

ST MARY'S SCHOOL MANSFIELD CAMP/EXCURSION POLICY

St. Mary's Primary School Mansfield

Camps/Excursion Policy

Rationale

At St. Mary's School we offer children an opportunity to participate in a developmental camping/excursion program from P-6. Through the developmental camping/excursion program students are provided with a range of experiences to enhance their physical, social, emotional and spiritual growth in an environment outside of school. Camping/excursion experiences present the children with an opportunity to respond to personal challenges, and to develop their self-reliance and independence. School camps/excursion offer the opportunity for students to interact with their teachers and peers in a vastly different setting from the classroom. Camps/excursion are considered to be an important aspect of the educational program offered at St Mary's.

Aims

At St. Mary's School we aim-

- To provide opportunities for co-operative group activities and promote communication and understanding between group members.
- To provide opportunities for the children to respond to personal challenges.
- To provide experiences that deliver skills and knowledge in worthwhile pursuits.
- To promote friendship and strengthen bonds between students and teachers.
- To create an opportunity for teachers to observe the social interaction and the student's ability to cope in different situations. To provide an appropriate program that promotes self-esteem, resourcefulness, independence, leadership, co-operation, tolerance and teamwork.

Evaluation

This policy will be reviewed in accordance with the School Improvement Plan and policy timeline.

Implementation

Staff members attending camp/excursion- **Camp/Excursion Planning-**

While school camps/excursions are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp/excursion, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp/excursion.

	Prior to the commencement of any detailed planning relating to a proposed school camp/excursion, the <u>Teacher in Charge</u> must familiarise themselves with the Department's <u>Safety Guidelines for Education Outdoors</u> website.
	Teacher in Charge/Level Team must follow the Flowchart of Application for Offsite Activities- APPENDIX ONE
	<u>Teacher in Charge</u> meets formally with the principal, to present the principal with a <u>planning summary</u> to discuss the proposed camp/excursion, and to seek 'in principle' support for the event.
	If the principal's approval is granted, detailed planning should commence using the Initial Application to the Principal- APPENDIX TWO
	<u>Teacher in Charge</u> and the Year Level complete the Offsite Activity Details APPENDIX THREE
	<u>Staffing Arrangements for the camp/excursion to be completed.</u> APPENDIX FOUR
	A site visit and <u>risk assessment</u> must be completed prior to the camp/excursion. <ul style="list-style-type: none"> • Risk Assessment documentation must be obtained from the Camp/Excursion Management and must entail details of all activities provided by that management. • Additional risks not covered by the Camp/Excursion Risk Assessment Documentation should be detailed by the <u>Teacher in Charge</u> in consultation with the Principal. (APPENDIX FIVE and SIX). Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, challenge ropes courses, swimming (other than school swimming programs). In such instances organising staff should consult the <u>adventure activities</u> website and obtain Risk Assessment documentation from Camp/Excursion Management instructing the activity to satisfy Council / Australian Camp Association requirements. <u>Emergency management plans</u> are to be obtained from Camp/Excursion Management when adventure activities are to be undertaken. APPENDIX FIVE AND SIX
	Adjustments have been made for children with safety, behavioural or individual learning plans.
	The Principal and Deputy Principal will be provided with a copy of the Camp/Excursion Emergency Management Plan including Natural Disaster (Bushfire, Flood, Severe Storm) prior to attending the camp/excursion.
	The primary references that must be consulted when considering all camps/excursions is the <u>Safety Guidelines for Outdoor Education Activities</u> and <u>Risk Management</u> websites.

