



# *Camps & Excursion Policy*

## **Rationale**

The College's camping and excursion program enables students to further their learning and social skills development in a non-school setting. These may have a cultural, spiritual, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

## **Aims**

- Camps and excursions will aim to achieve most, if not all, of the following:
  - To provide an opportunity for communal fellowship and growth.
  - To provide all children with the opportunity to participate in a sequential camping program.
  - To provide shared class experiences and a sense of group cohesiveness.
  - To reinforce and extend classroom learning.
  - To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
  - To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, co-operation and tolerance.

## **Implementation**

### **Program**

- A camp is defined as a school related activity conducted during and/or outside of normal school hours.
- An excursion is defined as a school related activity conducted during normal school hours.

### **Planning**

- The Principal and the College Board will ensure that the cost of all school camps are maintained at a reasonable and affordable level. Excursions are included in the annual Tuition Fee. Camps will be an additional cost to parents.
- The Principal and the College Board will ensure that monies are available to cover the cost of replacing teachers (CRT) who are involved in excursions and camps.
- The Principal and the College Board will ensure that monies are available to cover the attendance cost of teachers and parent helpers who are involved in excursions and camps.
- A teacher is to be designated by the Principal as the 'Teacher in Charge' of the camp or excursion.

- The designated 'Teacher in Charge' of each camp will ensure that all arrangements and camp activities comply with government guidelines. The 'School Excursion/Camp Form' will be completed and forwarded to the Principal prior to the camp or excursion departure date. The 'Excursion/Camp Letter' will be sent home and will include information included on the 'Excursion/Camp Proforma'. All students will be required to provide written permission from their parents to attend the camp, as well as a completed 'Confidential Medical Information' form.
- The College will provide a qualified Level 2 First Aid person on each camp and qualified instructors appropriate for the activities offered.
- The Principal will ensure that a mobile phone is taken for all camps and excursions and the College will reimburse any out of pocket expenses for College related calls made. The mobile phone number of the teacher in charge will be written on the College excursion/camp form.
- Parents who wish to communicate with the camp or with their children will do so through the Principal, , Head of School /or 'Teacher in Charge'.
- Camp/Excursion staff may include teachers, specialist instructors, campsite staff and trainee teachers.
- All camps require the Principal's approval. This approval is sought prior to the departure date. Information presented will include: -
  - The names of all staff attending.
  - Venue detail, dates and level of children involved.
- The 'Teacher in Charge' will conduct a briefing to inform all staff attending the camp about procedures and expectations. Attendance at this briefing is a requirement of camp participation.
- It is the role of the 'Teacher in Charge' to communicate a contingency plan to the support staff in case of emergency.
- Children who do not attend the camp are required to be away from school for the duration of the camp unless arrangements are made with the College for the student to attend school.

#### **Action**

- A senior staff member will be in attendance at school whilst the children are returning from camp. The 'Teacher in Charge' will communicate with this person in regards to the anticipated return time.
- Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Head of School and/or Principal, in consultation with the Home Group teacher.
- Parents will be requested to collect their child from the camp or excursion if their child exhibits behaviour that is considered unacceptable. The 'Teacher in Charge', in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- A child who is displaying signs of distress, anxiety or illness may need to return home or be withheld from the camp. The parent, in consultation with the Principal and Head of School and the 'Teacher in Charge', will make this decision. Costs incurred will be the responsibility of the parent.

- The minimum staff-student ratios as laid down in Safety in Outdoor Adventure Activities should be used. Some adventure activities and the required staff/student ratio are listed below. If particular activities need further clarification, discuss with the Principal.

Bush-walking-Overnight	1:6
Day walk	1:10
Canoeing	1:6
Orienteering	1:10
Cycling	1:10
Rock-climbing and abseiling	
-on the face	1:1
-elsewhere	1:10
Horse Riding	
-beginners	1:1
-semi-experienced on trail ride	1:8
Snorkelling	
-open Water- deep optimal condition	1:10
-closed Water or pool	1:15
Scuba Diving	
-pool Training	1:8
-diving	1:4

In all these types of activities, experienced staff are necessary.

- The use of private vehicles should be avoided whenever possible, although it is realised that there are occasions when a small number of students may need to be transported.
  - Excursion staff cannot be directed by the Principal to transport any person or equipment in connection with any College function.
  - When a private vehicle is to be used to transport students, the parent/guardian of each student should be advised of the name of the driver(s) and requested to sign a consent form for their child to travel in a vehicle(s) driven by the named driver(s).
  - The Principal should verify that any vehicle used for the transport of students is currently registered, is comprehensively insured and that the driver holds a valid driver's licence.
  - Records are to be kept of the names of students travelling in each vehicle used on an excursion.

#### **Follow Up**

- The 'Teacher in Charge' will be encouraged to complete an evaluation form at the completion of each camp/excursion. This is to include input from assisting teachers.
- The Principal will be responsible for communication and the debriefing process following any emergency procedure. This 'debriefing' will include children, staff, and family members if necessary.

#### **Emergency Procedure**

- For camps parents/guardians will be advised of the telephone number of the 'Teacher in Charge' both during and outside school hours. If parents/guardians

have reason to believe that an emergency has occurred while the students are on a camp they should, in the first instance, contact the 'Teacher in Charge' and not the personnel of the camp.

- A list of participants and contacts (including volunteers) is to be held by the designated school contact person.
- Consent forms and 'Confidential Medical Information' forms are to remain in the possession of the 'Teacher in Charge' throughout the activity.
- These forms must be made accessible to other excursion staff in case of emergency situations.
- No child shall attend a camp or excursion without a signed consent form and medical release.
- Parents of children are to be notified by the 'Teacher in Charge' if their child is unable to attend for any reason or in contravention of this policy.
- In case of an emergency the 'Teacher in Charge' will adhere to all instruction by the Police or Emergency Services, and the College/Principal contacted as soon as is practicable. The safety of the children will be the first priority.
- If no- emergency services are available the 'Teacher in Charge' may remove the children to a safe area, brief all staff, and take whatever appropriate action they deem necessary.

### **Evaluation**

This policy will be reviewed as part of the College's three-year review cycle.

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