

	Topic:	School Camps and Excursion Policy
	Policy No reference (CECWA):	
	Policy Area:	2B-4
	Date of Review:	2020

## Rationale

Camps and excursions are undertaken as an integral part of the educational program of the school and reflect the overall authentic Catholic principles and values of the school.

"School camps and excursions" are defined as activities generally conducted away from the school campus for educational and or/religious purposes. In some cases a camp or excursion could take place on a school campus.

## Definitions

An *excursion* is any learning activity organised by the school, which is conducted away from the school premises for educational purposes. For the purposes of this policy statement, excursions include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study tours, including immersion programs. There are two types of excursion:

- Compulsory excursions are considered integral to the educational program (e.g. a class/year retreat, a subject specific requirement).
- Optional excursions are considered complementary to the educational program (e.g. an overseas language study tour).

**Student** - includes all students, including children and young people and children enrolled in early learning and care services.

**Participants** - includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion.

**Parents** - includes parents or guardians or carers.

**Duty of care** - refers to the duty imposed by law on a principal to identify reasonable, foreseeable risks of harm in the context of each particular excursion and to take reasonable

steps to prevent such harm. The principal's duty of care cannot be delegated to third parties.

## Scope

This policy applies to all Catholic schools and early learning and care services in Western Australia.

## Principles

1. School camps and excursions enhance the educational program offered by the school.
2. The principal will ensure that maximum emphasis is placed on the safety and well-being of all of the participants.
3. The planning for school camps and excursions, shall consider the needs of both students and their families. Particular emphasis is given to the needs of people from varying cultural backgrounds.
4. Consideration will be given to the financial burden on families of sending students to camps and excursions. With this in mind, school camps will be restricted to Year Six only and the cost of excursions limited to an annual set fee.
5. Camps and excursions are an extension of the school program. As such, during a camp or excursion, 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.
6. A duty of care shall exist at all times for the duration of the camp or excursion, as to teacher-student relationships.
7. Appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
8. All camps and excursions organised by Mel Maria Catholic Primary school will comply with the 'Catholic Education Western Australia publication School Excursions – Guidelines for Catholic Schools'.

## Procedures

1. The approval of the Principal is required for all camps and excursions.
2. The student-adult ratio for school camps and excursions will be determined taking in the following factors
  - The type of activities
  - The location of the camp or excursion
  - The age of the students
  - The camp or excursion facilities
  - Gender balance for the supervision of male and female students
  - Dormitory arrangement in co-education settings
3. The Principal shall ensure that adequate insurance cover is in place to protect all participants on the school camp or excursion.
4. The Principal will ensure that all vehicles used for the camp or excursion shall be in a roadworthy condition and that students will be transported in a safe and proper manner, whatever the mode of transport.
5. The Principal will ensure that the drivers of any vehicle are
  - persons who act responsibly,
  - give due regard to the safety and well-being of students, and
  - have a current and appropriate drivers' licence.
6. No student will be prevented from attending camps or excursions on financial grounds.
7. Students require the written permission by their parents to attend a school camp or excursion. The permission note shall outline for parents details such as
  - outcomes for the camp or excursion
  - cost involved
  - the method of transport and
  - activities to be undertaken.
8. School camps and excursions form part of the school's curriculum program and are therefore to be attended by students. If parents have issues regarding the attendance of

their child/children on school camps or excursions these issues shall be discussed with the Principal.

9. When students are exempt from attending a school camp or excursion, the school shall provide an alternative educational program.
10. An emergency plan, determined in accordance with the 'Catholic Education Western Australia publication School Excursions – Guidelines for Catholic Schools' shall be part of the planning for all school camp and excursions.
11. The camp organiser will conduct a detailed survey of the medical needs of students to determine the medical needs of students who are to attend the camp or excursion.

This shall include information such as:

- Any known medical condition,
  - Any medication which is required
  - Any allergies
  - Any medical condition which may prevent a student from participating in a particular activity
  - Dietary needs
12. Specific written instruction must be obtained from parents for the administration of medication. This information is to be kept in a file readily accessible to the supervising teacher at the camp.
  13. At least one adult attending a camp or excursion shall have a recognised and current First Aid qualification. A medical kit appropriate to the activities and/or location of the camp or excursion will be kept in close proximity at all times.
  14. Duties of Care responsibilities exist for the duration of the camp. Therefore staff and supervisors are not permitted to use intoxicating substances at any time during a camp or excursion.
  15. The camp supervisor will submit a detailed report to the Principal at the conclusion of the camp. 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
    - The achievement or otherwise of the objectives of the camp

- Other information relating to specific incidents on the camp
- Additional information that may assist in planning future camps

16. The teacher in charge of an excursion shall prepare a detailed report for the Principal in the event of a student being injured or experiencing ill-health for whatever reason during the course of the excursion.

<b>Year of Review History</b>	
<b>2001</b>	<b><i>Originally Released</i></b>
<b>2004</b>	<b><i>Reviewed</i></b>
<b>2008</b>	<b><i>Reviewed</i></b>
<b>2011</b>	<b><i>Reviewed</i></b>
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<b>2017</b>	<b><i>Reformatted</i></b>