



SCHOOL CAMP AND EXCURSIONS POLICY

Reviewed: 2017
Due for Review: 2020

RATIONALE

At St Jude's, excursions play a major role in enhancing learning programs organised by the school for which students are required to be away from the school. They are an integral part of our educational program. They provide opportunities for both the educational and faith development of our students and reflect Catholic principles and values. The students gain opportunities to experience life outside of the school in situations that they may not otherwise.

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'.
- 'Integral' to the educational program shall mean a component that is compulsory for all students (e.g. a class/year level Retreat).
- 'Incidental' to the educational program shall mean a component that is optional for students (A voluntary overseas excursion).

PRINCIPLES:

- School camps and excursions are part of the educational program offered by the school.
- The Principal shall ensure that maximum emphasis is placed on the safety and well being of all the participants. Child Protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
- 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.
- A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
- The Principal, in planning school camps and excursions, shall consider the needs of students and their families.
- behaviour Management, Bullying and Harassment, Child Protection 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.
- he 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.
- Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
- on interstate or overseas excursions, staff shall be apprised of and shall follow any local mandatory reporting requirements in relation to Child Protection.

PROCEDURES:

- Each school shall have its own camp and excursion policy that is compatible with this policy statement. The school policy shall also make reference to and comply with the *School Camps and Excursions – Guidelines for Catholic Schools*.
- The Principal shall approve all school camps and excursions.
- 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.
- 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.
- Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.
- Staff attending camps and excursions have a duty of care to the students. No intoxicating substances may be consumed whilst on an excursion or camp.
- 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
 - the student to adult ratio
 - 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 CrimTrac 100 Point Check Police Clearance for supervisors and volunteers
 - insurance cover
 - transport arrangements, including drivers' licences
- The student-adult ratio for the school excursion shall be determined according to the CECWA *School Camps and Excursion Guidelines*:
 - *Open water situations, such as beaches and dams = 1:8*
 - *Competitive swimming = 1:32*
 - *Swimming and water safety instruction (in term swimming lessons)= 1:16*
 - *Outdoor physical activities = 1:12*
 - *School excursions = 1:12*
- The above student-adult ratios are maximum limits. Other factors to consider are:
 - *The age of the student*
 - *Gender balance*
 - *Location of the excursion*
 - *If a child has specific needs.*
- At least one teacher/assisting adult/instructor supervising aquatic activity must hold one of the following accreditations:
 - *The Royal Life Saving Society – Bronze Medallion and/or*
 - *The Surf Life Saving – Surf Rescue Certificate.*
- At least one staff member/volunteer attending a non-water based excursion or camp should hold a current basic first aid certificate.
- All supervisors and volunteers on an excursion or camp must have the appropriate CrimTrac 100 Point Check Police Clearance.
- The organising teacher must know each child's individual medical needs and conditions. A copy of relevant Emergency Medical Plans and documentation to be taken on excursions and camps.
- Excursion file of children with severe medical conditions must be taken. Emergency contact number list to be on inside cover of excursion file.
- Class roll must be taken and checked off before and after each activity. List of children attending the excursion on the day must be given to the school secretary prior to departure.
- Children must travel together under supervision of the class teacher (No travelling in parents cars without signed parent permission and at the Principal's discretion). Current Drivers' licences must be checked by the Principal or the Principal's delegate.

- Ensure that parent helpers are informed of excursion expectations.
- At the beginning of the camp or excursion, children should be made aware of an emergency location and evacuation procedures.
- At the conclusion of the camp, a detailed report shall be submitted by the camp supervisor to the Principal (Please see attached form). 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 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.
- 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. The school has appropriate School Insurance for incidences occurring on Camps and Excursions.

MAJOR EMERGENCIES:

- Assemble all children immediately in a safe location and complete a roll call.
- Contact emergency services
- Ring school and advise the Principal of the situation and provide all necessary information.

AQUATIC EXCURSIONS

Teachers are to be familiar with the requirements as outlined in the "*School Camps and Excursions: Guidelines for Catholic Schools*" file located in the front office before any excursion is undertaken.

APPENDIX A DUTY OF CARE

It is CEO policy that teachers have a responsibility to take reasonable care of those students under their control and supervision.

Under common law, the High Court has ruled that a duty of care is owed by a teacher to students by virtue of the teacher-student relationship itself. This duty is to take reasonable care for the safety of the students while they are under the teacher's control and supervision. Reasonable care means that a teacher must respond to all elements of foreseeable risk and take reasonable steps to ensure that a student does not risk injury and that the wellbeing of the student is not put at risk. This duty is said to spring from the student-teacher relationship itself and is owed to all students whether pre-primary, compulsory or post-compulsory.

However, no matter how careful a teacher may be, accidents will happen. Where an accident occurs, the question of liability will always rest upon the particular facts of the case.

Through an understanding of the general principles of duty of care, and examples of the application of those principles during out-of-school activities, it is intended that the following information will equip principals and teachers with the knowledge to provide an adequate level of care for each supervisory situation.

GENERAL PRINCIPLES:

Teachers:

Teachers owe to each of their students under their control and supervision a duty to take reasonable care for the safety of those students. This duty includes the responsibility to provide safe grounds and equipment and the responsibility to take reasonable action to prevent students from suffering injury from equipment or the actions of other students using equipment.

It is not a duty to ensure that no harm will ever occur but a duty to take reasonable care to avoid harm being suffered.

Teachers, in carrying out their duty of care responsibility, need to consider how to achieve a balance between the meticulous supervision of students and the desirable objective of encouraging students' independence.

