



St Francis Primary School Nathalia

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St Francis will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

EXCURSION AND CAMP POLICY

Commitment to Child Safety

All students enrolled, and any child visiting, have a right to feel safe and be safe all of the time. The wellbeing of children in our care will always be our first priority and we have zero tolerance for child abuse. At St Francis we strive to maintain a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety. We are committed to continually reviewing our Child Safe policies and practices to ensure that every effort is made for ongoing improvement of our Child Safe environment. We at St Francis recognise that some groups of children are particularly vulnerable and we are committed to promoting the cultural safety of Aboriginal/linguistically diverse children and also promoting the safety of children with a disability.

Rationale:

We at St Francis are a welcoming and supportive Catholic School Community. We recognise, respect and nurture the gifts of each of us. We are committed to providing quality education, which develops the whole person.

Where school camps and excursions are conducted they shall be undertaken as an integral part of the educational program of the school and shall overall reflect authentic Catholic principles and values.

School camps and excursions are defined as activities conducted away from the school campus for educational purposes.

Sandhurst Values Statement:

Understanding and Inclusion:-

We promote the God given dignity of each person, honouring the cultures and faith traditions of all.

Basic Beliefs:

1. St Francis School camps and excursions shall be designed to enhance the educational program offered by the school.
2. The Principal, in conjunction with the Classroom teacher planning the camp or excursion shall ensure that maximum emphasis is placed on the safety and well-being of all the participants.
3. The Principal, in conjunction with the Classroom teacher planning the camp or excursion, shall consider the needs of both students and their families.
4. The Principal shall consider the financial burden on families of sending students to camps or excursions.
5. School camps and excursions are to be regarded as an extension of the school. 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.
6. The same duty of care which exists within the school boundaries exists at all times throughout a camp or excursion, the same teacher-student relationship exists throughout a camp or excursion.
7. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion program.
8. The Principal shall approve all school camps and excursions.

9. Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the parent. The permission note shall outline details such as the method of transport and the activities to be undertaken.
10. Provision shall be made by St Francis School so that no student is prevented from attending camps or excursions on financial grounds.
11. School camps and excursions form part of a school's curriculum program and therefore are to be attended by all students. Where parents have any issues regarding the attendance of their child/children on school camps or excursions these issues shall be discussed with the Principal. Care shall be taken to protect the right of parents to decide whether or not to send their children to school camps. Where a student does not attend a school camp or excursion the school shall provide an alternative educational program.
12. Consideration shall be given to medical requirements of students participating on camps and excursions.
13. Where a camp or excursion is likely to be strenuous or conducted in circumstances where participation could affect the medical condition of students, a detailed survey of medical needs of students shall be conducted by the camp or excursion organiser to determine the medical needs of the students who are to attend the camp or excursion. This shall include information such as:
 - Any known medical conditions e.g., asthma;
 - Any medication which is required;
 - Any allergies;
 - Any medical condition which may prevent a student from participating in a particular activity;
 - Any specific dietary needs.
 - Specific written instruction shall be obtained from parents for the administration of medication.
14. A Risk Assessment must be completed by the staff member in charge of the camp or excursion prior to participation. This Risk Assessment will include references to Child Safety risks and strategies to mitigate these risks, including the vetting of any volunteers as per the Child Safe requirements.
15. Risk of bushfires while on camp will be considered as part of the risk assessment and pre-camp checklists.
16. In determining the student-adult ratio for school camps and excursions the following factors are to be considered:
 - the location of the school camp or excursion;
 - the age of the student;
 - the camp or excursion facilities;
 - gender balance for the supervision of male and female students;
 - dormitory arrangements in a co-education setting.

(Catholic Education Schools, Camps and Excursions policy guideline)

16. A first aid 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 a camp shall have a recognised and current First Aid qualification.
 - Where an excursion is likely to be strenuous or where participation could affect the medical condition of students, at least one adult attending the excursion shall have a recognized and current First Aid qualification.
17. While on camp or an excursion, duty of care responsibilities exist at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the camp or excursion.
18. The Principal shall ensure that adequate insurance cover is in place to protect all the participants on the school camp or excursion.
19. Students shall be transported to and from camps and on excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
20. The Principal shall ensure that drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of the students.
21. All drivers shall have a current and appropriate driver's license.
22. All staff and volunteers will adhere to the St Francis Child Safe Policies and practices at all times
23. Where an excursion was strenuous or when during the course of an excursion a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report shall be submitted to the Principal of St Francis by the teacher in charge of the excursion.

Evaluation:

We will monitor the implementation of this policy by;

Re-reading annually

Created ***2015***

Updated: ***2018***

Next Review ***2021***