



School Camps and Excursions Policy

Rationale:

The Church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith. These aims underpin every activity of the Catholic school's life and curriculum (Mandate Letter, 11-17).

School camps and excursions are an integral part of the educational programme of the school, and serve to provide opportunities and experiences that are not always possible within the confines of the school. School camps and excursions at Queen of Apostles School, aim to provide camp and excursion opportunities that develop deeper learning, confidence, independence, responsibility and a sense of community within the context of our Catholic principles and values.

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

Principles:

1. School camps and excursions shall be designed to enhance the educational program offered by the school. As a part of the planning, the camp director shall present to the Principal written documentation showing the educational outcomes they have set for the camp activities.
2. 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.
3. The Principal, in planning school camps and excursions, shall consider the needs of both students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds.
4. The Principal will consider the financial burden on families, of sending students to camps or excursions. Provision shall be made so that no student is prevented from attending camps or excursions, that are an integral part of the educational program, on financial grounds.
5. 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.
6. Staff and camp supervisors are to be aware that a duty of care exists at all times, and a teacher-student relationship exists throughout the camp or excursion.
7. 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 parents shall be advised of these prior to the camp or excursion.
8. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program, where practical and appropriate.

Procedures: (This policy is written in compliance with the School Camps & Excursions Policy 2-B4 and the School Camps and Excursions – Guidelines for Catholic Schools document)

1. The Principal shall approve all camps and excursions.
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 such as the method of transport, the activities to be undertaken and departure and arrival times.
3. Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds. Parents experiencing financial difficulties are encouraged to meet with the Principal to make suitable arrangements.
4. As school camps and excursions form part of Queen of Apostles curriculum program, all students are expected to attend. Where parents have an issue regarding the attendance of their child/children on school camps or excursions, these issues need to be discussed with the Principal. (The right of parents and carers to decide whether or not to send their child/children to school camps will be respected. Where a student does not attend a school camp or excursion, the school, where possible, shall provide an alternative educational program).
5. 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’ document. (Consideration shall be given to medical requirements of students participating on camps and excursions). (*Appendix 1*)
6. Consideration shall be given to medical requirements of students participating on camps and excursions.
7. 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 the medical needs of students shall be conducted by the camp or excursion organiser. This shall include information such as: any known medical conditions e.g. asthma; any medication that is required; any allergies; any medical condition that may prevent a student from participating in a particular activity; dietary needs; diabetes and insulin requirements, including an emergency plan.
8. Specific written instruction shall be obtained from parents for the administration of medication.
9. In determining the student-adult ratio for school camps and excursions, the following factors are to be considered: the types of activities, the location of the school camp or excursion, the age of the students, the camp or excursion facilities, gender balance for the supervision of male and female students and dormitory arrangements.
10. 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 a 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 recognised and current First Aid qualification.

11. While on camp, duty of care responsibilities exist at all times. Therefore, staff and supervisors will not use any intoxicating substances at any time during the camp or excursion.
12. 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 the camp 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 vehicles are persons who act responsibly and give due regard to the safety and well-being of students. (All drivers should have a current and appropriate driver's licence).
13. At the conclusion of a camp, a report (Appendix 3) should be submitted to the Principal. It should cover:
 - A. the adequacy of the camp site
 - B. recommendations for the future use of the camp site
 - C. the overall management of the camp
 - D. any injuries that occurred
 - E. the achievement or otherwise of the objectives of the camp
 - F. other information relating to specific incidents of the camp
 - G. any other information that may assist in the planning of future camps

Note: Where a camp or excursion was strenuous or when, during the course of any 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.

Parents may be invited to assist as camp helpers or excursion helpers to ensure appropriate student/adult ratio is maintained and that adequate supervision is available for all activities. Parents attending camp must have a current Working with Children check done. The selection of parents to assist on a camp will be at the discretion of the camp organisers and may be dependent upon their ability to effectively contribute to the camp and their familiarity to the other parents, staff and students.

Students in Year 6 will attend a camp during Term 1 and Excursions for the remainder of the terms. They are expected to participate in whole school Incursions.

It is expected that students from PP to Year 5 attend an Excursion each term and participate in whole school Incursions.

Students in Kindy will attend at least one Excursion in the year.

It is expected that money collected through school fees be used for excursions and incursions by the end of the year.



QUEEN OF APOSTLES SCHOOL EXCURSION / INCURSION BOOKING FORM

Date of Excursion / Incursion: _____

Event: _____

Name of Organising Teacher(s): _____

Class(es): _____ Number of Children: _____

Teachers or Others Assisting Will Be: _____

Cost of Excursion (without GST): Event \$ _____ Bus \$ _____ Total \$ _____

Cost per Child: \$ _____ Hire of Bus Required: YES / NO

Location #1 (or Bus #1) _____
& Address: _____

Time Departing School: _____ Time Departing Location #1: _____

Time Due Back at School: _____

Location #2 (or Bus #2) _____
& Address: _____

Time Departing School: _____ Time Departing Location #2: _____

Time Due Back at School: _____

What are the expected outcomes of this Excursion / Incursion in relation to the Curriculum?

Please note the following:

- A copy of the note to be sent to parents needs to be approved by the Principal / Leadership Team before being sent home.
- If a cheque is required, please allow at least 3 DAYS for countersigning.
- Notify Canteen if Lunch / Recess is affected.
- Arrange a Duty Swap if necessary.
- Attach a program or outline of the activity (This is not to vary once you have left the school).

