



Good Shepherd Catholic School

— Lockridge —

215 Morley Drive, Lockridge, W.A. 6054

Phone: (08) 6278 9500 • Fax: (08) 6278 9540 • Email: admin@gsl.wa.edu.au

Website: www.gsl.wa.edu.au • ABN 86 853 294 544

CAMP AND EXCURSION POLICY

Rationale:

The children will attend educationally stimulating excursions and activities throughout the school year that will enhance their educational program.

The parent is charged an excursion fee each year, which forms the class budget, which must be expended over the course of the year.

No additional money maybe requested of the parent.

All excursions will be educationally sound and purposeful and approved by the Principal prior to confirmation.

Background:

The following should be considered in developing a camp or excursion plan:

- Age of students.
- Special Needs – e.g. behaviour patterns known to teachers and staff need to be provided for when planning activity – ensure that centre staff are also aware of difficult children and that these.
- The students are easily recognisable to enable effective
- Supervisor role for children in water activities or other dangerous activity was considered adequate at 1:5.
- Reinforcement of the school rules and expectations should be regular and ongoing
- Supervisors should be:
 - known to the children
 - aware and understand the need to enact the school's procedures and behavioural expectations
 - aware of their role in enhancing the children's learning experiences
- Always check student' ability to undertake activity – greater supervision required if incompetent.
- Always do a reconnaissance trip of the venue to assess potential hazards
- Which children have Medical Action Plans or an IEP.

Incidentals from this case

- Medication provided to student by responsible adult (forms completed) is acceptable.

Principles:

1. All camps and excursions offered by the school shall be:
 - a. Designed to:
 - i. Further the school's vision statement.
 - ii. Enhance the child's educational opportunities.
 - b. Derived from or supportive of the teaching programs of the class
 - c. Approved by the Principal or his delegate.
2. The organizing teacher shall ensure that maximum emphasis in planning and implementing the camp or excursion is placed on the safety and well being of all the participants.
3. The organizing teacher, in planning school camps and excursions, shall consider the needs of both students and their families particularly the needs of individual's:
 - a. With particular medical needs.
 - b. Supervisory needs.
 - c. From varying cultural backgrounds.
 - d. Finances which may prevent a child from attending a camp or excursion.
4. 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. (See the Good Shepherd Managing Student Behaviour Policy.)
5. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
6. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion (where appropriate) program.

Procedures

1. The Good Shepherd Catholic School Camps and Excursion Policy should be read in conjunction with:
 - a. The School Camps and Excursions - Guidelines for Catholic Schools (file).
 - b. The Catholic Education Commission of Western Australia: Policy Statement "School Camps and Excursions".
2. 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.
3. Good Shepherd Catholic School is a Smoke and Allergen Free Zone which extend to camps and excursions of the school.
4. Planning
 - a. Approval
 - i. Each camp and excursion shall be discussed with and approved by the Principal prior to discussion with the children, parents or other staff.
 - ii. At the initial meeting, the teacher will be prepared to discuss with the Principal:
 1. The purpose of the excursion in relation to your teaching program.
 2. A tentative timetable.
 3. Costing.
 4. The student to adult ratio for camps and excursions in consideration of the following factors:
 - 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

As a norm, school staff will supervise school camps and only a parent of a child with significant medical need or issue will be asked to attend. The parent of the same gender as the child will be required to attend to provide supervision of the child's medical need or issue only and will not have a role on the camp beyond that.
- 5. The Emergency Plans.
- 6. Medical Requirements:
 - a. Special requirements for students
 - b. Impact on the selection of the venue
- b. The organizing teacher will:
 - i. Co-ordinate publications with the Administrative Officer
 - ii. Book a bus and check a week prior to the excursion with the Administration Officer that the booking has been confirmed.
 - iii. Book the venue.
 - iv. Establish the timetable for the day.
 - v. Complete the School Excursion form and submit it to the Principal for approval.
 - 1. Indicate the name of the excursion.
 - 2. The venue
 - 3. The date
 - 4. A timetable for the excursion
 - vi. Maintain class list to ensure all parents are provided with an equal opportunity to attend excursions throughout the year and primary education of their child.
 - vii. Determine Emergency Plans in accordance with the School Camps and Excursions - Guidelines for Catholic Schools (File).
 - viii. Determine factors influencing Medical Requirements (5b) including:
 - 1. Allergies that may make the venue inappropriate
- c. The Principal shall
 - i. Make provision so no student is prevented from attending camps or excursions on financial grounds.
 - ii. Ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion. The School Board has arranged for 24-hour insurance for each child therefore no additional insurance is necessary for excursions, although the need for additional insurance for camps is to be established with Catholic Church Insurance.
- d. Parental Notification
 - i. Parents will be notified of all excursions or through the School Newsletter, although in special circumstances the Principal may authorize a parent letter.
 - ii. As a norm the period of notification will be:
 - 1. At least three weeks prior to an excursion

