



## POLICIES

# Leschenault Catholic Primary School

<b>Topic:</b>	<b>Camp</b>		
<b>Policy No:</b>			
<b>Policy Area:</b>	<b>Education</b>		
<b>Updated:</b>	<b>2016</b>	<b>Date of Review:</b>	<b>2018</b>

### Rationale

The purpose of the camp is to enhance the educational program offered by the school. As an integral part of the educational program of the school, school camps shall overall reflect authentic Catholic principles and values. The camp programme provides opportunities for students to develop skills in leadership, co-operation, decision making and the taking of initiative. The camp programme gives students practical skills and builds self-esteem.

### Definitions

'School camps' are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In special circumstances, a camp may take place at a school campus. 'Camps' would normally involve an overnight stay.

'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 Retreat).

'Incidental' to the educational program shall mean a component that is optional for students (A voluntary overseas excursion).

'Participants' includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion.

'Duty of care' refers to the duty imposed by law on leadership team personnel to identify reasonable, foreseeable risks of harm and to take reasonable steps to prevent such harm.

### Scope

This policy applies to Leschenault Catholic Primary School.

### Principles

- At Leschenault Catholic Primary School camps are undertaken in Year 6.
- School camps shall be designed to enhance the educational program offered by the school.
- Maximum emphasis must be placed on the safety and well being of all the participants.

- The needs of both students and their families need to be considered. Particular attention shall be given to the individual requirements of students including varying cultural backgrounds and other special needs.
- Financial burden on families of sending students to camps needs to be considered.
- The school camp is 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.
- The duty of care exists at all times, as a teacher-student relationship exists for the duration of the camp.
- Staff shall ensure that appropriate prayer-liturgical experiences form an integral part of the camp program.
- 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.
- Staff and volunteers on camps 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.

### **Procedures**

- The Principal shall approve all school camps.
- Students shall not be allowed to attend a school camp unless written permission is granted by the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken at the camp.
- Provision shall be made by the school so that no student is prevented from attending camps on financial grounds.
- Where a decision is made for a child not to attend a school camp, the Principal shall make arrangements for the child to attend school.
- As part of the planning for the camp an emergency plan shall be put into place so that all involved with the camp, including parents, are familiar with this plan (e.g. nearest available doctor, hospital, emergency services in isolated areas etc.)
- A detailed survey shall be carried out by the camp organiser to determine the medical needs of the students who are to attend the camp.
- 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.
- In determining the student-adult ratio for the school camp, factors such as:
  - The types of activities; i.e. Water activities;
  - The location of the school camp;
  - The age of the student;
  - The camp facilities;
  - Gender balance for the supervision of male and female students;
  - Dormitory / Camping arrangements in a co-education setting shall be considered.
  - Appropriate Police Clearance and a valid Working With Children Licence for supervisors and volunteers.
  - Insurance cover
  - Transport arrangements, including drivers' licences

- A risk management policy is to be established in writing with outside agencies being used to facilitate camp activities. It is required of staff at all times while supervising on camp to identify the potential risks a particular activity presents to staff and students. Safety measures are to be implemented to take into account the level of risk presented by the environment, equipment, student ability and level of supervision.
- At least one and preferably two adults with a current senior first aid certificate to accompany students on camp.
- While on camp, duty of care responsibilities are required of staff and supervisors on a 24 hour a day basis. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp.
- Students shall be transported to and from camps in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
- All drivers shall have a current driver's licence and be responsible, experienced drivers.
- Roles are to be established for adults assisting with supervision. A pre-camp briefing of adults accompanying the students on camp is to be organised prior to the departure of the camp to explain roles, camp policy and expectations.
- It is required that at regular intervals during each camp day, and before and after each major activity, that head counts are conducted.
- A medical kit shall be kept within close proximity at all times.
- The teacher in charge of the camp must have a copy of all planning documents, student detail forms and medical profile.
- Where an incident related to student discipline, safety, or any serious consequence occurred, a report shall be submitted to the Principal by the teacher in charge of the excursion.

- **Water Activities**

- All water activities must be supervised by Teachers/ Instructors who have a Royal Life Saving Society Bronze Medallion or its equivalent.

- **Supervision:**

- Student Teacher ratio for Open Water Environment (ocean, flowing river) Primary children 1:8. All other ratios to be determined by environment and factors listed previously.
- Please refer to Schools Safety Checklist before planning camps.
- Duration of activities to be dependent on experience / competencies of students, weather and water conditions.
- Where conditions adversely change, the teacher-in-charge must re-evaluate the continuance of the activity.
- Buoyancy devices must be used for all aquatic activities eg. Rafting, canoeing etc.
- Areas and boundaries are to be set for activities.
- A medical kit, appropriate to the circumstances, shall be kept within close proximity at all times.
- At the conclusion of the camp a report shall be submitted by the teacher in charge 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