	The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
	<p>Bus transport needs to be arranged through the Bursar.</p> <ul style="list-style-type: none"> • Buses with seat belts will be arranged where possible. • The <u>Teacher in Charge</u> will need to communicate the travel itinerary with the Bursar to negotiate the following with the bus company- <ul style="list-style-type: none"> ○ Departure and arrival times ○ Toilet breaks ○ Parking spots at or near the venue.
	Ticketing needs to be arranged through the Bursar. Ensure that the booking is made with the name of the school and location (i.e. "St. Mary's Primary School, 39 Malcolm St. Mansfield") to avoid confusion with other schools.
	If payment is made for the camp/excursion (\$80 or over), an order form needs to be completed in the order book and be signed by the Principal, Deputy Principal or Bursar. A copy of the camp/excursion letter, containing the amount of payment, per child, needs to accompany the order form.
	<p>Camp/excursion details need to be sent to the Deputy Principal at least 4 weeks before the event so that the online <u>Notification of School Activity</u> (Student Activity Locator) form can be completed (Most of the details should be found in the camp/excursion letters) and include-</p> <ul style="list-style-type: none"> • Date(s) • Activity type, e.g. sport, camp, excursion, etc. • Venue name • Venue address • Venue phone number • Total number of adults attending • Total number of students attending • Name of teaching in charge • Phone number of teacher in charge • If there is access to emergency transport
	Organising staff are required to meet again with the principal to present all documentation to be signed off by the Principal or Deputy Principal, including any required attachments for example the School Emergency Management Plan, Risk Assessments etc.
	Staff planning the camp/excursion need to provide the office with details of the number of students attending, two weeks before, so that wrist bands can be arranged.
	Permission notes detailing the camp/excursion must be approved by the Principal, or delegate, before distributing to parents.
	A copy of the parent letters need to be added to the camps/excursion folder in Google drive.
	A copy of the parent letters needs to be given to the Office so that they can make additional copies if required and also to support them in answering questions from parents.
	Dates of the camp/excursion need to be included on the term planner.
	Costing of the camp/excursion will be approved by the office. The attached costing form is required. (Appendix A).
	Specialist teachers will be notified where appropriate.
	Rostered duties will be changed if necessary to ensure ongoing school operation.

	Staff attending the camp/excursion will be required to complete a medical form that details any medical history / conditions that may affect participation in activities and medication being taken, if applicable.
	Staff/adults attending the camp/excursion must have a current working with children's check or be a registered teacher.
	Medical forms and medical needs to be collected and taken.
	A First Aid kit needs to be collected and taken.
	Students requiring medication while on camp/excursion need to have a 'Medication Form' - Appendix Ten sent home to parents, returned and taken on camp/excursion.
	All supervising staff to exchange mobile telephone numbers to enable effective communication.
	<i>On the day of the camp/ excursion-</i>
	The <u>teacher in charge</u> needs to complete the <u>Bus Transport Form Appendix Seven</u> and provide a copy to the office once it is established how many students have arrived on the day to attend the camp/excursion.
	The <u>teacher in charge</u> is responsible for ensuring that all parent helper documentation is submitted to the office.
	All staff members must update their CareMonkey App to ensure that they have current and accessible information regarding the medical stance of every child in their care.

Parents-

- Parents will be sent a letter containing all the details of the camp/excursion including the cost per child.
- Parents must fill in the appropriate medical and permission forms for the camp/excursion and return them to their child's classroom teacher.
- There will be a camp/excursion meeting held with parents 2-3 weeks prior to the camp/excursion.
- An emergency number will be given to all parents in case of any circumstances that may need urgent attention.
- Parents will be requested to collect their child from camp/excursion if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.
- All parents/carers will be asked to update their child's medical information to ensure that every child has a current and active medical profile on CareMonkey which the program used at St Mary's to automate consent forms, medical records, field trips, staff forms, payments, incident reporting and group messaging.

Parents attending camps/excursion-

The Teacher in Charge is responsible for providing the following information to parents attending camps/excursions and ensure that it has been provided to the school office prior to the event.

	Need to have a current working with children card and present it to the school office prior to the camp/excursion to be copied and kept on file.
	Need to read and sign the <u>Safeguarding Children and Young People Code of Conduct</u> .
	Need to sign a declaration stating that they will carry out the responsibilities of an adult supervisor on camp/excursion - Appendix Eight .

	Need to complete a medical form that details any medical history / conditions that may affect participation in activities and medication being taken if applicable. This information will not exclude parents from attending camp/excursion, however it will enable appropriate planning of activities. Appendix Nine
	As well as the camp/excursion meeting there will be a further meeting held with Parent Leaders held in the week prior to camp/excursion to review the guidelines Appendix Eight.
	All supervising staff, including Parent Leaders, to exchange mobile telephone numbers to enable effective communication.

