ST JOSEPH’S BEECHWORTH.

CAMPS AND EXCURSIONS POLICY

_St Joseph’s is a Catholic community promoting excellence in education, and living the ideals of Strength and Kindliness in the tradition of the Brigidine Sisters._

**Written**

2008 After calling a general meeting for parents to attend and gathering ideas about camps and excursions. Reviewed by staff and a panel of parents.
Reviewed 2010 Term 2
Kitty Hancock and staff, following OHS Meeting with Kevin Lawler.
Reviewed 2012 Kitty Hancock and Staff
Reviewed after Child Safe Standards 2016

**VISION**

St. Joseph’s Primary School is committed to:

- Giving witness to the Catholic faith and honouring the Brigidine charism.
- Ensuring all children feel safe and are safe all of the time.
- Treating each individual with respect and dignity.
- Providing excellent teaching and learning opportunities allowing all to celebrate gifts and talents.
- Ensuring a safe and nurturing learning environment.
- Developing strong partnerships with Parish, family, school, wider community and the natural environment.

**BELIEFS:**

We believe:
- That camps and excursions provide shared experiences, which enhance learning and take into account different learning styles.
- They provide an opportunity for independence and responsibility.
- They are an opportunity for parent participation in children's learning.
- They help to make meaning of the environment.
- That excursions or camps should complement the learning that takes place in the classroom.
- That excursions and camps are always conducted in a safe manner using experts, when activities are unfamiliar to classroom teachers, e.g. archery.
- We need to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

**GOALS:**

- To develop an awareness and appreciation of the local and wider environments.
To make teaching and learning more meaningful.
- To give the opportunity for students to bond together and develop good relationships.
- To give the teachers the opportunity to see children in different environments, becoming more aware of their different interests and learning styles.
- To be safe on all camps and excursions.
- Only suitable adults interact with students. (See Working With Children Policy)
- Staff, students and parents are well informed of safety procedures and how they may be utilised if necessary, in the case of a child safe issue.

**PLANNING:**
- Written consent from parents or carers for all school excursions is required e.g. take the student out of the school environment for a day excursion, have the student in its care after normal school hours on an overnight excursion.
- St Joseph’s will obtain parent or carer authorisation:
  * for the financial costs of the excursion
  * for any adventure activities that may be undertaken during the excursion
  * for students to be sent home from an excursion in the event of serious misbehaviour and for the costs of the student’s return to be the parent or carer’s responsibility
  * that if needed the school can consent to emergency medical treatment
- Parents or carers are to sign consent forms and the consent forms must have sufficient information about the excursion to enable them to make an informed decision e.g.
  * nature of the proposed activity
  * degree of supervision
  * risk assessment, including child safe regulations.
- The consent forms are to be kept at school.
- Each teacher in charge of the excursion is required to take a copy of each consent form on the excursion.
- The junior or senior level elects a co-ordinator to be responsible for ensuring effective planning is carried out, however teachers work as a team ensuring excursions and camps complement classroom teaching.
- Parents are encouraged to be assist with supervision and activities but are not placed in groups with their own children. In case of an emergency all children will be given equal consideration.
- The focus for excursions will be related to curriculum plans and usually from the Integrated Units being studied
- Permission and medical forms for all children and adults are returned to the office for filing or shredding (parents)
- First Aid bags taken on all excursions/camps.
- Police checks must be done for any non-staff adults on overnight camps or being left in charge of groups of children.
- Forms to be completed are attached and must be filed in the school office and overnight excursion forms must be completed by the stated time and sent to the office. (Refer to CEO Documentation.)
- Name tags and medical forms are to be taken on all excursions and camps.
- Mobile phone to be taken on all excursions and camps.
- It is recommended to analyse each excursion and camp and decide on the appropriate ratio according to the group and the situation. Extra staff or adults will attend above the recommended ratio in order to be prepared for fatigue or an emergency.
- Adequate pre-exursion planning and emergency preparation is undertaken and other safety considerations take place, including preparing students undertaking the activity
- Full records are maintained and, if accidents or injuries occur, comprehensive reports are completed and filed promptly.
- Principals, teachers, school board members and others involved in school excursions, including camps and adventure activities, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of all their actions, their planning and the curriculum role of the particular activity.
- Prior to the conduct of an excursion the approval of the school board or the Principal must be obtained. In approving the excursion, consideration should include the contribution of the activity to the school curriculum, adequacy of the planning, preparation and organisation in relation to: school policy, guidelines and advice provided by the CECV and/or CEO information provided by community groups and organisations that specialise in the activity proposed, appropriateness of the venue, consideration of seasonal and locality factors that might increase risks (i.e. bushfire season)

**ORGANISATION:**

**Junior Years prep to grade 3.**
- One day bus trip to look at local places eg. Strawberry farm, nuts, grape vines, theatrical plays, etc.

