

St Paul's Primary School, Mt Lawley



SCHOOL CAMPS AND EXCURSION POLICY

RATIONALE:

Where school camps and excursions are conducted at St Paul's they shall be undertaken as an integral part of the education program of the school and shall overall reflect authentic Catholic principals and values.

PRINCIPLES:

St Paul's camps and excursions will enhance the school's educational program.

The Principal shall ensure that maximum emphasis is placed on the safety and well-being of all participants.

The Principal, in planning school camps and excursions, shall consider the needs of both students and their families.

The Principal shall consider the financial burden on families of sending students to camps or excursions.

St Paul's camps and excursions are to be regarded as an extension of the school. The same code of conduct during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion.

A duty of care exists at all times, as a teacher-student relationship exists throughout the camp or excursion program.

Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.

PROCEDURES:

The Principal shall approve all school camps and excursions.

Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the custodial parent. The permission note shall outline details such as the method of transport and activities to be undertaken.

Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds.

School camps and excursions form part of St Paul's School curriculum program and therefore are to be attended by students. Where parents have issues regarding the attendance of their child/children on school camps or excursions these issues shall be discussed with the Principal. Care will be taken to protect the right of parents.

Where a student does not attend a school camp or excursion the school will provide an alternative education program within the constraints of its available resources.

As a part of planning for a camp an emergency plan shall be put into place. Emergency plans shall be determined in accordance with the *School Camps and Excursions – Guidelines for Catholic Schools*. See *Checklist #1*.

Consideration shall be given to medical requirements of students participating on camps. See *checklist #2*

In determining the student-adult ratio for school camps and excursions the following factors are to be considered:

- the types of activities;
- the location of the school camp or excursion;
- the age of the students;
- the camp or excursion facilities;
- gender balance for the supervision of male and female students;
- dormitory arrangements in a co-educational setting.

A medical kit, appropriate to the activities and/or location of the camp or excursion, shall be kept within close proximity at all times.

At least one adult attending the camp shall have a recognised and current First Aid qualification.

While on camp or an excursion, the responsibilities associated with duty of care exist at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp or excursion.

The Principal shall ensure that adequate insurance cover is in place to protect all the participants at the school camp or excursion.

Students shall be transported to and from the camps and on excursions 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 and appropriate driver's licence.

At the conclusion of the camp a report shall be submitted by the camp supervisor 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 the objectives of the camp;
- other information relating to specific incidents of the camp;
- any other information which may assist in the planning of future camps. See *checklist #3*

For all school excursions refer to *checklist # 3*

The school will conduct a Year 6 camp every year.

Parents may be invited to assist as camp helpers to ensure appropriate student/adult ratio is maintained and that adequate supervision is available for all camp activities.

Appendix 8

EXCURSION / INCURSION INFORMATION & PLANNING

Note: This form will become a tax document - please complete in full

CLASS: **DATE:**

Excursion/Incursion

Venue address:

Contact name: **Phone number:**

Security/Police Clearance/checks provided ? yes no.....

School pick up time: **School return time:**.....

Number of students **Number of adults:**

Names of Parent Helpers :.....

.....

Curriculum Learning Area Focus:

Outcome:

Travel Details:

E.g. Bus Company :

Date booked: Confirmed:

Costing / GST Details

Cost per child/adult - Venue \$..... Transport \$

Cost of food purchased for excursion per child \$.....

Total cost of excursion per child \$.....

Venue/Provider has been asked to supply a 'Tax Invoice' to the school prior to excursion/incursion:

Yes Comment

Cheque details

Venue: Total: \$..... Payee:

Transport: \$..... Payee:

(most bus companies will bill us later - check they provide a 'tax invoice')

Notification:

Duty changes Science Support Phys Ed Italian Music

Permission Form attached?Permission Forms sent to parents? Returned?.....

Principal's Approval:

* Items to be completed

(please give a copy of this completed form to the Bursar)

Appendix 9

ST PAUL'S SCHOOL EXCURSION INFORMATION & PERMISSION FORM

YEAR LEVEL: _____ DATE OF EXCURSION: _____

EXCURSION: _____

REQUIREMENTS: _____

(Retain at home)



ST PAUL'S SCHOOL EXCURSION PERMISSION SLIP

STUDENT NAME: _____
(PLEASE PRINT)

YEAR LEVEL: _____ DATE OF EXCURSION: _____

EXCURSION: _____

My child **does / does not** have my permission to travel on chartered transport (and in the case of an emergency via teacher/parent vehicle to seek medical assistance) and participate in the above school excursion. **(Please circle the appropriate response)**

PARENT'S NAME: _____ DATE: _____
(PLEASE PRINT)

PARENT'S SIGNATURE: _____

My child's medical condition: _____

Child's medication requirements during the excursion ... (e.g. Asthma puffer)

Return to teacher by _____

Appendix 10 (Adapted from School Camps and Excursions - Guidelines for Catholic Schools)

AQUATIC ACTIVITIES

Schools are required to have suitably qualified personnel on hand when conducting aquatic activities.

