



Star of the Sea Primary School School Camps and Excursion Policy

Originally written:

Revised: 2012

RATIONALE:

Star of the Sea Primary School believes camps and excursions are an integral part of the educational program, closely linked to the school curriculum and reflect authentic Catholic principles and values. "School camps and excursions" are defined as activities generally conducted away from the school campus for educational, social and spiritual purposes.

PRINCIPLES:

1. School camps and excursions shall be designed to enhance the educational program offered by Star of the Sea School.
2. The Principal shall ensure that maximum emphasis is placed on the safety and well-being of all the participants. Child protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
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 and excursions. Provision shall be made by the school so that no student is prevented from attending camps or excursions, that are an integral part of the educational program, on financial grounds or because of a particular special need.
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. Pastoral care systems shall be in place to support the needs of all students.
6. 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.
7. A duty of care exists at all times, as a teacher-student relationship exists throughout the camp or excursion.
8. Staff shall ensure that appropriate prayer and liturgical experiences form an integral part of the camp or excursion program.
9. On interstate or overseas excursions, staff shall be appraised of and shall follow any local mandatory reporting requirements in relation to Child Protection.

PROCEDURES:

1. The Star of the Sea Primary School Camp policy is compatible with the *School Camps and Excursions - Guidelines for Catholic Schools*.

2. All school camps and excursions require the approval of the school Principal.
3. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent(s)/guardian(s). The permission note shall outline details, such as the method of transport and activities to be undertaken.
4. The school shall make provision, so that no student is prevented from attending camps or excursions on financial grounds or because of a particular special need.
5. School camps and excursions form part of the school's curriculum program and therefore are to be attended by all students. Where parent(s)/guardian(s) have any issues regarding the attendance of their child on camps or excursions these issues shall be discussed with the Principal. Care shall be taken to protect the right of parent(s)/guardian(s) to decide whether or not to send their child to school camps. Where a student does not attend camp the school will provide an educational program for that student.
6. An emergency plan shall be put in place in accordance with *School Camps and Excursions – Guidelines for Catholic Schools*. Staff should be familiar with the school's Critical Incident Policy and a copy taken to the camp by the organising teacher. Planning for school camps and excursions shall be in accordance with the *School Camps and Excursions – Guidelines for Catholic Schools* and should cover:
 - o the medical requirements of participants
 - o the student to adult ratio
 - o the medical kit required and the first aid qualifications of staff and parents in attendance
 - o the duty of care of staff, including a ban on intoxicating substances
 - o appropriate CrimTrac 100 Point Check Police Clearance and Working with Children Checks for supervisors and volunteers
 - o insurance cover
 - o transport arrangements, including drivers' licences
7. Consideration will be given to the medical requirements of students participating on camps and excursions. When a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the camp or excursion organiser to determine the medical needs of those students attending the camp.

This information should include:

- Any known medical conditions.
- When the student last had a tetanus injection.
- Any medication that is required.
- Any allergies.
- Any medical condition that may prevent a student from participating in a particular activity.
- Dietary needs.

Specific written instructions will be obtained from parent(s)/guardian(s) for the administration of medicine.

8. In determining the student/adult ratio for school camps and excursions the following factors are to be considered.
 - The types of activity.
 - The location of the school camp/excursion.
 - The age of the student.
 - The facilities.
 - Gender balance for the supervision of male and female students.
 - Dormitory arrangements in a co-ed setting.
9. Parents who volunteer to attend an overnight camp require a Working with Children Criminal Record Check. It is Star of the Sea policy that all WWC checks have been processed and returned before the parent attends the camp.
10. While on camp, 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.