- 2. At least six weeks prior to a camp
 - iii. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent
 - e. The Permission Note shall:
 - i. Contain details such as:
 - 1. The date of the camp or excursion
 - 2. The departure and return times
 - 3. The method of transport
 - 4. The rationale for the camp or excursion
 - 5. The activities to be undertaken on the camp or excursion
 - ii. Contain a section for the parent to complete that gives:
 - 1. The school permission to take the child on the camp or excursion detailed in 4di (above).
 - 2. An opportunity for the parent to indicate a special requirements or needs for the child
 - iii. Be returned to the Class Teacher no later than:
 - 1. Three weeks prior to a camp
 - 2. Two days prior to an excursion
- 5. School camps and excursions form part of a school's curriculum program and students are required to attend. Where a parent has an issue regarding the attendance of their child on a school camp or excursion these issues should be discussed with the Principal.
 - a. Care shall be taken to protect the right of parents to decide whether to send their children to school camps.
 - b. Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.
- 6. Implementation
 - a. Permission Note Record
 - i. The Class Teacher shall maintain a written record (Class Checklist) to ensure all Permission Notes are returned within the timeline specified in 4diii.
 - ii. Where a permission notes is not received:
 - 1. A letter will be sent to the parent on the due by date (e.g. two days prior to the excursion) for return the next morning.
 - 2. Where this letter is not returned, the Principal will send a letter to the parent with a copy of this policy informing the parent that the child will:
 - a. Not be attending the camp or excursion.
 - b. Be provided with an alternate educational program and appropriate supervision.
 - b. Medical Requirements
 - i. Consideration shall be given to medical requirements of students participating on camps and excursions. Consideration shall be given:
 - 1. Of the individual Medical Action Plan relating to each child
 - 2. Where a child has a significant medical condition that the Principal believes necessitate a parent of the same gender attending the camp or excursion to ensure adequate care this may become a condition of attendance.

3. Prior to a camp (or strenuous excursion), the camp (or excursion) organiser to determine the medical needs of the students who are to attend the camp or excursion shall conduct a detailed survey of medical needs of students.
 - a. This shall include information such as:
 - i. Any known medical conditions e.g. asthma.
 - ii. Any medication, which is required
 - iii. Any allergies
 - iv. Any medical condition, which may prevent a student from participating in a particular activity
 - v. Dietary needs
 - b. Specific written instruction shall be obtained from parents for the administration of medication.
 - ii. A medical kit (First Aid), appropriate to the activities and/or location of the camp or excursion, shall be kept within close proximity at all times. Appendix E
 - iii. At least one adult attending the 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 recognized and current First Aid qualification.
7. Transport:
- a. Students shall be transported to, from camps, and on excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be appropriately licensed and in a roadworthy condition.
 - b. If a bus is required for a camp or excursion:
 - i. A Bus Booking Form (Appendix F) should be emailed to the School Administrative Officer as soon as the excursion is approved.
 - ii. The School Administrative Officer will book a bus and notify the organizing teacher of the confirmed booking and cost via email.
 - c. The driver for the excursion must be:
 - i. Hold a current, appropriate license.
 - ii. Is responsible for any infringement notices received whilst driving the school bus.
 - iii. The organizing teacher shall ensure that drivers of any vehicles used for the transportation children or staff of Good Shepherd Catholic School are persons who act responsibly and give due regard to the safety and well-being of the students and staff.
8. Camp or Excursion Report
- a. At the conclusion of the camp, a detailed report shall be submitted by the camp supervisor/s to the Principal. The report shall cover:
 - i. The adequacy of the campsite
 - ii. Recommendations for the future use of the campsite
 - iii. The overall management of the camp including:
 - iv. Behavioural Incidents
 - v. The budget and relevant financial statements
 - vi. Any injuries that occurred
 - vii. The achievement or otherwise of the objectives of the camp
 - viii. Other information relating to specific incidents on the camp

- ix. Any other information, which may assist in the planning of future camps
 - b. Where an excursion was strenuous or when during the course of an excursion a student suffered:
 - i. An injury or experienced ill health
 - ii. Where a significant unplanned incident occurred
- The teacher in charge of the excursion shall submit a detailed report to the Principal.

