CAMPS AND EXCURSIONS POLICY

APPROVAL OF CAMPS AND EXCURSIONS POLICY

Principal
College Board Chair

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# INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISION STATEMENT</td>
<td>3</td>
</tr>
<tr>
<td>OUR MISSION</td>
<td>3</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>3</td>
</tr>
<tr>
<td>RATIONALE</td>
<td>3</td>
</tr>
<tr>
<td>AIMS</td>
<td>3</td>
</tr>
<tr>
<td>CAMP DETAILS, FOCUS, TIMING AND VENUE</td>
<td>4</td>
</tr>
<tr>
<td>Year 5</td>
<td>4</td>
</tr>
<tr>
<td>Year 6</td>
<td>4</td>
</tr>
<tr>
<td>Year 7</td>
<td>5</td>
</tr>
<tr>
<td>Year 8</td>
<td>5</td>
</tr>
<tr>
<td>Year 9</td>
<td>5</td>
</tr>
<tr>
<td>Year 10</td>
<td>5</td>
</tr>
<tr>
<td>Year 11</td>
<td>5</td>
</tr>
<tr>
<td>Year 12</td>
<td>5</td>
</tr>
<tr>
<td>CAMP STAFF TO STUDENT / CHILD RATIOS</td>
<td>6</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>6</td>
</tr>
<tr>
<td>VOLUNTARY WORKERS / PARENTS</td>
<td>7</td>
</tr>
<tr>
<td>DOCUMENTATION REQUIRED</td>
<td>7</td>
</tr>
<tr>
<td>SUPPORTING DOCUMENTS</td>
<td>7</td>
</tr>
</tbody>
</table>
VISION STATEMENT
We nurture in our endeavours God’s gifts of holy friendship, a passion for learning and celebration of personal excellence.

OUR MISSION
St Francis de Sales College is a learning community that works together to build an environment in which faith is nurtured in a Catholic Christian tradition. It does this by recognising individuals’ skills and talents while appreciating and accepting their uniqueness.

The College is committed to promoting community and personal fulfillment through life enhancing relationships.

St Francis de Sales, as patron, symbolised the high hopes that are held for every St Francis de Sales student, so that, inspired and guided by his example, each child may:

- promote a culture of life through courage in responding to the challenges that life brings
- foster the engagement of faith and reason
- develop a love of learning and independent thinking
- value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs
- become a socially responsible contributor in the community and to society
- acquire virtue and wisdom and respond generously to others throughout life.

PHILOSOPHY
Excursions and camps are an integral part of the holistic learning experiences offered at St Francis de Sales College. They provide the opportunity for students to be exposed to experiences beyond their normal school environment.

RATIONALE
Outdoor education and camping provides unique and recreational experiences for many students. The aim for camps and excursions is to enrich the curriculum and learning opportunities of students.

To extend learning, camps and excursions will be:

- integrated into areas of the curriculum
- sequenced to avoid repetition
- constructed to include fun and excitement, and made positive and safe through effective forward planning
- effective in terms of financial and personnel expenditure.

AIMS
Camps are defined as an element of a student learning program conducted at a location away from the College and or involving one or more overnight stays. This includes overseas trips. Excursions are defined as an element of a student learning program involving a day trip or shorter period at a location away from the College. They are intended to provide a range of social and learning experiences:
Inter-personal life skills

- Working with others, negotiating camp rules, team menu preparation, duty rosters along with opportunities for leadership.

Individual learning experiences

- Students see themselves away from usual support mechanisms and can learn about themselves (reflect on their character development).
- Personal organisational skills, independence, accountability.

Sequential development of skills and challenges, of group and individual development possibilities e.g. objectives can include some of:

- providing a sense of adventure, an appreciation of the environment, a sense of achievement, decision-making skills, opportunities for reflection, tests of judgement.

CAMP DETAILS, FOCUS, TIMING AND VENUE

Camp locations are selected as part of the planning process and approved by the College Executive based on the site’s ability to ensure a safe environment for students, a variety of age appropriate activities and suitably qualified and experienced staff.

