



## EXCURSIONS AND CAMPS POLICY

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### RATIONAL

*School camps and excursions are conducted as an integral part of our educational program and 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 campus.*

### PRINCIPLES

- School camps excursions and excursions are designed to be an enjoyable enhancement to the educational program offered by the school.
- Organising staff place emphasis on the educational outcomes desired and the safety and well-being of all the participants
- The needs of both students and the capacity their families to financially support camps and excursions is considered when the annual fee schedule is set as part of the Board budget. The annual cost of excursions and camps will be billed on the fee account. No student should be prevented from attending camps or excursions because of their family's financial situation.
- 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.
- Guidelines for planning and supervision are strictly observed. Parents' positive support of the staff initiative is needed.
- Due to the responsibility staff undertake in supervising students away from the school site, only students with acceptable behaviour patterns who have proven to be reliable and responsive can be included on excursions

The objectives of Liwara School camps are:

- To provide an opportunity for children to learn firsthand through experience of an environment that may differ from one with which they are familiar.
- To provide an opportunity for children to be more self-reliant and responsible by co-operating with one another within the spirit of community living.
- To provide an opportunity for children to enhance self-esteem and class spirit which aids class harmony and lifts general school performance.
- To provide educational experiences to achieve Learning Outcomes not possible in the classroom.

## PROCEDURES

Staff organising camps need to be familiar and comply with the *School Camps and Excursions – Guidelines for Catholic Schools*.

- All school camps and excursions must have the approval of the Principal through a signature of authorisation on the Excursion/incursion planning form. (attached)
- Staff planning excursions, incursions and camps must be sure the costs can be met within the budget set each year for each class.
- Students shall not be allowed to attend a school camp or excursion unless written permission is given by the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken.
- 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 must be discussed with the Principal. We respect the right of parents to make decisions about attendance at school camps but stress that camps provide crucial activities for the achievement of the Learning Outcomes of the WA Curriculum Framework.
- As part of the planning for a camp or excursion an emergency plan shall be put into place. Emergency plans shall be determined in accordance with the *School Camps and Excursions – Guidelines for Catholic Schools*.

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.

- Known Medication conditions e.g. asthma
- Medication that is required. - **Specific written instruction shall be obtained from parents for the administration of medication.**
- Allergies
- Medical conditions that may prevent a student from participating in a particular activity.
- Dietary needs.

In determining the student-adult ratio for school camps and excursions the following factors are to be considered:

- Types of activities;
- Location of the school camp or excursion;
- Age of the student;
- Camp or excursion facilities;
- Gender balance for the supervision of male and female students;
- Dormitory arrangements in a co-education setting.

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. 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 recognized and current First Aid qualification.

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. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.

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. Students travelling by bus must be accompanied by at least one supervising adult in addition to the driver.

Any drivers of vehicles are required to give assurance that they are persons who act responsibly and give due regard to the safety and well-being of the students and are currently hold the appropriate licence to drive that type of vehicle.

At the conclusion of the camp a detailed report must be submitted to the Principal by the camp supervisor. 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 objective of the camp;
- Other information relating to specific incidents on the camp;
- Any other information which may assist in the planning of future camps.

Parental help is sometimes required at camp for cooking, cleaning, lifesaving duties and general supervision. Parents who are willing to work hard are welcome. When more parents than are needed volunteer, then final selections will be made by the Principal and classroom teachers according to the skills of the parents and the needs of the student group. Parents who are assisting on camp are required to attend a meeting with the organising teachers prior to the camp. Assisting parents accept very responsible roles and respect school confidentiality and school procedures.

Any camp helpers will be required to observe appropriate confidentiality in regard to information obtained by them necessary to or in the course of fulfilling their duties as assistants, in keeping with the school's Privacy Policy.