Camp Considerations

- 1. Groups**
 - a. Allocation of students to dorms.
 - b. Staff to dorms and groups.
- 2. Timetable.**
 - a. Leaving School:
 - i. When.
 - ii. Stops on the way down.
 - iii. Booking in time.
 - b. Activities down there:
 - i. Timetable for activities each night and day.
 - c. Duties
 - i. In the dorms
 - ii. In the kitchens/ food hall.
- 3. Vehicles**
 - a. Bus
 - i. Cost
 - ii. Loading – do we need a trailer?
 - b. Car
 - i. The school car will accompany the buses.
- 4. Menu**
 - a. Print out
 - b. Price
- 5. Activities:**
 - a. Activity Roster.
 - b. Activities Booked?
- 6. Student Activity Books.**
 - a. Educational purposes and activities which are the bases for the camp.
 - b. Printed and ready for distribution by Wednesday of this week, so parents can see it.
- 7. Parental Permission Form**
- 8. Medical Alerts**
 - a. Medical Form
- 9. First Aide Equipment**
- 10. Supervisors meeting**
- 11. Supervisors Report**
- 12. Morning Tea**
- 13. Parents to send a cake**
- 14. Prayer:**
 - a. For each morning and night.
 - b. Meals.

APPENDIX B

Excursion Planning Sheet

BEFORE PROGRAM		DURING PROGRAM		AFTER PROGRAM	
<p>Purpose of excursion in relation to teaching program <i>Students achieve learning outcomes consistent with the outcomes of the Curriculum Framework</i></p>	↑	<p>Venue/environment suitable</p>	↑	<p>Student achievement is assessed <i>Students get a record of their achievement after the event</i></p>	↑
<p>A tentative timetable.</p>	↑	<p>Staff, Students and Supervisors know what to do - rules <i>during class, moving from place to place, in an emergency situation</i></p>	↑	<p>Records are maintained at school School has copy of achievement on file</p>	↑
<p>Costing.</p>	↑	<p>Staff implement appropriate strategies to manage student behaviour</p>	↑	<p>Review Event <i>The Program</i></p>	↑
<p>Principal Approval? <i>The Principal has approved the event</i></p>	↑	<p>Communication between individuals works well</p>	↑	<p><i>Venue</i></p> <p><i>Supervision</i></p> <p><i>Transport</i></p>	
<p>Venue/environment is suitable? <i>The organising principal in conjunction with the persons responsible for the event selects appropriate venues</i></p>	↑	<p>Students and Staff are readily identifiable</p>	↑		
<p>Transport Arrangements have been made? <i>The school will arrange transport to and from the venue</i></p>	↑	<p>Emergency Response Plan is established</p>	↑		
<p>Students skills/attributes have been assessed? <i>Attending Staff are aware of student's special needs or medical conditions which could put students at risk</i></p>	↑				
<p>Members of Supervisory Team are aware of their individual roles? <i>Teachers are appropriately qualified for the activity</i></p>	↑				

<p>Supervision strategies are established? <i>Teachers are aware of supervision protocols and practices</i></p>	i				
<p>Parental Consent has been obtained? <i>Information has been provided about the event and parental consent checked</i></p>	i				

Background

Other factors to consider in assessing risk:

- The gravity, frequency and likelihood of the possible risk – not just possibility of injury but there must be a reasonable probability of injury
- Whether any increase in safety would be obtained at too high a price re: general convenience and the burden imposed by attempts to eliminate any risk
- Common practice of other schools – both private and public. In risk assessment of school practice and procedure, the standard of care to be observed by a professional person with some special skill or competence (i.e. a teacher) is that standard of the ordinary teacher exercising and professing that special skill or competence.
- Latest safety codes – building regulations

Professionals, Teacher's Assistants and Volunteers (Parents and helpers).

All have a duty of care in the duties they undertake with students whether they are paid or unpaid, trained or untrained.

