



|                   |                      |
|-------------------|----------------------|
| Topic:            | Camps and Excursions |
| Policy No:        | 2-B4                 |
| Policy Area:      | Education            |
| Date Promulgated: | 2004                 |
| Date for Review:  | 2016                 |

## **RATIONAL**

School camps and excursions are conducted as either an integral or an incidental part of the educational programme of St Lawrence's and are underpinned by Catholic principles and values. They provide the opportunity of life experiences that they may not normally encounter.

## **PRINCIPLES**

1. School camps and excursions shall be designed to enhance the educational program offered by the school
2. The Principal shall ensure that maximum emphasis is placed on the safety and well being of all the participants.
3. The Principal / teacher, 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 shall consider the financial burden on families of sending students to camps or excursions. Provisions will be made by the school so that no student is prevented from attending camps or excursions 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.
6. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
7. Staff shall ensure that appropriate prayer/liturgical experiences form and integral part of the camp or excursion program.
8. On interstate excursions shall follow any local mandatory reporting requirements in relation to Child Protection.

---

## **PROCEDURES**

1. The Principal shall approve all school camps and excursions.

The teacher in charge must give the Principal a written outline of the camp or excursion.

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 and the activities to be undertaken.
3. 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 shall be discussed with the Principal. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps.

When a student does not attend a school camp or excursion the child is required to attend school on that/those day/days.

4. A list of any medical requirements or conditions of students participating on camps and excursions shall be collected and kept by the teacher.

Where a camp or excursion is likely to be strenuous or conducted in circumstance 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 organizer to determine the medical needs of the students who are to attend the camp or excursion.

This shall include information such as:

- ◇ any known medical conditions e.g. asthma
- ◇ any medication which is required
- ◇ any allergies
- ◇ any medical condition which may prevent a student from participating in a particular activity
- ◇ dietary needs.

Specific written instruction shall be obtained from parents for the administration of medication.

5. In determining the student to adult ratio for school camps and excursions the following factors are to be considered:
  - a. the types of activities
  - b. the location of the school camp or excursion
  - c. the age of the student
  - d. the camp or excursion facilities
  - e. gender balance for the supervision of male and female students
  - f. dormitory arrangements in a co-education setting.
6. 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 recognized 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 qualifications

7. 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.
8. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.
9. 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.
10. The Principal shall ensure that drives of any vehicles are persons who act responsibly and give due regard to the safety and well being of the students.
11. All supervisors and volunteers will need to have their Working with Children Clearance.
12. All drivers shall have a current and appropriate driver's licence.
13. At the conclusion of the camp a detailed report shall be submitted by the camp Supervisor to the Principal. The report shall 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 on the camp
  - g. 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, student discipline, safety, or any serious consequence occurred that needed reporting, a detailed report shall be submitted to the Principal by the teacher in charge of excursion.

Developed: 2004  
Reviewed: 2006  
Reviewed: 2011  
Date for Review 2016