**Senior Years grade 4 to grade 6.**
- Year A. Three to four night school camp with the intent to participate in outdoor type activities e.g. rock climbing etc.
- Year B. Three to four night school camp to complement classroom teaching e.g. Sovereign Hill Ballarat.

If a student's behaviour causes others or themselves to be unsafe while on camp or excursion, parents will be notified and the student will be required to leave the excursion or camp.

Students with severe medical conditions e.g. anaphalaxis - parents are encouraged to attend the camp.

**MONITORING:**
- Staff to complete an evaluation proforma following return to school from excursions and camps.

**RESOURCES:**
- Catholic Education Documentation.
- First-aid bags
- Proformas in office and attached as appendixes.
- Emergency boxes in each class.

**BUDGET:**
- In program budgeting each year. Families to be billed for overnight camps and excursions which are longer than the school day.

**EVALUATION AND RECORD KEEPING:**
- Evaluation as part of unit of work evaluation
- All relevant documentation from each excursion or camp is kept in the principal's office file for future planning until updated or no longer required.

**PROFESSIONAL DEVELOPMENT:**
- Teachers must visit each site where possible prior to taking children and ensure adequate safety and content is available at the location, this is particularly important of higher risk areas such as bush walking, water activities and all camps. Places such as Science-works that are attended regularly by ourselves and other school groups do not need prior visiting. Excursions and camps must be relevant to the children’s learning and complement the teaching and learning which takes place in the classroom.

These documents have been prepared to support schools in implementing diocesan guidelines in planning school excursions, including overnight camps and one day events. Separate Sandhurst School Education Board Guidelines have been provided to assist in planning Overseas Excursions.
The following documents are attached:
A. Initial Approval by Principal
B. Information and Permission Form (Not Attached)
C. Confidential Medical Information for School Excursions
D. Notification to CEO
E. Sample Critical Incident Support Information
F. Application for final Approval by Principal
G. A Guide to Staff/Student Ratios

A. Initial Approval by Principal

This should be submitted to the principal for approval prior to the anticipated date of the excursion.

Application completed by:
For an excursion planned for: (insert date/s and times)

Proposed Year level and class name:

Numbers:

Proposed Destination and activity:
Proposed purpose and aims of the Excursion:

How is it anticipated this be integrated with student learning before and after the excursion?

What arrangements are in place for a pre-exursion visit and/or risk assessment?

Person to be responsible for planning:

Proposed Excursion Leader:

Number and names of other staff members likely to be participating (where known):

Anticipated number of parent volunteers:

What is the preliminary anticipated adult/student ratio?

What is the proposed process and timeline for sending out information to parents, medical forms, clothing and equipment lists, consent forms, etc. (please attach copies of these)

Proposed Catering arrangements:
Proposed accommodation arrangements (if any):

Anticipated total cost:
What is the approximate cost to be charged to each student?
Contribution by school?
Signature/s:

Date:

Response by Principal (please also attach any comments or other requirements):

Principal’s Signature:

Date:

C. Confidential Medical Information for School Excursions

This information is intended to assist the school in case of any medical emergency with your child. All information is held in confidence.

Student’s name:

Date of Birth:

Year level:
Parent’s full names:

Parent’s full residential address:

Parent’s Contact telephone details in case of emergency:
Work:

Home:

Mobile:

Is this the first time your child has been away from home?

Details for family doctor:
Doctor’s Name:

Doctor’s Address:

Doctor’s Telephone number:

Student’s Medicare number:

Medical/Hospital Insurance Fund
Fund Name:

Number:

Is the students covered by ambulance membership? Yes / No

Year of last tetanus immunisation?

Please tick if your child suffers any of the following:
Bed wetting [ ]
Sleepwalking [ ]
Heart condition [ ]
Asthma [ ]
Diabetes [ ]
Dizzy spells [ ]
Fits of any type [ ]
Blackouts [ ]
Migraine [ ]
Travel sickness [ ]

Please list any known allergies: such as drugs, penicillin, foods, peanuts, insect bites, etc.

