form should also indicate the school has the right to call a doctor/ambulance to treat an injured student and the parent/guardian meets the cost of treatment.
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. Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.
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
 - i. Medical action plans are required for those students with Asthma, Anaphylaxis, Allergies and other medical conditions.
 - the student to adult ratio:
 - i. Special consideration shall be given where water activities are part of the camp or excursion. Refer to "School Camps and Excursions Guidelines For Catholic Schools." The recommended accredited teacher/assisting adult/instructor: (i.e. a person having either a Bronze Medallion or Surf Rescue Certificate) student ratio for particular aquatic environments are:
 - Open Water environment (seaside venue, flowing river, beach/surf venues): Up to 1:8 (At least one supervisor must have a Bronze Medallion)
 - Swimming lessons 1:16
 - Swimming Carnivals – Up to 1:32
 - Excursions/Camp – Up to 1:12
 - 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 Working with Children Check for supervisors and volunteers, required if staying overnight
 - insurance cover
 - transport arrangements, including drivers' licences:
 - i. Students shall be transported to and from camps and excursions in a safe and proper manner, whatever the mode of transport.
 - ii. All vehicles used to transport students to and from a camp or excursion shall be in a road worthy condition. The Principal will ensure that the drivers of any vehicles have a current and appropriate licence.
7. 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.

7. Teacher in charge must have Camp Excursion Management Plan and complete a post review of the camp.

EMERGENCIES

The teacher in charge of the group should devise a suitable emergency procedure that will ensure access to emergency support without compromising the duty of care to the group or a casualty. The teacher in charge must provide copies of an emergency response plan, including a communication strategy to the Principal with copies given to other supervising adults involved in the excursion. On excursions, staff are permitted to use mobile phones to communicate an emergency situation to the Principal.