



Good Shepherd Catholic School

— Lockridge —

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CAMP & EXCURSION/INCURSION 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 may be requested of the parent.

All excursions and incursions 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 in/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 these children
- Supervisor role for children in water activities or other dangerous activity is 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's ability to undertake the activities – greater supervision required if incompetent
- Always do an inspection trip of the venue to assess potential hazards
- Take into consideration suitability of the venue / activity for children that have Medical Action Plans or an IEP

Principles:

1. All camps and in/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 their delegate
2. The organizing teacher shall ensure that maximum emphasis in planning and implementing the camp or in/excursion is placed on the safety and wellbeing of all the participants.
3. The organizing teacher, in planning school camps and in/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 in/excursions are to be regarded as an extension of the school experiences. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or in/excursion
5. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or in/excursion
6. Retreats form part of the incursion/excursion programs. See *Retreats* Under 'Religious Education Policy' for further information on organising a Retreat
7. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or in/excursion (where appropriate) program

Procedures

1. The Good Shepherd Catholic School Camps and Excursion Policy should be read in conjunction with:
 - a. The Catholic Education Commission of Western Australia: Policy Statement "School Camps and Excursions"
 2. While on camp or an in/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 in/excursion
 3. Good Shepherd Catholic School is a Smoke and Allergen Free Zone which extend to camps and in/excursions of the school
 4. Planning
 - a. Approval
 - i. Each camp and in/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 activity in relation to your teaching program
 2. A tentative timetable
 3. Costing
 4. The student to adult ratio for camps and in/excursions in consideration of the following factors:
 - a. The types of activities
 - b. The location of the school camp or in/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
 - a. Refer to the Crisis Management & Risk Management Plans for further information if a situation was to arise
6. Medical Requirements:
 - a. Special requirements for students
 - b. Impact on the selection of the venue

7. 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 Finance Officer that the booking has been confirmed
 - iii. Book the venue
 - iv. Establish the timetable for the day
 - v. Complete the School Incursion/Excursion form and submit it to the Assistant Principal for approval
 1. Indicate the name of the in/excursion
 2. The venue
 3. The date
 4. A timetable for the day
 - 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 & Risk & Crisis Management Plans
 - viii. Determine factors influencing Medical Requirements including:
 1. Allergies that may make the venue inappropriate
8. The Principal shall
 - i. Make provision so no student is prevented from attending camps or in/excursions on financial grounds
 - ii. Ensure that adequate insurance cover is in place to protect all the participants on the school camp or in/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
9. Parental Notification
 - i. Parents will be notified of all excursions through the School Newsletter, or by a letter approved by the Admin team
 - ii. As a norm the period of notification will be:
 1. At least two 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
 - b. A generic Permission Note is sent out at the beginning of every school year to grant permission to all excursions/incursions held throughout the year. Parents are required to sign this and return to class teachers to allow permission for their child to attend the various events organised throughout the year
 - c. Detailed information regarding each individual Excursion shall be advertised in the newsletter or via an approved letter will include 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 excursion
 6. An opportunity for the parent to indicate availability for parent helpers if appropriate
 7. An opportunity for the parent to indicate special requirements or needs for the child where appropriate

- d. Incursions – where appropriate information about upcoming incursions may be advertised in the school Newsletter
 - e. Camps – separate information packages will be sent home to parents with detailed information and request information from parents to be returned to class teachers
10. School camps and in/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 in/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 in/excursion the school shall provide an alternative educational program

11. Implementation

a. Permission Note Record

- i. The Class Teacher shall maintain a written record (Class Checklist) to ensure all Permission Notes are returned at the beginning of the school year - and when a new child joins the class throughout the year
- ii. Where a permission notes is not received:
 - 1. A letter will be sent to the parent on the due by date 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 any camps, incursions or excursions planned throughout the year
 - b. Be provided with an alternate educational program and appropriate supervision if notes are not returned

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 is 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
- iii. Where possible, 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

12. 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 should be emailed to the Bus Company as soon as the excursion is approved
 - ii. Once confirmation is received from the company the invoice must be forwarded onto the School Administrative Officer
- 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

13. 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, or a meeting organised with the Principal to discuss the following:
 - i. The adequacy of the campsite
 - ii. Recommendations for the future use of the campsite
 - iii. The overall management of the camp including:
 1. Behavioural Incidents
 2. The budget and relevant financial statements
 3. Any injuries that occurred
 4. The achievement or otherwise of the objectives of the camp
 5. Other information relating to specific incidents on the camp
 - iv. 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

Appendix I - 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 a week prior to departing for camp
- 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 II - Excursion / Incursion Considerations

- **Purpose of excursion in relation to teaching program**
 - *Students achieve learning outcomes consistent with the Curriculum*
- **A tentative timetable**
- **Costing**
- **Principal Approval**
- **Purpose of excursion in relation to teaching program**
- **Venue/environment is suitable?**
- **Transport Arrangements have been made?**
- **Students skills / attributes have been assessed?**
 - *Attending Staff are aware of student's special needs or medical conditions which could put students at risk*
- **Members of Supervisory Team are aware of their individual roles?**
- **Supervision strategies are established?**
 - *Teachers are aware of supervision protocols and practices*
- *Staff, Students and Supervisors know what to do – rules, Moving from place to place, in an emergency situation*
- **Parental Consent has been obtained?**
 - *Information has been provided about the event and parental consent checked*
- **Staff implement appropriate strategies to manage student behaviour**
- **Students and Staff are readily identifiable**
- **Emergency Response Plan is established**
- **Reflection after the in/excursion**
 - *The Program, Venue, Supervision, Transport*

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
- It is important to ensure that there is evidence of the existence of planning, pre-briefing and de-briefing of the activities by the teachers and teacher's assistants

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

- Look at activity - inherent dangers
- Look at staff chosen to professionally supervise students
- Age
- Maturity
- Skill or experience with that particular activity
- Experience with the particular students and their particular needs/behaviour etc

Staff ratios

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

- The types of activities
- The location of the school camp or excursion
- The age of the student
- The camp or excursion facilities
- Gender balance for the supervision of male and female students
- Dormitory arrangements in a co-education setting

Crisis Management Planning for Staff

Documentation check – students' histories and actual planning