Non-Teaching Staff:

Although there is no duty of care owed to students by non-teaching staff (such as registrars, teacher aides, library assistants, student teachers, cleaners and gardeners, etc) arising from the very nature of their relationship to students, a duty of care can exist which is referable to their conduct.

Parents and Volunteers:

As previously stated, the teacher-student relationship, giving rise to a duty of care, exists when a teacher is charged with the responsibility for supervising or providing for the supervision of a student. This responsibility cannot be delegated to parents, volunteers or other non-teaching staff who assist a teacher in the supervision of students.

A teacher, when deciding whether a person might assist in the supervision of students, should be satisfied that that person is suitable for the tasks to be assigned.

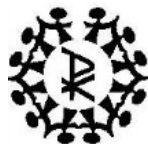
Factors which may be taken into consideration are:

- The number of students involved;
- The age of the students
- The ability of the proposed supervisor; and
- The venue.

They should prepare persons chosen to assist with supervision by carrying out preliminary briefings and must monitor the supervisors and intervene whenever necessary.

All parents and volunteers taking part in excursions are to complete a Confidential Declaration attesting to their probity.

APPENDIX B
St Jude's School Camp Report



Location of Camp:

Date of Camp:

Adults supervising the camp:

Teachers:

Volunteers:

The Adequacy of the camp site:

Recommendations for the future use of the camp:

The overall management of the camp:

Any injuries that occurred:

The achievement or otherwise of the objectives of the camp:

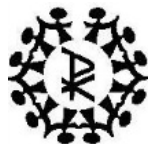
Other information relating to specific incidents on the camp:

Any other information which may assist in the planning of future camps:

Name of Person completing the form:

Role:

St Jude's School Year 6 Camp Report 2017



Location of Camp: Nanga Bush Camp Dwellingup

Date of Camp: 8-10 March 2017

Adults supervising the camp:

Teachers: Mr Joseph Giorgio, Ms Mel Allen, Mr David Andersson, Sr Sandra Smolinski

Volunteers: Mrs Linda Aldsworth

The adequacy of the camp site:

Timbarra Lodge was an ideal location for our school. We liked the opportunity of being able to keep all the boys in one dorm and all the girls in another dorm. Teachers were then able to place themselves next door to either dorm which made it easy to look out for the students during the night. We also liked having a dorm sleeping area by the toilets, this allowed for a staff member to sleep downstairs, so they could hear students come down during the night.

The downstairs area was fantastic, there was lots of room for the students to work and spread out. Dinner tables were large and students had plenty of room to eat their meals. The Kitchen area was big and made it easy for our school caterer to make breakfasts, lunches and dinners. To the side of the kitchen there was an outdoor washing area where students could wash their own dishes after eating meals. Cleaning utilities were available for the students and the school caterer to use which made cleaning very easy for us.

The bathrooms and showers for both males and females were fine. They were clean and they were easy for students to use.

We loved having two play areas for the students at Timbarra Lodge - we could do activities at the bottom area of the lodge but also activities at the top area. Entry to the lodge was easy for all as we could enter from either the top or the bottom, depending on the direction we were returning from.

The small unit attached to the lodge was fantastic and our school caterer stayed in there. The location of it was good, as it leads straight into the kitchen. Our caterer could park in between the lodge and the flat and easily transfer things from the car to the kitchen.

Adventure Works provided the challenge activities and the report on this is attached.

Recommendations for the future use of the camp:

Overall, we thoroughly enjoyed staying at the Timbarra Lodge - it made our camp stay an enjoyable one. The activities were challenging and fun and the supervising teacher was very skilled in teaching the students and controlling the group.

The overall management of the camp:

Excellent

Any injuries that occurred:

One child incurred an injury on the foot when a large splinter inserted under his toenail. He was taken to Pinjarra to the doctor, parents were contacted. He received the required treatment and parents decided that he could stay for the rest of the camp as long as medical instructions were followed.

The achievement or otherwise of the objectives of the camp:

All outcomes of the camp were achieved.

Other information relating to specific incidents on the camp:

Any other information which may assist in the planning of future camps:

We had difficulty lighting the grill hot plate in the kitchen, this will need to be checked.

Name of Person completing the form: Joseph Giorgio

Role: Year 6 Teacher



CLIENT EVALUATION

Adventureworks WA aim to understand your experience, meet your expectations and respond to your suggestions and feedback to ensure the highest standard of programs and excellent service.

Name of organiser	Mr Joseph Giorgio		
School or organisation	St Jude's Catholic Primary School		
Date of program	8-10 March	Number of participants	25

What level of SERVICE did you <u>expect</u> from the program?		
High	Medium	Low
What level of SERVICE did you <u>receive</u> from the program?		
High	Medium	Low

What level of FACILITATION did you <u>expect</u> from the program?		
High	Medium	Low
What level of FACILITATION did you <u>receive</u> from the program?		
High	Medium	Low

PLEASE ✓ RELEVANT BOX	Excellent	Good	Average	Fair	Poor	N/A
PROGRAMMING						
Value for money		✓				
Expected outcomes met	✓					
Program experience	✓					
Programming timeframes	✓					
Booking process		✓				
STAFFING						
Friendliness	✓					
Professionalism		✓				
SPORT AND RECREATION ACTIVITIES						
Range	✓					
Quality	✓					
CAMP FACILITY and MEALS (Facilities and caterers are not run by AW but your feedback will influence our use of service providers)						
Standard of the facility	✓					
Cleanliness of the facility	✓					
Quality of the meals						✓
Quantity of the meals						✓