



## School Excursions & Camps Policy

Revised: 2011

Due for Review: 2016

### **RATIONALE**

Where school camps and excursions are conducted at Matthew Gibney they shall be undertaken as an integral part of the educational program of the school and shall overall reflect authentic Catholic principles and values.

“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 the school grounds.

### **PRINCIPLES**

1. School camps and excursions shall be designed to enhance the educational program offered by the school.
2. The Principal shall ensure that maximum emphasis is placed on the safety and well-being of all the participants.
3. The Principal, in planning school camps and excursions, shall consider the needs of both students and their families. Particular attention shall be given to the needs of people from varying cultural backgrounds.
4. The Principal shall consider the financial burden on families of sending students to camps / excursions.
5. 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.
6. A duty of care exists at all times, as a teacher-student relationship exists throughout the camp or excursion.
7. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.



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## PROCEDURES

1. The Principal shall approve all school camps and excursions. An 'Excursion' form is to be completed at least one week prior to any excursion, with the details pertaining to the outing.
2. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent at the beginning of the year. A note is to be sent home outlining details such as the method of transport and the activities to be undertaken. Parents must be asked to update records, medical and contact numbers, should these have changed since the last outing.
3. Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds.
4. School camps and excursions form part of a school's curriculum program and therefore are to 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. 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 program.
5. As part of the planning for a camp or excursion an emergency plan shall be put into place. Emergency plans shall be determined in accordance with the *School Camps and Excursions – Guidelines for Catholic Schools*. These will be dependent on the type of outing and the venue.
6. On any camp or excursion a detailed survey of medical needs of students shall be conducted by the camp or excursion organiser to determine the medical needs of the students who are to attend the camp or excursion.

This shall include information such as:

- any known medical conditions e.g., asthma;
- any medication which is required;
- any allergies;
- any medical condition which may prevent a student from participating in a particular activity;
- dietary needs.

Specific written instruction shall be obtained from parents for the administration of medication.

7. In determining the student-adult ratio for school camps and excursions the following factors are to be considered:
  - the types of activities;



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- 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.

8. A medical kit, appropriate to the activities and/or location of the camp or excursion, shall be kept within close proximity at all times.

At least one adult attending the camp / excursion shall have a recognised and current First Aid qualification.

9. While on camp or an excursion, duty of care responsibility exists at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp or excursion.
10. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.
11. Students shall be transported to and from camps and on excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
12. The Principal shall ensure that drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of the students.
13. All drivers shall have a current and appropriate driver's licence.
14. Where an excursion was strenuous, or when during the course of an excursion a student suffered an injury or experienced ill health, or where an unplanned incident occurred that needed reporting, a detailed report shall be submitted to the Principal by the teacher in charge of the excursion / camp.
15. At the conclusion of the camp a detailed report shall be submitted by the camp supervisor 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.