GENERAL CONDITIONS

The overall responsibility for the welfare and safety of students and staff lies with the principal of the school. However, the responsibility for the welfare of the students is shared responsibility with the teaching staff while students are under their care. Teachers must be vigilant to not only prevent accidents but most significantly, in the case of aquatic activities, be prepared to respond quickly in an emergency to ensure that the rescue is executed immediately.

RISK MANAGEMENT APPROACH

In most circumstances aquatic activities require a higher degree of prior risk management assessment than many other physical education, or outdoor and off-site learning activities. Risk management is a process of identifying the potential risks a particular activity presents to students and teachers.

STUDENT SWIMMING CAPABILITIES

The swimming ability of the students in the class is a major factor when determining the duty of care responsibilities that teachers must afford their students in aquatic activities. It is reasonable that an assessment of student swimming ability should be made as close to the commencement of the activity as possible. It is important that provision is made for the safe participation of all class members, particularly in regard to the students' swimming ability is determined by the teacher/assisting adult/instructor.

QUALIFICATIONS

The principal is responsible for ensuring that teachers assisting adults /instructors involved in the supervision of any aquatic activity must be able to demonstrate appropriate skills and abilities in that environment and in the use of necessary equipment to effect the rescue of students. At least one teacher/ assisting adult/instructor supervising aquatic activities must hold one of the following accreditations:

The Royal Life Saving Society – Bronze Medallion; and or/
The Surf Life Saving – Surf rescue Certificate.

TEACHER/ASSISTING ADULT/INSTRUCTOR: STUDENT RATIO

Recommended accredited teacher/assistant adult/instructor: student ration for particular aquatic environments are:

Open Water Environment (seaside venue, flowing river, beach/surf venues):

Primary students (4 to 12 years approximately) – up to 1:8

Closed Water Environment (swimming pools, sheltered coastal or river venues):

Primary– up to 1:32

Recommended teacher: student ratios for particular aquatic activities are:

Swimming and Water Safety Instruction (in-term swimming lessons) up to 1:16 for primary school students;

Competitive swimming (carnivals intra and inter school, triathlon) up to 1:32;

Outdoor pursuits/physical recreation and sport (water polo, wave ski, surfboard riding, life saving classes) up to 1:12;

Outdoor education (expeditions using an aquatic-based mode of transport eg canoeing, sailing) ratios appear in section 2 Camps and Excursions - Guidelines for Catholic Schools)

Excursions (including celebrations and end-of year reward days, school picnics, biology excursion to Rottnest Island) up to 1:12

While the overall duty remains with the teaching staff, assisting adults and instructors with these accreditations may be utilised to assist teaching staff to supervise and provide advice and expertise during aquatic activities.

PROGRAM PLANNING AND PREPARATION

The teacher-in-charge must provide copies of an emergency response plan, including a communications strategy to the principal with copies given to other supervising adults involved in the excursion.

NB This could range from a simple list of emergency telephone contacts and a mobile phone with a spare battery taken by a teacher(s) to sophisticated and detailed actions logged with the WA Police Service, Conservation and Land Management Rangers (CALM) etc.

OTHER ADVICE

Always have an emergency plan (including a vehicle location and mobile phone available or knowledge of the location of the nearest phone) for all excursions.

Ensure that a teacher/adult supervisor with resuscitation experience is on hand to react to any emergency situation within sight of all students in the water.

Set boundaries and limitations that clearly defines the swimming area. NB the whole swimming area must be in full view of the supervising adults.

Venues for swimming must be checked for suitability prior to the activity being undertaken.

The leader must have a list of all students taking part in the activity, and knowledge of all medical conditions relating to the abilities of individual students.

The Royal Life Saving Society has developed a Multi Point Checklist. This Multi Point Checklist is available within the full version of *Camps and Excursions - Guidelines for Catholic Schools*.

EMERGENCY PROCEDURES

Because of the risks inherent in aquatic activities, the teacher in charge of the group should ensure there is a suitable emergency procedure that will ensure access to emergency support without compromising the duty of care to the group or a casualty. The principal should ensure that all teaching and supervising staff understand the Emergency Plan and if appropriate, the need for effective communication with Emergency Services.

