

# Yidarra Catholic Primary School



## SCHOOL CAMPS AND EXCURSION POLICY STATEMENT

### ***RATIONALE***

*Where school camps and excursions are conducted they shall be undertaken as an integral part of the educational program of Yidarra Catholic Primary School and shall overall reflect authentic Catholic principles and values.*

*“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 on the school grounds.*

At Yidarra Catholic Primary School

- School camps and excursions shall be designed to enhance the educational program offered by Yidarra Catholic Primary School.
- The Principal shall ensure that maximum emphasis is placed on the safety and wellbeing of all participants.
- 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.
- A duty of care exists at all times as a teacher-student relationship exists throughout the camp or excursion.
- Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.

### ***PROCEDURES FOR SCHOOL CAMPS***

- The Principal shall approve all school camps.
- Camp coordinator/s are to complete and submit a Pre-Camp form to the Principal at least two school terms prior to attending the camp.
- Students shall not be allowed to attend a school camp unless written permission is granted by a parent or guardian. The permission note shall outline details such as the method of transport and the activities to be undertaken.

- The school shall make provision so that no student is prevented from attending camps on financial grounds.
- School camps form part of Yidarra's curriculum program and therefore are to be attended by students. Where parents or guardians have any issues regarding the attendance of their child/children on school camps these issues shall be discussed with the Principal. Care will be taken to protect the right of parents or guardians to decide whether or not to send their children to school camps. Where a student does not attend a school camp the school shall provide an alternative educational program at school.
- It is compulsory that school camp programs show evidence of the inclusion of Prayer or Liturgical experiences.
- As part of the planning for a camp an **emergency plan** shall be put into place and copies given to the Principal and other supervising adults on camp. Emergency plans shall be determined in accordance with the *School Camps and Excursions-Guidelines for Catholic Schools (Overview pg 6 pt 1.8, 1.9 & 1.10)*. Plans shall include evidence of ready access to a car at the campsite.
- **Risk Management** is a process of identifying the potential risks a particular activity presents to students and supervising adults. Identified risks will be analysed along with a context for the development of appropriate counter-measures, which will either eliminate the risks or control the risks to an acceptable level.
- Consideration will be given to medical requirements of students participating on camps. Where a camp 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 organiser to determine the medical needs of the students who are to attend the camp.

This shall include information such as:

- 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 shall be obtained from parents or guardians for the administration of medication. Medical forms are housed in Administration.

- Prior to camps that involve aquatic activities, teachers will assess the swimming ability of each student. This will be made as close to the commencement of the camp as possible.
- Provision should be made for safe participation for all students, particularly with regard to the students' swimming ability (*refer to School Camps and Excursions-Guidelines for Catholic Schools; Overview p 3*).

- At least one teacher/assisting adult/instructor supervising aquatic activities will hold current standing in one of the following accreditations:
  - The Royal Life Saving Society – Bronze Medallion; and /or
  - The Surf Life Saving – Surf Rescue Certificate
- Prior to camp, the Principal will view documentation from adult/instructor/teacher proving his/her accreditation status.
- Recommended teacher:student ratios for particular aquatic activities are:
  - In-term swimming lessons up to 1:16;
  - School camps up to 1:8
- Recommended teacher:student ratios for school camps where no water activities are involved:
  - 1:10
- A medical kit and mobile phone shall be kept within close proximity at all times. At least one adult attending the school camp shall have a recognised and current First Aid qualification.
- Assisting adults/instructors have a responsibility for the care and welfare of students on a camp while under the direction of teaching staff.
- While on camp, 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.
- Students shall be transported to and from camps in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
- The Principal shall ensure that the drivers of any vehicle are persons who act responsibly and give due regard to the safety and wellbeing of the students.
- All drivers shall have a current and appropriate driver's licence.
- Within two weeks from the conclusion of the camp, a written evaluation of the camp shall be submitted to the Principal by the camp coordinator(s).

**It is compulsory that before camp planning is commenced, all camp coordinators read and become familiar with the *School Camps and Excursions – Guidelines for Catholic Schools*. This file is kept in the Principal's office.**

## ***PROCEDURES FOR SCHOOL EXCURSIONS***

- An excursion proposal form is to be completed and submitted to the Principal at least two weeks prior to the proposed excursion.
- The Principal shall approve all school excursions.
- If the excursion requires a bus as the mode of transport, the teacher will make and confirm this booking **once the Principal has approved the excursion.**
- Students shall be transported to and from excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
- The Principal shall ensure that the drivers of any vehicle are persons who act responsibly and give due regard to the safety and wellbeing of the students.
- All drivers shall have a current and appropriate driver's licence.
- Students shall not be allowed to attend a school excursion unless written permission is obtained from a parent or guardian. The permission note shall outline details such as date and time, destination, mode of transport and the activities to be undertaken.
- The school shall make provision so that no student is prevented from attending excursions on financial grounds.
- School excursions form part of Yidarra's curriculum program and therefore are to be attended by students. Where parents or guardians have any issues regarding the attendance of their child/children on school excursions these issues shall be discussed with the Principal. Care will be taken to protect the right of parents or guardians to decide whether or not to send their children on school excursions. Where a student does not attend an excursion the school shall provide an alternative educational program at school.
- Consideration will be given to medical requirements of students participating in excursions. Where an 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 excursion organiser to determine the medical needs of the students who are to attend the excursion.

This shall include information such as:

- 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 shall be obtained from parents or guardians for the administration of medication. Medical forms, permission and excursion proposal forms are housed in Administration.

- Where an excursion is likely to be strenuous or where participation could affect the medical condition of students, at least one adult attending the excursion shall have a recognised and current First Aid qualification.
- No excursion involving water activities will be approved.
- Recommended teacher:student ratios for excursions where no water activities are involved:
  - 1:10
  - Various locations may have their own adult:student supervision requirements.
- A medical kit and mobile phone shall be kept within close proximity at all times.
- Assisting adults/instructors have a responsibility for the care and welfare of students on an excursion while under the direction of teaching staff.
- **Risk Management** is a process of identifying the potential risks a particular activity presents to students and supervising adults. Identified risks will be analysed along with a context for the development of appropriate counter-measures, which will either eliminate the risks or control the risks to an acceptable level.

The emphasis will be on thorough risk management planning (site-specific and activity specific) before approving and conducting the activity. All activities carry different levels of risk. The level of risk will change as any of the elements of the activity change; that means change to the environment, equipment, student ability, or teacher capacity etc.

- Where 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 shall be submitted to the Principal by the teacher in charge of the excursion.
- While on an 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 excursion.

**It is compulsory that before excursion planning is commenced, all teachers read and become familiar with the *School Camps and Excursions – Guidelines for Catholic Schools*. This file is kept in the Principal's office.**