



CAMPS, EXCURSIONS AND RETREATS POLICY AND PROCEDURES

CONTEXT

Camps, excursions and retreats are a valuable and enriching part of the spiritual, educational, pastoral, cultural and sporting programmes of Sacred Heart College. Camps, excursions and retreats:

- Complement and build upon classroom learning;
- Increase the general knowledge and skills of students for current and later use in life;
- Introduce students to a variety of experiences and activities which may not normally be encountered at school or in their own experience;
- Develop an appreciation and concern for the environment, the gift of God's creation, and the interrelationships between humans and their natural environment;
- Provide opportunities for the development of social skills, responsibility, leadership skills, independent living skills and spiritual awareness;
- Encourage interaction between students and between staff and students in a less formal setting.

PRINCIPLES

The Camps, Excursions and Retreats Policy is based on the following principles:

- That activities be in accord with the values and aims of the school, as expressed in the school Vision Statement;
- That the school offers, and students have access to, a programmed and relevant range of camps, excursions and retreats, so as to gain the benefits outlined in the above "Context";
- That staff are encouraged to plan excursions out of the school grounds during the normal school day;
- That the individual teachers take responsibility for designing programmed activities that capitalise on the resources of the school and community and take account of the needs of the students and the overall programme of the school;
- That each activity has clearly defined and enunciated rationale and outcomes, appropriate to the spiritual, educational, pastoral, cultural or sporting programmes offered by the school;
- That the rationale of each activity be conveyed to parents, students and staff involved;
- That no student be excluded from an activity for which they would normally be eligible, due to excessive cost;
- That as far as possible, activities cause minimum disruption to normal programmed religious, educational, sporting, cultural and pastoral activities, and routines at school;
- That wherever possible, activities be programmed on the school calendar in advance;
- That the school duties of staff absent on activities are fully attended to, including the provision of educationally valid relief lessons;
- That all school organisational and planning procedures and requirements and school policies, are adhered to, and that current Catholic Education, S.A. guidelines are followed and adhered to;
- That proper Duty of Care provisions, including staffing by properly accredited staff and volunteers, and the requirements of the school Child Protection Policy are adhered to;
- That all relevant documentation including Risk Management procedures are completed and formally approved by designated administrators.

PROCEDURES

- An "Application for an Excursion" form and date for the proposed event, must be lodged two weeks prior to the intended excursion; with the Director of Student Welfare. If the application is not lodged two weeks prior to the activity, it will only be approved under extenuating circumstances.
- The Head of Learning Area and other staff members whose teaching programme will be affected by the event should be consulted at least two weeks prior to the planned event.
- Costs and budgets need to be approved by the Business Manager prior to seeking approval from the Head of Department.
- All overnight activities should be approved by the Deputy Principal prior to the beginning of the school year, and placed on the calendar before the beginning of the year. If it is not possible to confirm dates, these must be provided as soon as possible for final confirmation of the activity.
- All interstate or overseas activities need to conform to the requirements of the Overseas and Interstate Tours Policy.
- Catholic Education S.A. Guidelines for Camps and Excursions need to be adhered to in the organisation and execution of all approved activities. A copy is kept by the Principal's Secretary.
- Activities are to be staffed by teachers and staff of the school. Where volunteers accompany the activity they need to have signed a Volunteer Declaration Form (obtainable from the Principal's Secretary). For overnight or "one-on-one" activities, all volunteers are required to undertake a Police Check and electronic screening procedures completed as per CESA guidelines – (this needs to be verified with the Deputy Principal in each case). Where the services of other organisations or individuals are used, appropriate declarations or police checks need to be provided – please check with the Deputy Principal in each case.
- When the excursion is approved, the teacher concerned will inform other teachers who will be affected by student absence.
- Information, including the purpose for and details of the activity need to be sent to parents, with an attached permission slip to be returned to the organising teacher. If the consent form is not signed and returned, a student is not permitted to attend the activity.
- Consent forms must include details of travel arrangements.
- Medical forms are required for all overnight activities.
- For legal reasons, every activity organised by school staff or that is seen as a school activity, needs to have approval which is available from the internet, and requires returned and signed consent forms. This includes end of season sports functions. Particular attention needs to be paid to Duty of Care where a student is not directly in the care of a parent.
- Unless exemption is obtained from the Director of Student Welfare, school uniform will be worn on all single day activities.
- Names of students not attending an activity must be given to Director of Student Welfare. They are to report to the office of the Director of Student Welfare and must have sufficient work set.
- Activity aims and objectives and behavioural expectations must be explained to all students prior to departure. Depending on the judgement of the organising teacher, pre-arrangements should be made for the return of misbehaving students if required.
- Normal school rules apply on all school activities.
- If the activity extends over a Sunday (beginning prior to Sunday and extending to late Sunday), arrangements must be made for all students to attend mass if a service is available.
- It is the decision of the organising teacher, in consultation with the Head of Learning Area or Director of Student Welfare, as to whether any student should be excluded from an activity for any reason, accepting that the principle of including all students be adhered to as far as reasonably possible.
- The Tuckshop Manager must be informed in advance of major excursions.
- Yard/Bus Duty supervision duties must be arranged if teachers are unable to fulfil their normal supervisions.
- A mobile phone is normally taken on all excursions. A private phone can be taken, otherwise a phone can be borrowed from the Deputy's secretary.

- Details of the activity, including an emergency contact mobile phone number, are to be left at the Front Office of the school on the day of the activity.
- First Aid kits should be taken and student medication needs to be checked where appropriate.

REFERENCES

Excursion, Camps and Adventure Activities – Guidelines and Legal Requirements – Catholic Education Office, Adelaide – 1986 (and subsequent updated Guidelines)

Camps and Excursions – guidelines for Schools and Pre-schools – Department of Education, Training and Employment – Revised October 2001

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