



## SCHOOL CAMPS AND EXCURSIONS POLICY

VERSION 3

### 1 RATIONALE

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

“School Camps and Excursions” are defined as activities conducted generally away from the school campus for educational and/or religious purposes. In special circumstances, a camp or excursion could take place on school grounds.

### 2 PRINCIPLES

- 2.1 School camps and excursions are part of the educational program offered by the school.
- 2.2 Maximum emphasis is placed on the safety and well-being of all the participants. Students will be advised of developmentally appropriate, personal safety strategies.
- 2.3 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.
- 2.4 A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
- 2.5 The Principal, in planning school camps and excursions, shall consider the needs of students and their families.
- 2.6 Behaviour Management, Bullying and Harassment 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.
- 2.7 The Principal shall consider the financial implications for 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, which are an integral part of the educational programme, on financial grounds.
- 2.8 Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion programme.

### 3 PROCEDURES

- 3.1 The Principal shall approve all school camps and excursions.
- 3.2 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 including the method of transport and the activities to be undertaken.
- 3.3 The school shall make provision so that no student is prevented from attending camps or excursions on financial grounds.
- 3.4 School camps and excursions form part of a school's curriculum program and therefore are to 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. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps.
- 3.5 Where a student does not attend a school camp or excursion the school shall provide an alternative educational programme.
- 3.6 Consideration shall be given to medical requirements of students participating on camps and excursions. Where 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 the students who are to attend the camp or excursion. This shall include the following information:
  - Any known medical condition.
  - Any medication that is required.
  - Any allergies
  - Any medical condition that may prevent a student from participating in a particular activity.
  - Dietary needs.

Specific written instruction shall be obtained from parents for the administration of medication.

- 3.7 The student ratio for camps and excursions at St Columba's School should be at least that recommended by the Catholic Education Office guidelines. These will vary according to the activity being undertaken.
- 3.8 A medical kit, appropriate to the activities and/or location of the camp or excursion, shall be kept within close proximity at all times. At least one adult attending the camp shall have a recognised and current First Aid qualification.
- 3.9 While on camp or 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 camp or excursion.
- 3.10 The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.
- 3.11 Adults attending a camp will be required to provide a working with children check.
- 3.12 Students shall be transported to and from camps and on excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.

- 3.13 The Principal shall ensure that drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of the students.
- 3.14 All drivers shall have a current and appropriate driver's licence.
- 3.15 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.

#### 4 REFERENCES

This Policy has been developed in line with the Catholic Education Office of WA policy titled 'School Camps and Excursions – Guidelines for Catholic Schools' (file)