SCHOOL CAMPS AND EXCURSIONS

POLICY

2-B4 EDUCATION

Rationale
Excursions and camps are conducted as an integral part of the educational programme that the College offers and are to reflect both the Catholic and Carmelite Principles upon which the school stands. They make learning meaningful and provide students with practical experiences that contribute to their holistic development. Excursions and camps are conducted as 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 program’ 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).
‘Incidental’ to the educational program shall mean a component that is optional for students and can be described as co-curricular (e.g. a voluntary overseas excursion, voluntary sporting and cultural activities).

Scope
This policy applies to all year levels, K-6.

Principles
1. Excursions and camps shall be designed to enhance the educational programme offered at OLMC.
2. On all occasions, the organization and procedures of the activities shall adhere to the requirements of the document “School Camps and Excursions – Guidelines for Catholic Schools”.
3. A duty of care exists at all times, as a teacher-adult/student relationship exists throughout the camp or excursion.
4. The financial burden shall be considered in planning and no student shall be excluded due to financial reasons.
5. The needs of the parents and families shall be considered. The needs of students of different cultural backgrounds are also to be considered.
6. Safety and the well-being of students and staff are to be paramount in planning for camps and excursions and an appropriate emergency plan shall be determined in accordance with the “School Camps and Excursions – Guidelines for Catholic Schools”.
7. Normal school expectations of students apply
8. Normal school expectations of staff professionalism and duty of care responsibilities apply
9. Where appropriate prayer/liturgical experiences will be included as part of the camp/excursion.

Implementation Procedures
1. Students must be appropriately prepared for the camp or excursion in terms of purpose, nature of physical activity and any necessary equipment.
2. Teachers are required to complete the appropriate form and submit it to the Principal.
4. Parent Permission forms need to include, as appropriate, the nature of the camp or excursion, its purpose, special requirements and a program of activities.
5. When organising the activity, it is essential that students are given the appropriate letter permission form and have it returned and signed by parents. If this letter is not returned the student does not participate in the activity.

6. In instances where parents have any concern regarding their child’s participation in the activity discussion needs to take place at an appropriate level.

7. Where a camp or excursion takes place over a weekend, group attendance at Mass on Saturday evening or Sunday must be built into the Camp schedule of events. If it is not possible to obtain the services of a priest, an appropriate liturgy must be organised.

8. Should a student be unable to participate in an activity for legitimate reasons, a decision as to whether or not the student will attend school will be made by the appropriate Principal after consultation with parents.

9. The physical and medical needs of students will be considered in the organization of any camp or excursion.

10. Planning for school camps and excursions shall be in accordance with the School Campus 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

11. At the conclusion of an overnight camp or excursion a full report on all aspects of the camp or excursion shall be submitted to the Principal as appropriate.

Associated Documentation
Catholic Education Commission WA Policy, School Camps and Excursions

Appendix 10 (Adapted from School Camps and Excursions - Guidelines for Catholic Schools)

AQUATIC ACTIVITIES
Schools are required to have suitably qualified personnel on hand when conducting aquatic activities.

GENERAL CONDITIONS
The overall responsibility for the welfare and safety of students and staff lies with the principal of the school.

However, the responsibility for the welfare of the students is shared responsibility with the teaching staff while students are under their care. Teachers must be vigilant to not only prevent accidents but most significantly, in the case of aquatic activities, be prepared to respond quickly in an emergency to ensure that the rescue is executed immediately.

RISK MANAGEMENT APPROACH
In most circumstances aquatic activities require a higher degree of prior risk management assessment than many other physical education, or outdoor and off-site learning activities. Risk management is a process of identifying the potential risks a particular activity presents to students and teachers.

STUDENT SWIMMING CAPABILITIES
The swimming ability of the students in the class is a major factor when determining the duty of care responsibilities that teachers must afford their students in aquatic activities. It is reasonable that an assessment of student swimming ability should be made as close to the commencement of the activity as possible. It is important that provision is made for the safe participation of all class members, particularly in regard to the students’ swimming ability is determined by the teacher/assisting adult/instructor.
QUALIFICATIONS
The principal is responsible for ensuring that teachers assisting adults/instructors involved in the supervision of any aquatic activity must be able to demonstrate appropriate skills and abilities in that environment and in the use of necessary equipment to effect the rescue of students. At least one teacher/assisting adult/instructor supervising aquatic activities must hold one of the following accreditations:
The Royal Life Saving Society – Bronze Medallion; and or/
The Surf Life Saving – Surf rescue Certificate.

TEACHER/ASSISTING ADULT/INSTRUCTOR: STUDENT RATIO
Recommended accredited teacher/assistant adult/instructor: student ratio for particular aquatic environments are:
Open Water Environment (seaside venue, flowing river, beach/surf venues):
Primary students (4 to 12 years approximately) – up to 1:8
Closed Water Environment (swimming pools, sheltered coastal or river venues):
Primary – up to 1:32
Recommended teacher: student ratios for particular aquatic activities are:
Swimming and Water Safety Instruction (in-term swimming lessons) up to 1:16 for primary school students;
Competitive swimming (carnivals intra and inter school, triathlon) up to 1:32;
Outdoor pursuits/physical recreation and sport (water polo, wave ski, surfboard riding, life saving classes) up to 1:12;
Excursions (including celebrations and end-of-year reward days, school picnics) up to 1:12
While the overall duty remains with the teaching staff, assisting adults and instructors with these accreditations may be utilised to assist teaching staff to supervise and provide advice and expertise during aquatic activities.