Organising Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

OFFICE USE ONLY:

Risk Assessment Plan Completed by Teacher: Yes / No

Bus Company: _____ Contact No: _____

EXCURSION / INCURSION RISK ASSESSMENT PLAN

REQUIRED STUDENT – TEACHER RATIOS:

Ratio for Open-Water Environments (sea, river, beach venue etc):	1:8
Closed Water Environments (swimming pool etc):	1:32
Excursions (eg. Rottnest):	1:12
Competitive Events (carnivals):	1:32

Ratio Required: _____

Has the venue been sighted prior to excursion: **YES / NO**

Likelihood of Risk

(see School Camp and Excursions: Guidelines for Catholic Schools, pgs. 6-11):

In the event of an emergency, these steps will be followed:

1. _____
2. _____
3. _____
4. _____

Other factors that may need to be considered: _____

Additional Information: _____

AQUATIC ACTIVITIES Schools are required to have suitably qualified personnel on hand when conducting aquatic activities.

GENERAL CONDITIONS The overall responsibility for the welfare and safety of students and staff lies with the Principal of the school. However, the responsibility for the welfare of the students is shared responsibility with the teaching staff while students are under their care. Teachers must be vigilant to not only prevent accidents but most significantly, in the case of aquatic activities, be prepared to respond quickly in an emergency to ensure that the rescue is executed immediately.

RISK MANAGEMENT APPROACH In most circumstances aquatic activities require a higher degree of prior risk management assessment than many other physical education, or outdoor and off-site learning activities. Risk management is a process of identifying the potential risks a particular activity presents to students and teachers.

STUDENT SWIMMING CAPABILITIES The swimming ability of the students in the class is a major factor when determining the duty of care responsibilities that teachers must afford their students in aquatic activities. It is reasonable that an assessment of student swimming ability should be made as close to the commencement of the activity as possible. It is important that provision is made for the safe participation of all class members, particularly in regard to the students' swimming ability is determined by the teacher/assisting adult/instructor.

QUALIFICATIONS The Principal is responsible for ensuring that teachers assisting adults /instructors involved in the supervision of any aquatic activity must be able to demonstrate appropriate skills and abilities in that environment and in the use of necessary equipment to effect the rescue of students. At least one teacher/ assisting adult/instructor supervising aquatic activities must hold one of the following accreditations: The Royal Life Saving Society – Bronze Medallion; and or/ The Surf Life Saving – Surf rescue Certificate.

TEACHER/ASSISTING ADULT/INSTRUCTOR: STUDENT RATIO

Recommended accredited teacher/assistant adult/instructor: student ratios for particular **aquatic environments** are:

- *Open Water Environment (seaside venue, flowing river, beach/surf venues): Primary students (4 to 12 years approximately) – up to 1:8

- *Closed Water Environment (swimming pools, sheltered coastal or river venues): Primary– up to 1:32

Recommended teacher/student ratios for particular **aquatic activities** are:

- *Swimming and Water Safety Instruction (in-term swimming lessons) up to 1:16 for primary school students;

- *Competitive swimming (Faction and Interschool carnivals) up to 1:32;

- *Outdoor pursuits/physical recreation and sport (water polo, wave skiing, surfboard riding, lifesaving classes) up to 1:12

- *Excursions (including celebrations and end-of year reward days, school picnics) up to 1:12

While the overall duty remains with the teaching staff, assisting adults and instructors with these accreditations may be utilised to assist teaching staff to supervise and provide advice and expertise during aquatic activities.

PROGRAM PLANNING AND PREPARATION The teacher-in-charge must provide copies of an emergency response plan, including a communications strategy to the Principal with copies given to other supervising adults involved in the excursion. NB This could range from a simple list of emergency telephone contacts and a mobile phone with a spare battery taken by a teacher(s) to sophisticated and detailed actions logged with the WA Police Service, Department of Parks and Wildlife etc.

OTHER ADVICE Always have an emergency plan (including a vehicle location and mobile phone available or knowledge of the location of the nearest phone) for all excursions. Ensure that a teacher/adult supervisor with resuscitation experience is on hand to react to any emergency situation within sight of all students in the water. Set boundaries and limitations that clearly defines the swimming area. NB the whole swimming area must be in full view of the supervising adults. Venues for swimming must be checked for suitability prior to the activity being undertaken. The leader must have a list of all students taking part in the activity, and knowledge of all medical conditions relating to the abilities of individual students. The Royal Life Saving Society has developed a Multi Point Checklist. This Multi Point Checklist is available within the full version of Camps and Excursions - Guidelines for Catholic Schools.

EMERGENCY PROCEDURES Because of the risks inherent in aquatic activities, the teacher in charge of the group should ensure there is a suitable emergency procedure that will ensure access to emergency support without compromising the duty of care to the group or a casualty. The Principal should ensure that all teaching and supervising staff understand the Emergency Plan and if appropriate, the need for effective communication with Emergency Services

Critical Incident Emergency Plan

1	If you come across a critical incident:	Assess the danger to yourself and others in the immediate area. Ensure your own safety. Secure the safety of the students.
2	Seek assistance	Phone or send person to nearest staff member. The staff member receiving the message must immediately notify the Principal. If necessary Principal/delegate notifies CIRT (critical incident response team).
3	Observe the scene	Preserve the scene as much as possible, keeping in mind any danger to you or to the student/s involved. Be observant so that information passed onto emergency services/police/school is accurate.
4	Follow procedures outlined in Risk Assessment Plan	
5	Ongoing support for the staff	Dependent on the seriousness of the critical incident.
6	Review	After a critical incident, a committee of staff is to review the incident. This policy is to be reviewed bi-annually, or after an incident and updated.



QUEEN OF APOSTLES SCHOOL CAMP REPORT

Date of Camp: _____

Camp Location: _____

Year Group Attending: _____

Camp Site Adequacy:

Recommendations for Future Use of Camp Site:

Overall Management:

Injuries or Incidents that Occurred:

Achievement of Objectives of the Camp:

Recommendations for Future Planning:

Written by: _____

Signed: _____

Date: _____