Is your child presently taking any tablets and/ or other medicine? Yes / No

If YES, please state name of medication, dosage, etc:

**Note:** All medication must be handed to the teacher in charge prior to leaving. All containers must be labelled with your child’s name, the dose to be taken and when it should be taken. (These will be kept in the first aid centre and distributed as required.) If it is necessary or appropriate for your child to carry their own medication (e.g. asthma puffers and insulin for diabetes), it must be with the knowledge and approval of both the teacher in charge and yourself.

What special care is recommended?

Is there any other information that should be known by the staff in charge of this excursion?
Signature/s of parent/s
Name/s of parent/s
Date:

Important Note: You should tell the school before your child goes on this excursion if any information in this form changes

D. Notification to CEO

This notification form applies to all overnight visits, school camps and overnight excursions including weekends, vacations, interstate, air and sea travel undertaken in the name of the school and involving children who attend Catholic primary and secondary schools in this Diocese.

SCHOOL NAME: ___________________________________________________

1. General Information

Name of Teacher in charge of activity: ________________________________
Mobile telephone number during this excursion: ________________________
Venue for the activity: _____________________________________________
Address: _________________________________________________________
Name of Caretaker: ___________________ Phone No: ________________
Contact name at school in case of an emergency during this excursion: ______________________________________

2. Details of Departure and Return

DEPARTURE
Date of Departure: ___________ Departure point: ______________________
Means of Transport: _______________ Time of Departure: _____________
Outward Journey: Proprietor: _______________ Phone No: ____________
Brief detail of route to be taken to venue: ______________________________
_____________________________________________________________

RETURN
Date of Return: _______________ Departure point: ______________________
Means of Transport: _______________ Time of Departure: _____________
Homeward Journey: Proprietor: _______________ Phone No: ____________
Brief detail of route to be taken back to school: _________________________
_____________________________________________________________

4. Staffing Arrangements

Number of Employed Staff ____________
Number of Other Adults ____________

Number of Camp Personnel ____________

5. Number of Students Attending the Activity

Year Level
No. of Students
Year Level
No. of Students

6. Accommodation Arrangements

Type of Accommodation
Tick
Number of Children
Cabin

Dormitory

Motel

Tents

Other (specify)

Declaration:
We certify that the school excursion described above has been approved by the school’s principal and planned according to school procedures which comply with diocesan guidelines.

Date:
Signed:
Teacher in Charge Principal

Electronic copies of this notification are to be forwarded to your CEO Consultant and to Kevin Lawlor at the Bendigo CEO.

E - Critical Incident Support Information
This form should be reviewed and developed for each excursion. It is provided to assist in planning and copies of the final document should be carried by senior staff on the excursion at all times, together with the medical information and parent consent forms.

Sample Critical Incident Support Information

Telephone Numbers for all emergencies or critical incidents
These telephone numbers need to be inserted prior to departure
Include country code, home and mobile telephone numbers
Principal:
Deputy Principal:
Travel Insurance Emergency Number (if appropriate):
Travel Agent (if appropriate):

In case of illness/accident
Seek urgent medical/hospital/ambulance assistance
Begin to keep a detailed record of events and conversations, as well as retaining all possible documentation
Contact designated next of kin as per medical release form
Contact Principal, Deputy Principal or another senior staff member
If appropriate, contact Travel Insurance company emergency telephone number
• Maintain contact with designated next of kin and Principal/Deputy Principal until the matter is resolved
Keep the other excursion participants informed as appropriate, whilst respecting matters of privacy
In consultation with Principal/Deputy Principal, next of kin, Travel Insurer and other parties as appropriate (e.g. ill/injured participant’s doctor), determine the best course of action to follow
• If necessary, arrange return travel flights
• In case of severe illness or accident, it is expected that a leader or senior excursion member will accompany the ill or injured member on the journey home. This should be discussed with the Principal/Deputy Principal prior to it taking place.
Note: Obtain and keep all documentation associated with the illness/accident and journey home, including letters from doctors/hospitals, receipts, airline boarding passes, tickets, etc for insurance purposes. It is critical that as much detail as possible is kept.