Planning for camps must:

- ensure safety requirements are adhered to
- endorse the curriculum component requirements
- consider foreseeable conditions and hazards
- take into account the special needs of students
- include written evidence of police screening for campsite providers, instructors and employees
- include contingency plans for dealing with accident, injury or serious cases of misconduct
- ensure correct protocols for gaining parental consent have been observed
- ensure that all documentation pertaining to student health i.e. medical conditions and allergies is collected and retained
- ensure that correct and safe equipment is provided for the camp by the provider/supervisor
- ensure that students/parents are informed of all activities and clothing/equipment required
- ensure that contact details are accessible and available
- ensure communication protocols are observed and relevant forms are lodged with the appropriate authorities (specifically for overseas excursions)
- ensure a gender balance of male and female staff where possible for overnight camps comprising mixed gender groups.

Year 5
Two day camp
Focus:  Outdoor education
Venue:  Mylor Baptist Camp

Year 6
Three day camp
Focus:  Aquatics and water safety
Venue:  Victor Harbor
Year 7
Three day camp
Focus: SOSE: Understanding Australia’s capital city
Venue: Canberra

Year 8
Three day camp
Focus: Induction/orientation/developing individuals’ personal and group skills
Venue: Wellington

Year 9
Four day camp
Focus: Team building and rights of passage
Venue: Goolwa and Kuitpo Forest

Year 10
Work Experience
Day Excursion
Focus: Aquatics
Venue: Murraylands

Year 11
Two day retreat
Focus: Leadership
Venue: Mylor Baptist Camp

Year 12
Three day retreat
Focus: Personal journey
Venue: Monastery, Glen Osmond
CAMP STAFF TO STUDENT / CHILD RATIOS

These ratios (1:6 for Reception to Year 2; 1:15 for Years 3-12) are given as guidelines only, since they depend on the following key factors, any of which could prompt an adjustment to the ratio:

- age and development level of participants
- physical capabilities and experience
- disabilities, special medical conditions or other limitations, e.g. behavioural
- level of training and experience of excursion staff members, e.g. teachers, specialist instructors and other supervisors
- level at which activity is being undertaken, e.g. competition or recreational
- availability of required quantities of well-maintained and functioning equipment of appropriate design
- terrain, water conditions etc.
- prevailing and anticipated weather conditions
- access to support services such as first aid, medical or other emergency
- any other requirements of contingency plans.

For specific ratios refer to Appendix Q: Staff and Student Ratios Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005, updated February 2012.

TRANSPORT

The most suitable form of transport will be selected, with the safety of participants being of paramount importance. Consideration is given to the needs of students, cost, terrain, availability and driver qualifications and experience.

Private vehicles may be used subject to written agreement. Cars must not carry more students than there are seatbelts fitted.

When parents and/or excursion staff transport students on school activities in their own private vehicle, the vehicle’s normal compulsory third party insurance will cover students for any injuries.

The College accepts no liability for any damage from an accident arising from an accident involving a private vehicle.

Parental consent is always required for students to travel in a private vehicle.

For specific issues related to transport please refer to Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005, updated February 2012

Vehicles driven by students

Vehicles driven by students should only be used as a last resort i.e. the excursion could not occur without their provision of transport. Approval is only provided for the use of vehicles driven by students where:

- the student has a full or provisional licence (to be sighted by Principal or delegate)
- the excursion could not occur without the student’s offer of transport
- a parent’s written authority has been obtained before any student is allowed to drive to an excursion.
Student drivers are not permitted to carry other students except with the express permission in writing of the parents of the driver AND parents of the passengers (in accordance with the College Student Drivers and Passengers Policy).

**VOLUNTARY WORKERS / PARENTS**

Voluntary workers who assume a supervisory responsibility owe a duty of care to the students under their control. However, the primary duty of care rests with teachers to whom the voluntary workers are assigned.

All voluntary workers involved in camps must undergo a Catholic Police Clearance.

**DOCUMENTATION REQUIRED**

Staff responsible for the organisation of each camp are required to complete the following documentation:

- assessment of Risks and Hazards
- proposal for Camp/Excursion Form
- a letter to parents/caregivers outlining information regarding camp details, general and medical consent forms
- bus booking form (if applicable)
- any other specific documentation required e.g. Application to the Director for overseas trips.

These documents need to be lodged with the Deputy Principal and/or Business Manager prior to the camp proceeding.

For further information: Refer to Procedure Guidelines: Excursions, Camps and Sporting Activities

These forms can be located at: S:\STAFF ONLY\EXCURSIONS, EVENTS & CAMP FORMS.

**SUPPORTING DOCUMENTS**