11. A meeting of staff, parents and volunteers involved in the excursion must be held prior to the excursion. Role descriptions need to be decided and allocated so that personnel involved know the chain of responsibility, their own responsibilities and the overall excursion plan. The Principal will determine the teacher in charge.
12. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the camp/excursion.
13. The students shall be transported to and from camps/excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition and where possible, buses used must be fitted with seatbelts.
14. The Principal shall ensure that drivers have a current and appropriate driver's licence and are persons who act responsibly and give due regard to the safety and well-being of the students.
15. At the conclusion of the camp, a detailed evaluation (**Appendix 1**) will be submitted by the camp supervisor to the Principal. The evaluation shall cover:
 - The adequacy of the campsite.
 - Recommendations for the future use of the campsite.
 - The overall management of the camp.
 - Any injuries that occurred.
 - The achievement or otherwise, of the objectives of the camp.
 - Other information relating to any specific incidents on the camp.
 - Any other information that may assist in the planning of future camps.
16. When an excursion proves to be 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 (Special Incident Report – Appendix 2) shall be submitted to the Principal by the teacher in charge of the excursion.
17. A file containing a copy of all material connected with the excursion should be left with the Principal. It includes all matters and lists names of students, personnel and volunteers.

PROCEDURES PARTICULAR TO EXCURSIONS.

The teachers organising an excursion must develop an appropriate management plan for the excursion that must include:

- Supervision requirements
- Medical conditions of students.
- Communication requirements. (A mobile phone number left at the office if a school phone is not available)
- Emergency response plan.
- Insurance and liability

Teachers in charge must check on the safety and security of the chosen venue.

Letters to parents are required to be sent home at least 2 weeks prior to the excursion. Letters need to include:

- Clear and comprehensive details of the planned excursion.
- Educational outcomes.
- Date
- Cost
- Travel arrangements
- A parent contact number and an emergency contact number with the name of the emergency contact and their relationship to the child.
- A permission slip to be returned to the school prior to the excursion.

A copy of the excursion note is to be sent to the office for their records and information.

Complete a consent form to be signed by the principal before excursion notes are sent out to parents.
(See Appendix B.)

PROCEDURES FOR EXCURSION: ON THE DAY OF THE EXCURSION

- Inform the office prior to leaving the school, which teachers will have a mobile phone with them and if they will be accessible throughout the day.

Supervising staff must take with them:

- If required, student's medication, food and clothing.
- A first aid kit.
- Medical Emergency details.
- Emergency Plan – Relevant Critical Incident pages 5-11.
- Student permission forms with emergency phone numbers included.
- Mobile phone.

CAMP CONSENT FORM

Parents or guardians are required to give consent for their child to attend the school camp. We request that parents or guardians read the information below carefully, sign and return the form to school by

I am aware that any costs incurred as a result of accident or illness are my responsibility and that school staff are not responsible for any loss or damage to my child's personal property that may occur during the course of the camp.

I agree to inform the organisers before the scheduled camp departure of any change to my child's health and fitness so that appropriate supervision may be arranged. I acknowledge that, should it be considered necessary, school staff will arrange to present my child for medical assessment.

All students will be given a copy of the camp rules and will sign a declaration agreeing to abide by them. I understand that if my child is in serious breach of any camp rules that he/she will be collected by me that day or sent home at my expense.

I have read and understood the information regarding the excursion and give my consent for my:

Son/daughter _____ of class _____ to travel by coach to
..... on and to participate in all camp activities.

Signed: _____

Full Name: _____

Parent Phone Number: _____

Emergency Contact Numbers

Emergency Contact Name: _____

Emergency Number: _____

This information is not compulsory but may be helpful in the event of illness or injury.

Child's Medicare number:

Private Health Fund:

Private Health fund Number:

Extras Cover:

Medical Details

Student's name _____

Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition that may affect his or her safety during the camp or have any disability that might affect his ability to take part in the planned activities?

Yes No

If "yes", please give details:

Does your child have any allergies?

Drugs /medications yes no

Food yes no

Other yes no

Give Details:

Does your child have any specific dietary needs?

.....

Date of last tetanus vaccination: _____

Medication

Parents/guardians are requested to make arrangements with their child's class teacher for the safekeeping and administration of medications **prior to the camp departure day.**

On the **morning of departure**, the parent is to hand directly to their child's class teacher, a 'clipseal' plastic bag, **clearly labelled** with their child's name on the front and any medication their child needs to take while on camp, inside. **Explicit instructions** regarding the time the medication is administered, dosage, whether it needs to be taken before/after meals etc are to be included.

Is your child presently taking tablets and/or other forms of medication?

Yes No

Does your child self-administer the medication?