In case of Theft or Loss
Take immediate action to prevent harm or further loss
Contact the Travel Insurance Emergency Telephone Number IMMEDIATELY
• Follow advice and instructions of the Travel Insurer, including requirements to notify local police and/or authorities.
NOTE: if this involves a loss/theft of bank, credit cards or similar, contact should be made immediately with the financial institution to arrange cancellation of cards etc.
Loss of a passport should be reported to the local consulate/embassy as soon as possible
Loss of airline ticket/s should to be reported to both the travel insurer and airline
If a serious loss, advise Principal/Deputy Principal
Determine the best course of action in consultation with participant incurring the loss and Principal/Deputy Principal
Note: Obtain and keep all documentation associated with the theft or loss including receipts and reports to the police, other authorities, embassies, hotels, etc for insurance purposes. It is critical that as much detail as possible is kept.

F - Application for final approval by Principal
This form provides the information necessary for a principal or senior delegated staff member to give final approval to all arrangements prior to the excursion.

Draft School Excursion Planner
Application for final approval by Principal
Note: This is to be submitted to the principal for approval prior to the date of the excursion.
Planning completed by:
Application completed by:
Date of initial application:
Date approved by principal:

For an excursion planned for: (insert date/s and times)

Proposed Year level and class name:
Numbers:
Excursion Leader to be:
Destination (including address/location):

Agreed purpose and aims of the Excursion:

How will this be integrated with student learning before and after the excursion?

Please attach the following:
- a copy of the initial application with the principal’s approval
- copy of information letter, consent forms and other documentation sent home to parents
- finalised program and timetable, including activities
- Completed Risk Assessment and details of any resulting action taken
- Copy of emergency management plan for the excursion and the destination (if appropriate), including plans for bushfire.
- List of non-staff adults participating and their Working With Children status
- Final budget
- lists of any particular requirements identified in staff briefings, medical forms, returned consent forms (dietary, accommodation, abilities, medical conditions, parent requests, etc)

When were Parent information documentation and consent forms sent to parents?

Have all medical information and consent forms been returned? If not, how many are outstanding and what steps are in place to follow up on these?

What measures are in place to ensure all students are able to participate in this excursion, including inclusion, supervision and care of students with special needs?

Are any students known to be not participating? Has this been discussed with parents?
If so, what reasons were offered?
If reasons were difficulties with costs, what alternatives have been discussed?
Who is responsible for collation of medical forms and parent consent forms on the excursion?
Has this been completed yet?
If not, by when?
Who will have responsibility for holding medical forms and parent consent forms throughout the excursion?

Who at the school will hold copies of consent forms and medical information and consent forms whilst the excursion is underway?

Are parents aware of consequences of misbehaviour, possible need to collect student from venue and responsibility for costs etc?
How was this conveyed?

What arrangements are in place at school for those students not participating?

What are the communication arrangements? What is the telephone number of the venue?
Which mobile telephones are being taken?

Has it been confirmed there is mobile coverage for these telephones?

What particular issues/risks were identified in the pre-excursion visit and/or risk assessment that require attention? Are there any other OHS issues? What measures/adaptations have been put in place to address these?

Has the venue’s Emergency Management Plan been reviewed? Is it acceptable? What are its provisions for bushfires?

What additional measures are being put in place?

Has an Emergency Drill and instructions in safety been included in the start of programme at the venue?
If not, why not?

What are the contingency plans in case of adverse weather conditions, fire, illness, injury or other unexpected occurrences? )This needs to be of particular focus during bushfire seasons)
How many of the participants have current first aid training to at least Level 2?
Names:

What First Aid kit/s are being taken:
Number/style (according to school first aid policy):

These are fully stocked and checked by?
What are the processes for collecting, transporting, distributing and dispensing student medication?

Number and names of staff members participating:

Total number of students attending:
Number of proposed parent volunteers:
Number of camp staff? WWCC? 1st aid?
Have all non-staff adults provided a copy of a valid Working with Children Card?
Have the currency of these been checked on the Department of Justice website?

Adult/student ratio:
Staff/student ratio:
What are arrangements for supervision – day, meals, free time, night time – ensuring adults have sufficient rest and recreation?

Describe the briefing processes in place for all staff and other adults involved - including purpose, programme, activities, timetable, responsibilities, duty of care, ban on alcohol, etc?

