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## SCHOOL CAMPS, EXCURSIONS AND TOURS

## Policy 2-B4

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### PURPOSE

This policy establishes an effective, accountable and transparent framework for managing:

- All excursions, camps, overnight activities or tours including local, interstate and overseas.
- The College's responsibilities in relation to the off-site activities of students and staff.
- Requirements to help ensure the safety of students on excursions, camps or tours.

### RATIONALE

CBC Fremantle is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student.

Excursions, camps and tours are a valuable teaching and learning vehicle and are often integral to quality curriculum delivery and the overall holistic development of the student. However, they can pose risks to the health, safety and welfare of participants.

When conducted they will be undertaken as an integral part of the holistic programme of the College and reflect Catholic and College principles and values.

### EDUCATIONAL OR EXTRA-CURRICULAR VALUE

Determining the educational or extra-curricular value of an excursion, camp or tour must take account of the needs and resources of the school, the needs of the students, the total learning programme and the holistic development of the students.

While recognising the potential benefits of excursions, camps or tours, schools must also recognise that such activities may interrupt normal learning routines of students. Accordingly, the Principal will consider the educational or extra-curricular value of all proposed excursions, camps or tours in relation to the overall needs and resources of the school. The rationale for any excursion, camp or tour should reference the College's curriculum and/or extra-curricular objectives and should be relevant to their achievement.

Prior to any excursion, camp or tour there must be consultation between the Principal and or the Delegated Staff member of College and the teacher or teachers concerned. Parents, guardians or caregivers must be informed in writing of the details of any excursion, including details of all planned activities, their educational or extra-curricular value, the method of transport and level of supervision. Organisers of tours must seek approval and provide the Principal the details of the proposed tour at least 6 months prior to the proposed departure date of the tour.



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### DEFINITIONS

An *excursion, camp or tour* is an educational or sporting activity attended by students, under the supervision of a teacher, outside normal school precincts or activities.

*Excursions* and *camps* are permitted, on application, if they can be considered to be an essential part of the holistic programme of the College and as such are deemed to be compulsory for students except under exceptional circumstances.

*Excursions* are offsite activities, normally completed the same day.

*Camps* are offsite activities, normally overnight or held over several days

*Tours* are considered to be a non-essential and non-compulsory activity but are permitted, on application, if they are deemed to be supportive of the holistic programme of the College.

Excursions, camps or tours generally fall into the following categories:

*Teacher in charge* refers to the teacher approved by the Principal or appropriate Delegated Staff member of College to organise the excursion, camp or tour and to have ultimate responsibility and therefore authority while the activity is in progress.

*Duty of care* requires that teachers should take all reasonable measures to ensure the safety and wellbeing of any school student under their care. A duty of care exists whenever a student/teacher relationship exists.

*Parent(s)* is inclusive of those with parental responsibility and guardians.

*Informed consent* means that parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and the risks and associated costs involved.

*Accompanying adults* include teachers, school administrative staff, parents, activity leaders and community members approved by the College.

### RISK MANAGEMENT ASSESSMENT AND PLAN

Risk management supports better decision making by contributing to a greater insight into the potential risks and their impacts.

A risk assessment is to be completed and a risk management plan developed before seeking approval for any excursion, camp or tour.<sup>1</sup> The Risk Management Assessment Section of the relevant Excursions and Camps or Tours forms is to be completed and submitted when seeking approval.

The Principal and or the Delegated Staff member of College should ensure that individual health care plans for students with health care needs or disabilities include provision for the management



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of such conditions on excursions, camps or tours<sup>ii</sup>. A copy of this plan should be given to the teacher in charge of the excursion, camp or tour and its implications discussed before departure.

The extent of pre-excursion, camp or tour planning will depend on the nature of the excursion, camp or tour and its location. In many situations prior experience of the site or a briefing from a responsible person with a sound knowledge of the site will suffice.

However, a visit to the proposed excursion, camp or tour site is recommended when unfamiliar or potentially high-risk activities are contemplated (where feasible). In these circumstances the pre-excursion, camp or tour visit should address issues such as access, injury prevention and emergency response/evacuation.

### SUPERVISION REQUIREMENTS

1. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, camp or tour, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.
2. Accompanying adults may be used to meet the supervision requirement provided the Principal is satisfied there are sufficient teachers to maintain adequate control of the whole excursion, camp or tour, and to control each activity. Appropriate checks of accompanying adults must be completed prior to the planned event.
3. **Overnight and extended excursions, camps or tours** - On overnight and extended excursions, camps or tours, supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping and amenities arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, for sleeping and supervisory arrangements every attempt must be made to ensure that there is no inappropriate contact between students.
4. **Unsupervised activities** - On rare occasions, where it is proposed that an individual or a small group of mature students participate in a specialised excursion, camp or tour activity without the direct supervision of a staff member. In such circumstances, it is imperative that parents or caregivers be fully informed of, and agree to, the arrangements, and that the Principal and or the Delegated Staff member of College and the teacher in charge of the excursion, camp or tour take all appropriate steps to ensure the safety and welfare of the unaccompanied students.
5. **Parents, caregivers and volunteers**
  - 5.1 The duty of care owed to students for the duration of an excursion, camp or tour cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations. The number of parents or caregivers who might be of assistance will vary according to circumstances.

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5.2 The Principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion, camp or tour. Teachers retain the ultimate responsibility for supervision.

6. The following table sets out the suggested required supervision ratios for each category:

| Category | Category Description                    | Minimum Supervision Ratios                                                                                                                |
|----------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| A        | Vicinity of the school                  | 1 teacher per class group of 20 students                                                                                                  |
| B        | Within WA                               | 1 teacher per group of 12 students                                                                                                        |
| C        | Overnight accommodation                 | 1 adult per 12 students with a minimum of 2 adults per excursion (teachers must comprise at least half the number of accompanying adults) |
| D        | Interstate or overseas travel beyond WA | 1 teacher per each 12 students in group                                                                                                   |

*\* In all above categories the prime responsibility for and control of the excursion, camp or tour remains with the teacher in charge.*

### INSURANCE ARRANGEMENTS FOR EXCURSIONS OR TOURS

Where intrastate, interstate and overseas excursions, camps or tours involve travel by air, parents or caregivers should arrange travel insurance for students, including appropriate cover for personal property.

Volunteers, parents and caregivers who accompany staff and students on these excursions, camps or tours should also arrange travel insurance, including appropriate cover for personal property.

All insurance cover is to be arranged with the College insurance company. Proof of that cover must be provided to the Principal and or the Delegated Staff member of College prior to embarkation on the excursion, camp or tour. The College will not generally accept liability for the loss of, or damage to students', parents', caregivers' or volunteers' personal property brought on excursions, camps or tours.

Staff accompanying students on excursions, camps or tours are considered "on duty" and are covered by the College's insurance arrangements.



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### RELATED DOCUMENTS

- NGRS 2018 – Ch. 8 Levels of Care
- PolicyPlus - Medical Records SDC
- PolicyPlus - Anaphylactic Shock Management SDC
- PolicyPlus - Diabetes Management SDC
- PolicyPlus - Sun Protection SDC
- PolicyPlus - Direct Contact Volunteers' Responsibilities – Child Protection
- PolicyPlus - Child Protection Risk Management

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<sup>i</sup> NGRS 2018 – Ch 8 Levels of Care (Student Safety) p61

<sup>ii</sup> PolicyPlus – Medical Records SDC