Yes No

If "yes", state name of medication, dosage and frequency of use:

Other Information

Please provide any other information about your child that you feel is relevant.

Parent/ Guardian's name:

Parent / Guardian's signature:.....

Date:

This information is not compulsory but could be helpful in the event of illness or an accident.

Child's Medicare Number:

Private Health fund:

Appendix 1

CAMP EVALUATION

Year/Class :

Teacher:

Date of Camp:

Accompanying Staff:

Parent helpers:

Camp Site:

Site Comments:

Recommendations for the future use of the campsite:

Overall management of the camp:

Injury Report:

Achievement of the objectives of the camp:

Other information relating to specific incidents on camp:

Any other information that may assist in the future planning of school camps:

Signed: _____

Date: _____

SPECIAL INCIDENT REPORT

Gathering Information on an Incident

This is intended to give some direction on the information that will facilitate effective crisis management, if required. It may be photocopied or used as the basis for a checklist.

| | | | | | | | | | |
|---|---|-----------------------------------|--|------|------------------------|-----------------------------|-----------|-------------------------------|-----------|
| Date | | | | | | | | | |
| Time | | | | | | | | | |
| Recorded By | | | | | | | | | |
| What happened? | | | | | | | | | |
| Who was involved? | | | | | | | | | |
| Where? | | | | | | | | | |
| When? | | | | | | | | | |
| Who is reporting? | | | | | | | | | |
| Who witnessed the event? | | | | | | | | | |
| Who knows about the incident? | | | | | | | | | |
| Have emergency services been contacted? | | | | | | | | | |
| Are there police officers on the scene? Name of attending officer. | | | | | | | | | |
| What is known on extent of ill health, injuries or deaths? | | | | | | | | | |
| Have any other actions been taken? | | | | | | | | | |
| Have parents been contacted? | | | | | | | | | |
| Telephone contact numbers | <table border="1" style="width: 100%;"> <tr> <td>Name: Mr Tim Emery (Principal)</td> <td>Ph: 9527 1588 (school) 0421082422 (M)</td> </tr> <tr> <td>Name</td> <td>Ph: 0421 082 422 (mob)</td> </tr> <tr> <td>Name Mrs Anita McArdle (AP)</td> <td>Ph: (mob)</td> </tr> <tr> <td>Name: Mrs Loret Strachan (AP)</td> <td>Ph: (mob)</td> </tr> </table> | Name: Mr Tim Emery (Principal) | Ph: 9527 1588 (school) 0421082422 (M) | Name | Ph: 0421 082 422 (mob) | Name Mrs Anita McArdle (AP) | Ph: (mob) | Name: Mrs Loret Strachan (AP) | Ph: (mob) |
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| Name | Ph: 0421 082 422 (mob) | | | | | | | | |
| Name Mrs Anita McArdle (AP) | Ph: (mob) | | | | | | | | |
| Name: Mrs Loret Strachan (AP) | Ph: (mob) | | | | | | | | |
| Crisis response team called together: | Date: Time: | | | | | | | | |
| Crisis management plan enacted: | Date: Time: | | | | | | | | |
| Signed: | | | | | | | | | |

Appendix B

Must be approved by an Assistant Principal no less than **one week** prior to the excursion.

EXCURSION NOTICE

(To be completed for all outings, irrespective of transport requirements)

- Fill in the boxes 1-7 below.
- Obtain a bus quote. (Form available in T Share, Excursions) **see Margaret to save it as an appendix to this policy**
- Once you have received quote, see the Finance Officer with all costs so she can calculate final costs for excursion.
- Complete the remainder of the excursion form and submit to an AP, together with excursion note to family, for approval.
- Once approved, complete the following in order:
 - Take the details to the Finance Officer to generate an invoice
 - **Confirm** bus booking by accepting quote and faxing back to bus company. At this point they will then fax through confirmation. (It is important that you check that details are accurate as we will be charged for incorrect bookings).
 - **Send** a copy of the excursion note to the Reception Secretary (for office enquiries) and the Principals Secretary (for the newsletter).
 - Send a copy of the bus booking confirmation to the Finance Officer. **This is imperative for office notification and accounts handling.**
- Send the excursion note home, with invoice attached, to parents.
- Send the note home regarding 'Parent Helpers on Excursions' to those parents attending the excursion.
- Advise all staff of the excursion by placing a notice in the staff newsletter.
- Ensure all excursion consent forms are collected at least a week before the excursion. It is the teacher's responsibility to follow up and call parents if any forms are outstanding.