Describe the measures in place for assessing and recording any accidents, injuries, or incidents of concern?
Describe the de-briefing processes in place for all staff and adults involved – success, lessons for the future, issues for follow up in student learning, venue and facilities, specific incidents and/or injuries, etc.

What are the particular factors taken into account in establishing these ratios? e.g. age and stage of students, known behaviour patterns, students with particular needs, experience and adults and students, results of risk assessment, activities to be undertaken, etc.

What are the transport arrangements (including departure and arrival points and times, intended travel routes, and mode of transport. If buses are involved, the name of the company, number of buses, licensed capacity, provision of seat belts, fulfilment of school transport policy, etc):

If private cars are involved, are parents aware their students may be travelling in them? How have they been informed and given consent?

Are the cars involved comprehensively insured? (attach copies of current policies)

Do all drivers have a current licence? (attach copies of current licences)

What are the catering arrangements (including arrangements for particular dietary requirements):

What are the Accommodation arrangements (if this is an overnight excursion):

What are the sleeping arrangements for students? For adults?
What are the supervision arrangements at night?

Updated total cost:
Cost to be charged to each student:
Contribution by school:
If this is an overnight excursion, has the CEO notification been completed and emailed to both the Educational Consultant and the Senior Education Officer; Human Resources of the Catholic Education Office?
If so when?
Signature:
Date:
Response by Principal:

Principal’s Signature:
Date:

G. A Guide to Staff / Student Ratios

This is a guide only to establish the MINIMUM number staff required for more common activities. Other sports and pursuits will need to be determined from more expert sources.

Schools need to ensure that the adults involved are the right people to be involved in regards to competence and fitness. Consideration needs to be given to appropriate numbers of male and females taking into account the students. Location, time and activities involved.

Consideration should also be given to ensure there are sufficient adults in the event of an emergency, accident or illness.

Schools should not plan for a number of adults based only on these recommended minimum ratios. In many instances, additional staff will be needed – after an analysis of the particular requirements of the particular group and excursion is conducted. The analysis will need to take into account a wide range of factors. Examples of these factors include:

• the qualifications and experience of the staff
• the numbers and experience of non-teaching adults present
• the numbers and experience of instructors present
• the experience of the adults at the venues and the activities involved
• the age, stage of development and experience of the students
• known behaviour patterns of the particular group of students
• the activities planned, together with the venues and equipment
• the known behaviour of the particular group of students
• the particular abilities of the students
• time of year and expected weather conditions
• etc.

Different groups undertaking the same excursion will often require different ratios.

Day Excursions (not involving adventure activities)
1:20

Overnight excursions (not involving adventure activities)
base camps in residential premises or under canvas
1:10
study camps
1:15
day camps
1:20
excursions, including interstate excursions
1:15
overseas excursions
1:10

Boating activities
Canoeing
1:6
Dinghy sailing

closed waters
1:8
open waters
1:6
open waters with stronger wind
1:4
Rafting
1:6
Rowing
1:9
Sailboarding

beginners
1:3
semi experienced
1:5
Sea kayaking
1:3
Water skiing

in tow
1:1
in tow, if students are highly experienced
1:2
Swimming based activities

Recreational swimming

swimming pools and confined, shallow, natural water
1:10
open deep water
1:10
surf beaches
1:5
Scuba diving

confined water not subject to wind, swell, and waves
1:8
open water (two buddy pairs)
1:4
Snorkel swimming

beginners
1:6
training situations in clear confined water, without wind, swell or waves
1:12
semi experienced in calm water not exceeding 15 metres

Snorkel diving

training situations in clear confined water, without wind, swell or waves
1:12
semi experienced in open water
1:6
experienced in open water
1:8
Surfing
1:8

Other adventure activities

Archery – targets (no more than 10 shooting at a time)
1:20
Bushwalking

day walks
1:10
overnight
1:5
Cycling
1:10
Horse riding

beginners
inexperienced
semi experienced

Orienteering

city or town parklands with defined boundaries
streets and small areas of bushland with well defined boundaries
larger and more remote areas of bushland

Rock climbing and abseiling

beginners
semi experienced
non active climber

Shooting

beginners
semi experienced

Skiing

ski village areas for alpine and cross country skiing

one day visit
overnight stay
non ski village areas, day and overnight

Snow activities (non ski)

Note: other suggested minimum ratios can be found in the guidelines of various Australian state departments of education.