



POLICY AND PROCEDURES

SCHOOL CAMPS AND EXCURSIONS STATE BASED

Revised: 2016

Due for Review: 2021

Rationale The Church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith. These aims underpin every activity of the Catholic school's life and curriculum. (*Mandate Letter, 11-17*).

School camps and excursions are conducted as either an integral or an incidental part of the educational program of the College.

Definitions 'School camps and excursions' are defined as activities generally conducted away from the school campus for educational and/or religious purposes. In special circumstances, a camp or excursion could take place at a school campus. 'Camps' would normally involve an overnight stay whereas 'excursions' would normally involve single-day trips. Retreats and other faith based experiences are included within the terms "School Camps and Excursions".

'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 (e.g. a voluntary Biology Camp to Ningaloo).

- Principles**
1. School camps and excursions are part of the educational program offered by the College.
 2. The Principal shall ensure that maximum emphasis is placed upon the safety and well-being of all the participants. Child Protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
 3. School camps and excursions are to be regarded as an extension of the College. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion. Pastoral care systems shall be in place to support the needs of all students.
 4. A duty of care exists at all times, as a teacher/student relationship exists throughout the camp or excursion.
 5. The Principal, in planning school camps and excursions, shall consider the needs of students and their families.

6. Behaviour Management, Bullying and Harassment, Child Protection and other school policies and processes shall continue to be applicable, where necessary. 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.
7. The Principal shall consider the financial implication upon families of sending students to camps or excursions. Provision shall be made by the College so that no student is prevented from attending camps or excursions that are an integral part of the educational program, on financial grounds.
8. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
9. The student's family needs to be of good financial standing with the College for a student to attend a trip that is 'incidental' to the educational program.

The term 'good financial standing' means that there are no prior year's outstanding fees for the student and that for the year in which the trip occurs the family has entered into an approved repayment arrangement for that year's fees. Parents will be notified by the Business Manager if a student is not in 'good financial standing' with the College at that time. They will be given the opportunity to rectify the outstanding debt by either paying in full or by an approved repayment plan.

Procedures

1. All camps and excursions at Nagle Catholic College are undertaken in accordance with the *C.E.C.W.A. Policy on School Camps and Excursions – Guidelines for Catholic Schools*.
2. The Principal or Vice Principal shall approve all school camps and excursions.
3. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent or guardian. The permission note shall outline details such as the method of transport and the activities to be undertaken.

Note: Schools who have students who board away from home may have different operational requirements when notifying parents of camps and excursions.

4. School camps and excursions form part of a school's curriculum program and therefore shall normally be attended by students. Where parents or guardians have any issues regarding the attendance of their child/children on school camps or excursions these issues shall be discussed with the Principal or the Principal's delegate. Care shall be taken to protect the right of parents or guardians to decide whether or not to send their children to school camps.
5. Where a student does not attend a school camp or excursion the College shall provide an alternative educational program.
6. Planning for school camps and excursions shall be in accordance with the *School Camps and Excursions – Guidelines for Catholic School and cover*
 - 6.1 the medical requirements of the participants;
 - 6.2 the student to adult ratio;
 - 6.3 the medical kit required and the first aid qualifications of staff in attendance;
 - 6.4 the duty of care of staff, including a ban on intoxicating substances;
 - 6.5 appropriate CrimTrac 100 Points Check Police Clearance for supervisors and volunteers;
 - 6.6 insurance cover;
 - 6.7 transport arrangements, including drivers' licences.

7. At the conclusion of the camp a written report shall be submitted by the teacher in charge to the Principal. The report shall cover:
 - 7.1 the adequacy of the camp site
 - 7.2 recommendations for the future use of the camp site;
 - 7.3 the overall management of the camp;
 - 7.4 any injuries that occurred;
 - 7.5 the achievement or otherwise of the objectives of the camp;
 - 7.6 other information relating to specific incidents on the camp;
 - 7.7 any other information which may assist in the planning of future camps.

8. When during the course of an excursion

- a student suffered an injury or
- experienced ill health or

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.

9. For school camps and excursions that are 'incidental' to the educational program, students must be in 'good standing' with the College before being permitted to attend. 'Good standing' requires a student to have an exemplary record in terms of behaviour, attitude and application to his/her studies.

The permission process involves students obtaining signatures of approval from the following staff:

- the teacher-in-charge of the camp/excursion
- the student's House Leader
- the Deputy Principal – Students.

Should any of the above members of staff believe that it is inappropriate for a student to attend an incidental school camp or excursion based on these grounds, he/she will not give approval and the student will not be permitted to attend.

Staff/Spouse Trip Guidelines

Principles

1. Where an Excursion/Retreat/Camp that is 'integral' to the education program of the College is required or 'best suited' to take place during a holiday period, staff required to attend shall be awarded 'days in lieu' on a basis of one day in lieu for every one day they are required to be available for the purposes of the event. Such days shall be taken at mutually agreed time(s). The Executive of the College will indicate if 'time in lieu' is to be offered during the formal approval process of each event.
2. Where a Camp/Excursion/Retreat that is 'incidental' to the education program is required or 'best suited' to take place during a holiday period, a staff member may request for their spouse to accompany them. Each request will be considered by the Principal who will give consideration to the timing of the event, the duration of the event, the nature of the event, the individual circumstances of the event and any benefits or otherwise of the spouse's presence upon the participants or the nature of the event itself.

Where permission is granted for the spouse to attend, the spouse shall attend as a member of the group and in a full paying capacity. The spouse would be expected to immerse themselves as fully as possible within the activities of the event