Rescheduling or Cancellations

- Offsite activities may also be cancelled, rescheduled or recalled if affected by a forecast extreme or severe fire danger weather warning.
- The school will notify parents and guardians directly of any changes to a planned offsite activity. Offsite activities include any activity undertaken by staff and children away from their school. This can include:
 - Camps
 - Excursions
 - Field trips
 - Sporting activities
 - Training or conferences for staff.

Emergency Management

- In the event of an emergency, whilst attending camp/excursion, such as bushfire, flood or severe weather conditions, the Schools' Camp/Excursion Organiser is to follow the Emergency Management Plan of the Camp/Excursion. The school and Camp/Excursion will receive and provide updates of the emergency situation.
- The safety of students and staff is paramount hence the Principal/Acting Principal will cancel, reschedule or, if safe to do so, recall offsite activities affected by a forecast Code Red fire danger weather warning or the camp/excursion is faced with the threat of bushfire or any weather conditions that are deemed to be of High or Extreme level of risk.

First Aid

- Full medical details are to be sighted by all staff attending. One staff member is to be nominated to administer and record medication that is taken. The Staff member responsible for organising the camp/excursion is to keep the parent and staff medical forms.
- Sun protection is a necessary requirement for staff and students at all times.
- All staff members are required to update their CareMonkey status on the day of departure to ensure they all have access to current medical information for staff and students.