Such staff may breach their duty of care when there is inadequate supervision by the professional teacher of their efforts at supervising, instructing and overseeing the learning experiences of students placed in their care.

There may be negligence also in the case of inappropriate appointments of such personnel particularly if they do not possess the necessary experience, skills, maturity, personality demanded by the students.

Schools may be held vicariously liable for staff – it is important therefore to ensure that there is evidence of the existence of :

- planning
- pre-briefing
- de-briefing of the activities by the teacher and teacher's assistant.

The teacher in charge should not as a norm be involved in group activities. It is preferable that the teacher in charge supervised e groups in a roving but systematic way

- a. Look at activity
 - i. inherent dangers
- b. Look at staff chosen to professionally supervise students
- c. Age
- d. Maturity
- e. Skill or experience with that particular activity
- f. Experience with the particular students and their particular needs/behaviour etc

Staff ratios

1. The student to adult ratio for camps and excursions in consideration of the following factors:
 - 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.

Crisis Management Planning for Staff

Documentation check – students' histories and actual planning

APPENDIX C

Class

Date.....

Date of proposed Excursion

Meets notification timelines Yes / No

EXCURSION SHEET

Name or Venue

The purpose of the excursion in relation to your teaching program.

A tentative timetable. (Can be attached)

Transport			
Departure Time	Return to school at
Travel via	Bus	Yes / No	
	Car	Yes / No	Is a seatbelt available for each child? Yes/ No
	Walking	Yes / No	

Student/Adult Ratio			
Proposed	Student/Adult ratio	_____	
	Number of Teachers	_____	Non Teaching Staff _____
Factors for consideration:			
Types of activities,	Location of the camp or excursion,	Age of students,	
Camp/excursion facilities,	Gender balance of staff and students,	etc	

Costing.			
Bus	\$ _____	Instructors/Presenters	\$ _____
Venue	\$ _____	Food	\$ _____
Other Costs:			

_____ \$ _____	_____	\$ _____
Cheques required:		
Date	Name to appear on the cheque:	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

The Emergency Plans.		
Factors for consideration		
Medical Requirements, Emergency Transport,	Special requirements for students, Venue.	Communication

A copy of the Permission Note to be attached containing:

1. Details such as:
 - g. The date of the camp or excursion.
 - a. The departure and return times.
 - b. The method of transport.
 - c. The rationale for the camp or excursion.
 - d. The activities to be undertaken on the camp or excursion.
2. A section for the parent to complete that gives:
 - a. The school permission to take the child on the camp or excursion detailed in the above.
 - b. An opportunity for the parent to indicate a special requirements or needs for the child.
 - iii. Be returned to the Class Teacher no later than:
 1. Three weeks prior to a camp.
 2. Two days prior to an excursion.

NOTE:

When approval is given: -

1. Arrange with the School Finance Office for any cheques that are required allowing at least 14 days notice. All cheques issued require a tax invoice to be returned to the School Finance Officer upon the completion or you will be in violation of Australia Commonwealth Government Tax Laws.
2. Fill in School Information Calendar.

<p>Reminders</p> <p>Medical Action Plans and Medications – must be brought.</p> <p>First Aid Kits read the Medical Plan Policy and bring the requisite kits.</p>

Extract from Medical Action Policy

1. The teacher in charge of an excursion or camp will:
 - a. Give consideration of the medical conditions of students within the class when choosing excursion venues.
 - b. Prior to leaving:
 - i. Ensure that the following First Aide kits are with the students at all times:
 1. Asthma kit.
 2. First aid kit.
 3. Three ice packs.
 4. The school first aid backpacks will be kept in the sickroom.
 - ii. Audit the first aid kits prior to leaving on the camp or excursion.
 - iii. Bring the Medical Action Plan file from the classroom.
 - iv. Endeavour to remind children with specific medical needs to bring their medication, although this remains the responsibility of the student.
 - v. Take the school phone.
 - c. Whilst on the excursion or camp:
 - i. Ensure that the first aid backpack remains with the students.
 - ii. Administer first aid or medical action plans as required.
 - d. Upon return:
 - i. Notify the Principal of any incidents and complete an Incident Report, if required.
 - ii. Notify the school Administrative Officer of any first aid medications or equipment used so that it can be replaced.
 - iii. Return the school first aid backpack, asthma kit and first aid kit to the sickroom.
 - iv. Return the ice packs to the sickroom freezer.