WHITFORD
CATHOLIC PRIMARY SCHOOL
Faith in God, Faith in Self

SCHOOL & CAMP EXCURSIONS POLICY

Sources of Authority	
CECWA Policy	Education
Executive Directive	Curriculum, Assessment & Reporting

RATIONALE
To contribute to students' Christian development, the starting point for all curriculum decisions will be the students themselves and their individual needs. Education that seeks to promote integrated personal development relates curriculum content to students' real life situations (Mandate, para 66). School and camp excursions are opportunities for students to experience learning outside of their normal school environment.

DEFINITIONS
An excursion is any learning activity organised by the school, which is conducted away from the school premises for educational purposes. For the purposes of this policy statement, excursions include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study tours, including immersion programs. There are two types of excursion: 1. Compulsory excursions are considered integral to the educational program (e.g. a class/year retreat, a subject specific requirement). 2. Optional excursions are considered complementary to the educational program (e.g. an overseas language study tour). Student includes all students, including children and young people and children enrolled in early learning and care services. Participants includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion. Parents includes parents or guardians or carers. Duty of care refers to the duty imposed by law on a principal to identify reasonable, foreseeable risks of harm in the context of each particular excursion and to take reasonable steps to prevent such harm. The principal's duty of care cannot be delegated to third parties.

OVERVIEW
The general duty of care of a teacher at school that applies while the students are on the premises also applies in relation to an excursion or camp which is organised by the school. The principal should ensure that the proposed programme is safe, that the parents know about it and agree to the proposed arrangements, and there is provision for effective supervision of all participants. No excursion or school camp may be undertaken without the consent of the school principal. The excursion or school camp must be well planned and all details including supervisory staff should be submitted to the principal for approval.

PLANNING
Planning for school and camp excursions shall be in accordance with the School Camps and Excursions – Guidelines for Catholic Schools and will take into consideration:

- the educational purpose of the excursion

- the participating students' capacity to undertake the excursion, including the medical and other
- requirements of participants and students with special needs.
- assessment of the venue or site for the excursion
- consideration of relevant previous written excursion and incident reports
- the supervisory team attending the excursion, including an appropriate student to adult ratio
- supervision strategies discussed and agreed upon with the participants
- the medical kit required and the appropriate first aid qualifications of staff in attendance
- the responsibilities of staff and participants
- appropriate CrimTrac 100 Point Check Police Clearance and Working with Children Card for supervisors and
- volunteers
- insurance cover
- appropriate transport arrangements, including drivers' licences
- preparation of students, including advice on developmentally appropriate, personal safety strategies.

PROCEDURES

All matters pertaining to duty of care, consent, supervision, emergency planning, transport, student's matters (insurance/attendance, behaviour, medication, etc) must be in accordance with the Catholic Education Commission of Western Australia policy statement entitled 'School Camps and Excursions' (A copy is available in the Front Office). All matters pertaining to teacher and student qualifications, safety considerations and equipment, venues and weather conditions for: swimming, surfing, canoeing, outdoor activities and camp, must be in accordance with the publication 'School Camps and Excursions - Guidelines for Catholic Schools'. With regards to supervision, adult:student ratios will vary according to the circumstances and the people involved - factors which should also determine the overall group size. For example, the nature of the activity; the venue; the age and ability of the students; the known behaviour pattern of the group or individuals in it; other variables such as weather conditions: any one or a combination of these factors could lower the student-to-teacher ratio. Ratios are considered as per the CEWA School Excursion Guidelines. Where water activities are undertaken at locations supervised by professional staff the above ratios are not applicable. Adequate supervision by teaching staff will be required to maintain duty of care requirements.

RESPONSIBILITIES

Principal

The Principal must ensure:

- that appropriate planning, hazard identification and risk assessment has been completed prior to approving any school or camp excursion.
- that the person/s in charge of an excursion/camp demonstrates the skill and competence needed to discharge their role/s.
- that the highest emphasis is placed on the safety and well being of all participants in school excursions.
- that provision is made for the individual needs of students and their families and ensure that pastoral care systems are in place to support the needs of all students.
- that the financial implication on families at Whitford Catholic Primary School of conducting compulsory excursions is fully considered
- that provision is made so that no student is prevented from attending a compulsory excursion on financial grounds.
- that a relevant educational programme will be provided for students not attending the excursion or camp and it is an expectation that they still attend school.

- that parents and other volunteers involved are competent and will be supervised by a Staff member and have relevant working with children clearances.
- that the educational and/or religious purposes of all camps/excursions are appropriate and that personal approval has been given for such activities.
- Compulsory school excursions shall normally be attended by all students. Where parents have specific concerns regarding the attendance of their child/children on a school excursion these issues shall be discussed with the principal.
- that all operations undertaken as part of the School Camp or excursion will be in accordance with the CECWA Policy Statement - School Camps and Excursions.

Teachers

- Students shall not be allowed to attend a school excursion or camp unless written permission is granted by the parent. An excursion note shall be sent prior to every excursion or series of similar excursions and shall outline details such as:
    - the itinerary and transport arrangements
    - an outline and purpose of the educational activities
    - the financial cost
    - the name of the teacher/s in charge and other supervisors
    - the name/s of the school contact
- the 'School Excursions' sheet should be fully completed; including checklist and signed by the principal.
- a signed Excursions Consent form must be on file for those students involved. In the case of School Camps - the school is required to tell parents about the nature and danger of the activities and obtain specific consent in writing.
- staff shall ensure that prayer/liturgical experiences are integrated into the excursion program.
- school excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all participants for the duration of the excursion. All relevant legal requirements, school policies and processes shall continue to be applicable.
- staff and volunteers on excursions shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the CECWA Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.
- at the conclusion of camp the teacher in charge shall submit a written report 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 *including any appropriate reporting
- if an event occurs in the course of a school excursion, which constitutes a critical incident, as defined in the Non-Government Schools Registration Standards, the procedures outlined in CECWA policy statement 2-D2 Crisis Management Planning in Catholic Schools shall be adhered to.

REFERENCES

Bishops of Western Australia, Bishops Mandate for the Catholic Education Commission of Western Australia: 2009 – 2015 CEWA publication School Excursions – Guidelines for Catholic Schools. Department of Education Services web-site Critical Incidents in non-government schools at http://www.des.wa.gov.au/schooleducation/nongovernmentschools/infongs/critical_incidents/Pages/default.aspx

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