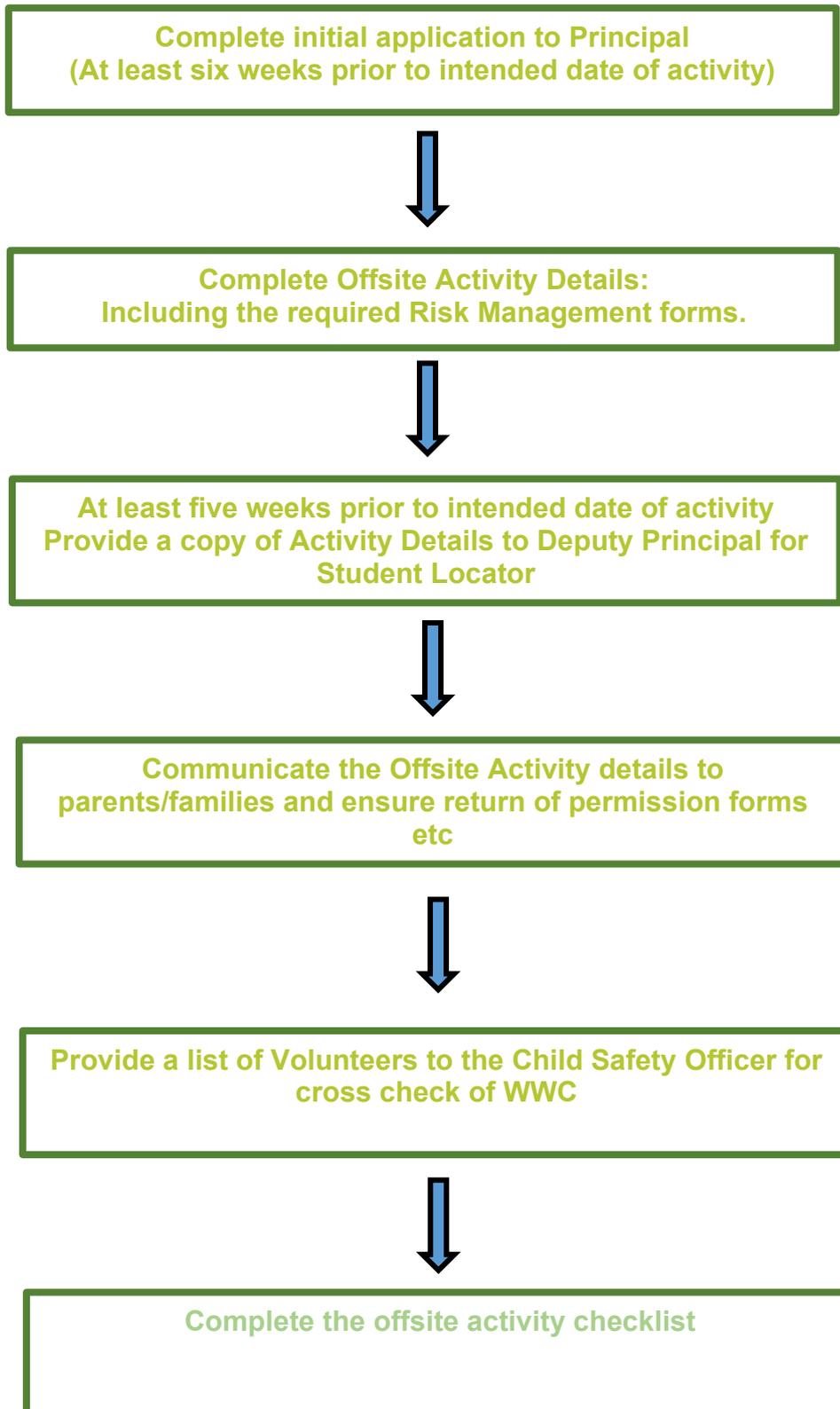
Exclusion from Camp/Excursion

Every effort will be made to include all children in camps/excursions, however a child may be excluded because of medical and/or safety requirements or discipline concerns. No child will participate in camps/excursions until payment, or satisfactory arrangements for payment, have been received.

Every effort will be made to contact parents who have outstanding debt for the camp/excursion.

APPENDIX ONE

Flow chart of actions required for Offsite Activities at St Mary's



APPENDIX TWO: Initial Application to Principal

Application completed by	
Date of Proposed Activity: Please note application must be completed at least five weeks prior to the activity.	
Year Level attending activity	Number of students
Proposed Venue	
Proposed purpose or educational aim of the activity	
Risk assessment to be completed by: Date of completion	
Proposed offsite activity leader: _____ Mobile Number _____	
Names and numbers of other staff members likely to be participating	
Anticipated number of adult volunteers:	
Names of Volunteers given to the Child Safety Officer to cross check with WWC Checks. This must be completed at least two weeks prior to the event.	
Anticipated staff/student ratio (including volunteers)	
What is the proposed process and timeline for sending out information to parents, medical forms, clothing and equipment lists, consent forms?	
Proposed accommodation arrangements	
Proposed catering arrangements, including provision of special dietary requirements	

Proposed catering arrangements, including provision of special dietary requirements	
Anticipated total cost, including transport	
Applicant's signature	Date
Principal's Response	
Principal's signature:	Date

APPENDIX THREE: Offsite Activity Details

General	
Name of teacher in charge of the activity	
Mobile telephone contact number during the activity	
Grade/year attending activity	
Purpose or educational aim of the activity	
All volunteers and parent helpers have lodged their WWC Card/Number with the Child Safety Officer YES/NO	
Venue	
Venue for the activity	
Address	
Name of caretaker at venue	Phone number at venue
Type of accommodation at venue (e.g. cabin, dormitory, motel, tents)	
Activities that will be undertaken during the offsite activity (e.g. orienteering, swimming, bushwalking, cycling)	
Dates	
Departure date	Return date
Student and staff numbers	
Total number of students attending	Total number of employed staff attending
Total number of volunteers attending	
Student-Staff Ratio (including volunteers) at offsite activity	

APPENDIX FOUR: Staffing Arrangements

Staffing arrangements		
1. Names of staff employed by the school who will be accompanying the group on the activity		
NAME	POSITION	
2. Names of other adults (e.g. volunteers) accompanying the group on the activity		
NAME	RELATIONSHIP TO SCHOOL	WCC*
3. Names of personnel at the venue		
NAME	POSITION	WCC*

APPENDIX FIVE

RISK ASSESSMENT MATRIX Determining the Level of Risk

This document can be used to identify the level of risk and help to prioritise any control measures.
Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

			Consequences				
			1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)
L i k e l i h o o d	A -	Almost certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B -	Likely to occur frequently	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C -	Possible & likely to occur at some time	Low (L)	Moderate(M)	High (H)	Extreme (X)	Extreme (X)
	D -	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate(M)	High (H)	Extreme (X)
	E -	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

How to Prioritise the Risk Rating

Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

Extreme	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> Develop administrative controls to limit the use or access.

Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	<ul style="list-style-type: none"> • Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
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Hierarchy of Control Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

Appendix SIX
SAMPLE RISK ASSESSMENT SUMMARY

Identify Hazards and subsequent Risks	Analyse Risks Evaluate Risks			Identify and evaluate existing risk controls			Further Risk Treatments
Hazards/Issues/ Risks	Consequence	Likelihood	Risk level	What we are doing now to manage this risk.	Effectiveness of our strategies	New risk level	Further action needed Opportunities for improvement
<p style="text-align: center;"><u>External Providers</u></p> <p>An external provider engaged to supervise and manage the flying fox has not been adequately trained to teach young children and a child is injured as a result.</p>	5	E	H	<p>Documentation to be sighted that states that the instructors have all received the necessary and appropriate training for their specific roles.</p> <p>Check that the camp/excursion provider has the appropriate / current public liability insurance certificate of currency.</p> <p>Ensure that the camp/excursion. provider has a risk management plan that has been reviewed and approved by the school prior to the camp/excursion.</p>	Effective	L	
<p style="text-align: center;"><u>Environment</u></p> <p>The group disturbs rare native vegetation and causes significant environmental damage.</p>	4	D	H	<p>Students will not be allowed to roam unsupervised around the grounds. They will be reminded of the guidelines for use of bush areas and that no flora is to be removed or damaged. During the night walk students will be following a clearly designated route on an established footpath.</p>	Effective	L	
<p style="text-align: center;"><u>Communication</u></p> <p>A student is injured during an activity and teachers need to contact parents quickly to agree a course of action.</p>	5	L	H	<p>Develop a specific communication strategy for emergencies: Staff to keep emergency contact lists for each grade in a clearly organised display folder, in alphabetical order so that parent contact details can be found quickly. These folders are to be taken out to activities and staff to keep their mobile phones at hand.</p>	Effective	L	

Identify Hazards and subsequent Risks	Analyse Risks Evaluate Risks			Identify and evaluate existing risk controls			Further Risk Treatments
	Consequence	Likelihood	Risk level	What we are doing now to manage this risk.	Effectiveness of our strategies	New risk level	Further action needed Opportunities for improvement
<u>Weather</u> Students are caught in a severe storm during an activity and suffer injuries as a result.	5	L	H	Check weather forecasts each morning and prepare a back-up plan before commencing with each day's activities. Ensure students are all wearing / carrying appropriate dress for their activities and the weather.	Effective	L	
<u>Transportation</u> A bus travelling from the camp/excursion. to school is involved in a road accident causing injuries to students, staff or volunteers.	5	L	H	Ensure all vehicles comply with road authority's registration requirements. Ensure all drivers comply with licensing requirements. Ensure that equipment carried within the vehicle is securely stowed so as not to create a risk of injury or damage. Staff / volunteers to be evenly distributed between the two buses	Effective	L	
<u>Volunteers</u> Volunteers fail to adequately supervise children leading to injury.	5	M	H	All volunteers must be WWC registered. This must be checked prior to the camp and school to have a copy of WWC cards. Expectations to be clearly explained to the volunteers and a debriefing to be held at the beginning and end of each day.	Effective	L	
<u>Allergies</u> A student suffers an allergic reaction (anaphylaxis) to a meal served by the camp kitchen.	5	L	H	Ensure the parents supply information about their children's allergies. Where necessary, an anaphylaxis plan should be kept with the students consent forms and medical details in the teachers' display folder. Ensure staff have received emergency first aid training. Communicate with camp operators in advance and ensure details are confirmed in writing.	Effective	L	

APPENDIX EIGHT
Parent Volunteer Form

THANK YOU FOR VOLUNTEERING TO ASSIST WITH THE 20__ GRADE __ CAMP/EXCURSION.
WE HOPE THAT YOU HAVE AN ENJOYABLE EXPERIENCE WITH THE CHILDREN AND STAFF.

