



THY KINGDOM COME

School Camps and Excursion Policy

Policy Name	School Camps and Excursion Policy
Review Dates	2011, 2005
Date for Review	2017

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 schools' life and curriculum (Mandate letter, 11-17).

School camps and excursions are conducted as either an integral or an incidental part of the educational program of the school.

DEFINITIONS

'School camps and excursions' are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In special circumstances, a camp or excursion could take place at a school campus. 'Camps' would normally involve an overnight stay whereas 'excursions' would normally involve single-day trips.

'Educational programme' shall be as defined by the School Education Act (1999) Clause 4 definitions, 'educational program'.

'Integral' to the educational program shall mean a component that is compulsory for all students (e.g., a class/year level Retreat.)

'Incidental' to the educational program shall mean a component that is optional for students (A voluntary overseas excursion).

SCOPE

This policy applies to all Catholic schools in Western Australia.

PRINCIPLES

School camps and excursions shall be designed to enhance and be part of the educational program offered by the school.

The Principal shall ensure that maximum emphasis is placed on the safety and wellbeing of all the participants. Child protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.

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.

A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.

The Principal, in planning school camps and excursions, shall consider the needs of students and their families.

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 families shall be advised of these prior to the camp or excursion.

The Principal shall consider the financial burden on families of sending students to camps or excursions. Provision shall be made by the school so that no student is prevented from attending camps and excursions, that are an integral part of the educational program, on financial grounds.

Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.

On interstate or overseas excursions, staff shall be apprised of and shall follow any local mandatory reporting requirements in relation to Child Protection.

PROCEDURES

Each school shall have its own camp and excursion policy that is compatible with the Catholic Education Commission of Western Australia policy statement on camps and excursions.

The Principal shall approve all school camps and excursions.

Students shall not be allowed to attend a school camp or excursion unless written permission is granted from the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken.

School camps and excursions form part of a school's curriculum programme and therefore shall normally 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 or the Principal's delegate. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps.

Where a student does not attend a school camp or excursion the school shall provide an alternative educational programme.

Planning for school camps and excursions shall be in accordance with the School Camps and Excursions – Guidelines for Catholic Schools and cover:

- the medical requirements of participants
- the student to adult ratio
- the medical kit required and the first aid qualifications of staff in attendance
- the duty of care of staff, including a ban on intoxicating substances
- appropriate Crimtrac 100 point Check Police Clearance for supervisors and volunteers
- insurance cover
- transport arrangements, including drivers' licences

At the conclusion of the camp a detailed report shall be submitted by the teacher in charge to the Principal. 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
- any injuries that occurred
- the achievement or otherwise of the objectives of the camp
- other information relating to specific incidents on the camp
- any other information which may assist in the planning of future camps

When during the course of an excursion a student suffered an injury, experienced ill health or where an incident related to student discipline, safety, or any serious consequence occurred, a report shall be submitted to the principal by the teacher in charge of the excursion.

REFERENCES

'Bishops Mandate for the Catholic Education Commission of western Australia 2009 – 2015