PROGRAM PLANNING AND PREPARATION
The teacher-in-charge must provide copies of an emergency response plan, including a communications strategy to the principal with copies given to other supervising adults involved in the excursion.
NB This could range from a simple list of emergency telephone contacts and a mobile phone with a spare battery taken by a teacher(s) to sophisticated and detailed actions logged with the WA Police Service, Conservation and Land Management Rangers (CALM) etc.

OTHER ADVICE
Always have an emergency plan (including a vehicle location and mobile phone available or knowledge of the location of the nearest phone) for all excursions.
Ensure that a teacher/adult supervisor with resuscitation experience is on hand to react to any emergency situation within sight of all students in the water.
Set boundaries and limitations that clearly defines the swimming area. NB the whole swimming area must be in full view of the supervising adults.
Venues for swimming must be checked for suitability prior to the activity being undertaken.
The leader must have a list of all students taking part in the activity, and knowledge of all medical conditions relating to the abilities of individual students.
The Royal Life Saving Society has developed a Multi Point Checklist. This Multi Point Checklist is available within the full version of Camps and Excursions - Guidelines for Catholic Schools.
EMERGENCY PROCEDURES
Because of the risks inherent in aquatic activities, the teacher in charge of the group should ensure there is a suitable emergency procedure that will ensure access to emergency support without compromising the duty of care to the group or a casualty. The principal should ensure that all teaching and supervising staff understand the Emergency Plan and if appropriate, the need for effective communication with Emergency Services.

Checklist #1
OLMC PRIMARY SCHOOL
Emergency Plan
(Adapted from OLMC Critical Incident Plan)

1 If you come across a critical incident:
Assess the danger to yourself and others in the immediate area. Ensure your own safety.
Secure the safety of the students.

2 Seek assistance
Phone or send person to nearest staff member.
The staff member receiving the message must immediately notify the principal.

3 Observe the scene
Preserve the scene as much as possible, keeping in mind any danger to you or to the student/s involved.
Be observant so that information passed onto emergency services/police/school is accurate.

4 Ongoing support for the staff
Dependent on the seriousness of the critical incident.

5 Review
After a critical incident, a committee of staff is to review the incident.
This policy is to be reviewed bi-annually, or after an incident and updated.

Checklist #2
MEDICAL FORM
OLMC PRIMARY SCHOOL HILTON

CHILD’S NAME: _______________________________________

DATE OF BIRTH: _______________________________________

NAME OF PARENT OR GUARDIAN: ________________________

ADDRESS: ___________________________________________

TELEPHONE: HOME: _________________________________

WORK: _____________________________________________

MOBILE NOS: __________________________

EMERGENCY NAME AND CONTACT NOS:

NAME OF MEDICAL FUND: ____________________________

NUMBER: ___________________

1) HAS YOUR CHILD HAD A TETANUS BOOSTER IN THE PAST 12 MONTHS? YES/NO
2) PLEASE INDICATE WHICH OF THE FOLLOWING RELATE TO YOUR CHILD:
a) Heart problems Yes/No
b) Respiratory problems Yes/No
   (i) Asthma Yes/No
   (ii) Other Yes/No
c) Allergies Yes/No
d) Sugar Diabetes Yes/No
   (i) Food Yes/No
   (ii) Drugs Yes/No
   (iii) Ointments Yes/No
   (iv) Other Yes/No
e) Blood Pressure Yes/No
f) Recent Operations Yes/No
g) Epilepsy Yes/No
h) Recent Illness Yes/No
i) Phobias Yes/No
j) Bed Wetting Yes/No
k) Others: Please list Yes/No
l) Comments relating to any of the above, including administering of medication (i.e. who, when)

3) If your child requires a Panadol – permission is given to be administered. YES/NO
4) Does your child suffer from any medical condition which may prevent him/her from participating in activities mentioned in the itinerary? YES/NO. If yes, please specify

5) Does your child have a medical dietary requirement? YES/NO. If yes, please specify

6) Other Comments:

MEDICATION
Details of medication required (frequency, dosage etc) are to be sent to the Assistant Principal in writing. Please ensure that any medication required is handed to __________________________ prior to leaving school.
List any other information which should be known:

We will be happy to discuss medical matters with parents.

Child’s Medicare No or Medical Fund Details:

I authorise the Teacher in Charge of the Camp to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment including transfusions as may be deemed necessary.

PARENT/GUARDIAN SIGNATURE: __________________________

DATE: __________________________

Checklist #3
EXCURSION PROCEDURE
OLMC PRIMARY PRIOR TO EXCURSION CHECKLIST...
1. Principal notified of excursion details.
2. OLMC Incursion/Excursion Information and Planning form filled in.
3. Permission notes sent to students’ homes, principal and receptionist.
4. Excursion location booked.
5. Transport booked.
6. Ensure that the qualifications of all teachers/adults (First Aid/special activities) involved with the excursion have been checked and are current.
7. Additional helpers chosen and contacted.
8. All returned permission notes checked for parent/guardian signature and medical conditions.
9. Supervision for those students not attending the excursion is essential.
10. Appropriate First-Aid Kit and persons organized for the excursion.
11. Medical conditions of students’ noted and appropriate medication taken on outing. E.g. Asthma puffers, Epipens
12. Emergency communication and travel arrangements pre-arranged at site of excursion.
13. Promptly complete any relevant accident documentation after an accident.