TO ENSURE THAT THE CAMP/EXCURSION FUNCTIONS EFFECTIVELY AND THAT IT IS A SAFE ENVIRONMENT FOR THE CHILDREN; THE FOLLOWING GUIDELINES NEED TO BE OBSERVED.

- Children must be supervised at all times.
- Smoking or consumption of alcohol is not permitted at camp/excursion.
- If a child needs to leave the group, then they must be accompanied by another child.
- The children are not permitted to visit other dorms or bunk houses without permission.
- Parent Leaders **must not** be alone with a child.
- Each child will have dining room duties and leaders are to supervise their group.
- Leaders will briefly meet after each meal to discuss proceeding activities.
- If any child is un-cooperative, parents are asked to find a teacher who will issue the child an appropriate consequence.
- Please let the Principal know if there are any concerns or difficulties.
- Parents are there as members of staff and have an obligation to **ALL children**.
- Matters pertaining to children or leaders that occur on the camp/excursion are confidential and should not be discussed after the camp/excursion unless permission is sought from the Principal.
- **Mobile phones** should **not** be used on camp/excursion whilst supervising children or in the dining room.
- Photographs taken on camp/excursion remain the property of St Mary's School and may not be published via social media or other media without permission of the Principal.
- Parent helpers on camp/excursion are not permitted to allow children to telephone home or send text / photo messages to their parents.

I _____ understand and agree to the terms and conditions of my role as a parent helper 20__ GRADE __ CAMP/EXCURSION, dated _____

Signed: _____ Date: _____

APPENDIX NINE

Confidential Medical Report for School Camp/Excursion for Staff and Parent Helpers

St Mary's Catholic Primary School

This report is intended to assist the school in case of any medical emergency.

All information is held in confidence and these forms will be destroyed after the camp/excursion.

Name _____

Date of birth _____

Next of Kin _____

Address _____ Postcode _____

Emergency Telephone: (AH) _____ (BH) _____

Name and address of family Doctor: _____

_____ Phone _____

Medicare Number _____

Medical / Hospital Insurance Fund _____

Ambulance Membership Number _____

Allergies to

Penicillin

Other drugs

Any Food

Other Allergies

Dietary Requirements

Please list any special dietary requirements below:

Tetanus Immunisation

Last tetanus immunisation was _____. If over ten years since last immunisation,

please tick if booster is to be arranged before the camp/excursion.

Medication

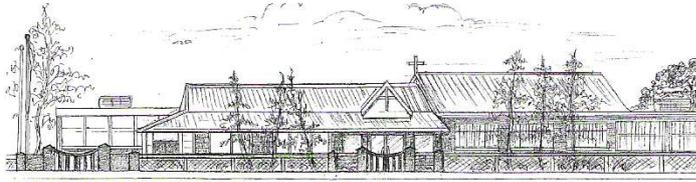
Are you currently on medication? If yes, please detail below.

Medical History

In the case of an emergency, do you have a previous or existing medical condition that first aiders / medical staff need to be aware of? If yes, please detail below.

Signed _____ Date _____

APPENDIX TEN
Medication Form



MEDICATION FORM

CHILD'S NAME :

MEDICATION NAME:

DOSAGE :

TIMES TO BE ADMINISTERED:

.....

I/We authorise the principal, secretary or staff to administer the above medication to my child. I/We realise it is my responsibility to supply the school with sufficient medication for the week in a sealed container. I am aware it is not the responsibility of staff to send for my child. I shall instruct my child, as to the times he/she should report to the office or I will make a phone call to the office at the times my child is due for medication.

Signed :

Date :

Requirements on the day of the camp/excursion:

- 1 Permission forms for every child involved.
- 2 Any special medical requirements or details for children must be written down and taken by class teacher.
- 3 Mark class list of all children attending excursion prior to, and upon returning. Send a copy of this list to the office.
- 4 Take a fully-charged mobile phone

Cost of all transport involved: _____

Cost of venue for children: _____

Cost of venue for adults: _____

Cost of excursion per child: _____

Cost of excursion per extra adult: _____