



St Francis de Sales
COLLEGE

CAMPS, EXCURSIONS, SPORTING AND ADVENTURE ACTIVITIES

PROCEDURE

Principal: Gavin McGlaughlin

A handwritten signature in black ink, appearing to read 'Gavin McGlaughlin', is written over the printed name.

Date: 22 June 2021

Review Date: 22 June 2024

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1. INTRODUCTION

This College procedure complements the *CESA Camps, Excursions, Sporting and Adventure Activities Policy and Procedures* and should be read in partnership with those documents.

2. ORGANISATION

2(a) EXCLUSIONS

The following activities, referred to as Category 3 high risk activities, are prohibited:

- parachuting
- boxing
- quad biking
- rock fishing
- rodeo
- fixed wing gliding
- paragliding
- formula car racing or similar
- bungee jumping
- shooting

2(b) BOOKINGS

Bookings must be made well in advance and confirmed as soon as possible, with confirmation obtained one week before the event. The Principal, through the teacher-in-charge, should have regard to any terms and conditions associated with a camp booking, including minimum notice periods for cancelling or altering bookings.

2(c) RATIOS

The adult to student ratio must reflect safe practice. The teacher-in-charge must use minimum supervision ratios where they are provided below.

For activities not included in this procedure, it is the responsibility of the teacher-in-charge to determine a safe ratio with the Principal.

The following minimum adult to student ratios, apply:

- 1:6 for preschool to Year 2
- 1:10 for Years 3 – 6
- 1:15 for Years 7 – 12

Specific mandated adult to student ratios exist for specific activities, which can be accessed at ([CESA Camps Excursions Sporting and Adventure Activities Procedure](#) page 18).

2(d) CONSENT

Consent must be obtained using the College's *Consent2Go* system.

It is important that medical, medication and health/personal care information be obtained in addition to the information already on SEQTA. This information must be available to the teacher-in-charge and the supervising team during the entire course of the camp or excursion.

3. SUPERVISION

3(a) COMMUNICATIONS AND CALL IN PROCEDURE

Communication equipment must be available for use by supervisory team members on any camp or excursion, including a mobile phone. For more extreme locations (eg an outdoor education camp in a remote area), radio or satellite telephones might be required.

There must be a school-based contact person for all camps and excursions who can be contacted at all times.

3(b) SUPERVISORY TEAM

The supervisory team consists of all those with a supervisory responsibility for the camp or excursion. These adults could therefore be a mix of the following:

- teachers, including the teacher-in-charge
- educators
- trainee teachers
- ESOs
- appointed instructors
- volunteers

3(c) LEVEL OF SUPERVISION

The teacher-in-charge of a camp or excursion must determine the level of supervision required to support all students' safety and wellbeing and ensure that it is maintained for the entire duration of the camp or excursion.

Supervision requirements will be determined by considering:

- age, ability, skills, development of all students, and the needs of students with disabilities or special needs
- nature of the activity
- time of the day and year
- location and environment

3(d) SPECIALIST INSTRUCTORS AND OUTDOOR EDUCATION PROVIDERS

Activities for which staff do not have the skills, qualifications or experience to conduct, require the Principal and teacher-in-charge to appoint qualified specialist instructors. However, a member of the supervisory team must at all times supervise the educational program and ensure that activities are managed to meet the needs of the students.

3(e) STANDARDS OF CONDUCT

The *Code of Conduct for Staff Employed in Catholic Education South Australia* is applicable to all staff on camps or excursions.

3(f) SLEEPING ARRANGEMENTS

No member of the supervisory team should sleep in the same dormitory or accommodation as students. There may be exceptions to this arrangement if the particular activity inherently requires adults and children to be housed together (for example charity sleepovers in certain venues or one room accommodation venues). In these circumstances clearly inform parents of the particulars.

3(g) FIRST AID

All first aid requirements including first aid staff to student ratios and equipment requirements must be complied with. Students must be able to access first aid support at all times.

All staff must be trained and undertake training every three years and be prepared to provide at least basic first aid, while awaiting more expert advice.

General use medications including analgesics such as aspirin, paracetamol or ibuprofen, must never be available as a standard first aid response as they can mask signs and symptoms of serious illness or injury.

The minimum staff to student ratio for first aid is 1:50 with a minimum qualification requirement of HLT AID 004 – Provide an emergency first aid response in an education and care setting.
For higher risk adventure activities, the staff to student ratio would be reduced to a minimum of 1:25 with qualification requirement of HLT AID 004.

When camps are conducted in remote or isolated locations (eg where medical assistance would be unable to be received within 2 hours) a designated first aider must be trained in a higher qualification to provide first aid in remote situations HLT AID 005 – Provide first aid in remote situations.

Where a child or young person requires a first aid intervention outside of standard first aid training (eg complex or invasive health care needs), then an approved worker must be present to provide such assistance as needed.

Where a child or young person has a health/personal care plan of a specific nature, relevant supervisory team members must have undertaken the training and have specific knowledge of the procedures to be taken in the event of an incident involving that child or young person.

3(h) BILLETS, INCLUDING OVERSEAS BILLETS

The host school and the host family have responsibility for accommodation and activities out of school.

- It is the responsibility of the organising school to ensure the host families that provide accommodation for young people provide a safe environment.

Each billeted young person must have access to:

- a communication protocol for contact with a teacher from both the organising school and the host school
- single-sex bedrooms
- private washing and toilet facilities
- facilities for any young person's special needs
- communication facilities for billeted young people to contact their teachers

4. RISK

4(a) RISK MANAGEMENT

All hazards must be identified and controls implemented prior to a camp or excursion.

4(b) RISK ASSESSMENT

Planning must commence by identifying hazards and managing risks with regard to health/personal care, safety and wellbeing using the College's Risk Assessment format, triggered through the *Consent2Go* process.

4(c) SPECIFIC ACTIVITY SAFETY CONSIDERATIONS

In addition to the requirements outlined within this procedure, for the activities listed below the teacher-in-charge must implement additional safety considerations, which can be accessed at ([CESA Camps Excursions Sporting and Adventure Activities Procedure](#) pages 13-14):

- tent camping
- performances, events, functions, pageants, festivals – public venues
- dinners, formals, graduations
- aquatic areas
- geology and science field trips
- outback driving expeditions

5. TRANSPORT

5(a) VEHICLE SUITABILITY

A vehicle carrying students must be:

- equipped with seat belts and approved safety restraints (where relevant)
- registered
- in a serviceable mechanical condition
- as a minimum, covered by third-party property insurance

5(b) PRIVATELY OWNED MOTOR VEHICLES

School employees or volunteers who offer to use their own cars to transport students must sign an agreement form and submit it to the teacher-in-charge.

Cars driven by young people (P1 or P2 licence holders) should only be used as a last resort. The school must obtain a parent's written authority before any student is allowed to drive to excursions. Student drivers must not be permitted to carry any other students, except with the express permission in writing of both the parents AND parents of passengers.