ST PAUL'S PRIMARY SCHOOL MT LAWLEY

Emergency Plan

(Adapted from St Paul's Critical Incident Plan)

<p>1</p>	<p>If you come across a critical incident:</p>	<p>Assess the danger to yourself and others in the immediate area. Ensure your own safety.</p> <p>Secure the safety of the students.</p>
<p>2</p>	<p>Seek assistance</p>	<p>Phone or send person to nearest staff member.</p> <p>The staff member receiving the message must immediately notify the principal.</p> <p>If necessary Principal/delegate notifies CIRT (critical incident response team).</p>
<p>3</p>	<p>Observe the scene</p>	<p>Preserve the scene as much as possible, keeping in mind any danger to you or to the student/s involved.</p> <p>Be observant so that information passed onto emergency services/police/school is accurate.</p>
<p>4</p>	<p>CIRT implements tasks in terms of Appendix One, Two and Three</p>	
<p>5</p>	<p>Ongoing support for the staff</p>	<p>Dependent on the seriousness of the critical incident.</p>
<p>6</p>	<p>Review</p>	<p>After a critical incident, a committee of staff is to review the incident.</p> <p>This policy is to be reviewed bi-annually, or after an incident and updated.</p>

Checklist #2

**MEDICAL FORM
ST PAUL'S PRIMARY SCHOOL MT LAWLEY**

CHILD'S NAME: _____

DATE OF BIRTH: _____

NAME OF PARENT OR GUARDIAN: _____

ADDRESS: _____

TELEPHONE: HOME: _____ **WORK:** _____

MOBILE NOS: _____

EMERGENCY NAME AND CONTACT NOS: _____

NAME OF MEDICAL FUND: _____ **NUMBER:** _____

1) HAS YOUR CHILD HAD A TETANUS BOOSTER IN THE PAST 12 MONTHS? **YES/NO**

2) PLEASE INDICATE WHICH OF THE FOLLOWING RELATE TO YOUR CHILD:

- a) Heart problems Yes/No _____
- b) Respiratory problems Yes/No _____
 - (i) Asthma Yes/No _____
 - (ii) Other Yes/No _____
- c) Allergies Yes/No _____
- d) Sugar Diabetes Yes/No _____
 - (i) Food Yes/No _____
 - (ii) Drugs Yes/No _____
 - (iii) Ointments Yes/No _____
 - (iv) Other Yes/No _____
- e) Blood Pressure Yes/No _____
- f) Recent Operations Yes/No _____
- g) Epilepsy Yes/No _____
- h) Recent Illness Yes/No _____
- i) Phobias Yes/No _____
- j) Bed Wetting Yes/No _____
- k) Others: Please list Yes/No _____
- l) Comments relating to any of the above, including administering of medication (i.e. who, when)

3) If your child requires a Panadol – permission is given to be administered. **YES/NO**

4) Does your child suffer from any medical condition which may prevent him/her from participating in activities mentioned in the itinerary? **YES/NO**. If yes, please specify

5) Does your child have a medical dietary requirement? **YES/NO**. If yes, please specify

6) Other Comments:

MEDICATION

Details of medication required (frequency, dosage etc) are to be sent to the Assistant Principal in writing. Please ensure that any medication required is handed to _____ prior to leaving school.

List any other information which should be known:

We will be happy to discuss medical matters with parents.

Child's Medicare No or Medical Fund Details : _____

I authorise the Teacher in Charge of the Camp to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment including transfusions as may be deemed necessary.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Checklist #3

**EXCURSION PROCEDURE
ST PAUL'S PRIMARY SCHOOL MT LAWLEY**

PRIOR TO EXCURSION CHECKLIST...

1. Principal notified of excursion details.
2. St Paul's Incursion/Excursion Information and Planning form filled in. (See Appendix 8)
3. Permission notes sent to students' homes, principal and receptionist. (See Appendix 9)
4. Excursion location booked.
5. Transport booked. Buses must be fitted with seat belts.
6. Ensure that the qualifications of all teachers/adults (First Aid/special activities) involved with the excursion have been checked and are current.
7. Parent helpers chosen and contacted.
8. All returned permission notes checked for parent/guardian signature and medical conditions.
9. Supervision for those students not attending the excursion is essential.
10. Appropriate First-Aid Kit and experienced persons organized for the excursion.
11. Medical conditions of students' noted and appropriate medication taken on outing. E.g. Asthma puffers
12. Emergency communication and travel arrangements pre-arranged at sight of excursion.
13. Promptly complete any relevant accident documentation after an accident.

SPECIAL ARRANGEMENTS...

1. For aquatic activities held during excursions and camps please refer to Appendix 10.
2. At least 1(one) teacher must have CPR training and current qualification for all overnight stays.