Destination & Address : _____

| Date | Class | Name of Teachers | Departure Time | Pick up time | ETR to school | Cost of Entry | Cost of Bus | Office use. +GST | Office use Total cost /child |
|------|-------|------------------|----------------|--------------|---------------|---------------|-------------|------------------|------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Senior Finance Officer signature: _____

Bus Required: YES/NO

Total Number of Students: _____

Total Number of Staff: _____

Total Number of other Adults: _____

Names of parents attending:

(Please tick boxes)

Dress Requirements:

- Uniform
- Free Dress
- Sports Uniform

Refreshments required:

- Recess
- Lunch
- Other _____

Purpose of the excursion: (Educational Outcome.)

Activities to be undertaken:

Students not attending excursion:

Arrangements for students not attending excursion:

Arrangements for students with special needs or medications.

| Student's Name | Medication | Action To be taken | Person Responsible |
|-----------------------|-------------------|---------------------------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Staff responsibilities and action in case of an Emergency:

Casualty:

Class/group:

Phone school/parents:

Check List:

- Consent letter to parents sent home. Yes/No
- Parent helper letter sent home. Yes/No
- All consent forms returned. Yes /No
- List of emergency numbers obtained. Yes/No
- Medical Emergency Plans for relevant students Completed.
Yes/No
- Excursion approved. Yes /No
- Arrangements made to cover recess/lunch duties. Yes/No
- Mobile phone number of staff member left with office. Yes/ No
- First Aid box organised. Yes/No

This form has been completed by:

Principal's Signature: **Date:**

Example of Excursion Letter to Parents



25th February 2005.

Dear Parents,

On Friday the 4th March the year 6 students will travel by bus to Wesley College in South Perth to hear Tony Christianson speak on the importance of goal setting.

We have limited room on the bus but parents are very welcome to join us at the venue if they wish. Please let your child's teacher know if you are attending and we can add the cost to your account.

Educational Outcome:

Values.1: 1 The pursuit of personal excellence: *Each person should be encouraged to achieve his or her personal best in all undertakings and to respect the achievement of others.*

Values.2: 1 Individual uniqueness: *Each person should acknowledge his or her own uniqueness and be encouraged to develop self respect and dignity*

Departure time: 12:15 pm

Return time: 3:30pm.

Uniform: sports uniform

Requirements: school hat, lunch and a water bottle in a clearly labelled backpack.

The cost of \$7.00 will be invoiced to your school account.

Please sign the permission slip below and include an emergency contact name and number.

Thankyou.

Year 6 Teachers.

I give permission for my childto attend the excursion to Wesley College on Friday 4th March.

Parent/guardian signature:.....

Parent/guardian contact number during the day:.....

Mobile No:.....

In the event of being unable to contact a parent or guardian, please supply the following details of another responsible adult.

Emergency Number:.....

Name of emergency contact:.....

Relationship to your child:.....



Parent Helpers on Excursions

Year Level: _____ **Date:** _____

Excursion Venue: _____

Departure Time: _____ **Expected Arrival Time back at School:** _____

Special Items Required:

Special Responsibilities: _____

Dear _____

Thank you for offering your assistance on our upcoming excursion. In order to ensure the safety of our students and that our excursion runs as smoothly as possible, please take the time to familiarise yourself with the expectations listed below.

Expectation of Parents Helpers on Excursions

- To assist the class teacher to maintain good behaviour and the safety of **all** children on the excursion.
- Where it has been stated that students will not be permitted to purchase items on an excursion it is expected that parents will not purchase any items for their own child or any other child whilst on the excursion.
- Parents will use appropriate language in front of the students at all times.
- Parents will refrain from physical contact with students.
- Due to duty of care requirements, siblings are unable to attend excursions.

Thank you,

Teacher Name