



## CAMPS AND EXCURSIONS POLICY

### **INTRODUCTION**

This document describes the policy and protocols to guide camps and excursions at Annesley. This policy applies to the staff and students at Annesley.

### **POLICY PRINCIPLES**

Camps and excursions are an integral part of the curriculum at Annesley and as such it is expected that all students attend excursions and students from Year 3 attend camps.

Annesley is committed to the safety of staff and students.

Annesley will adopt a preventative approach to achieve a safe environment for student camps and excursions.

The Camps and Excursions Policy and procedures will be regularly reviewed and improved in order to provide a safe environment.

The Camps and Excursions Policy and procedures will be placed on the school website to provide easy access for parents.

### **RELEVANT LEGISLATION/REGULATORY FRAMEWORK**

Annesley will comply with the Work, Health & Safety (WHS) Regulations 2012 (SA) and the Approved Codes of Practice made under the WHS Act, 2012.

### **POLICY STATEMENT**

Annesley is committed to providing a holistic, broad educational program. Camps and excursions are an essential component of the curriculum as they provide students with increased opportunities to:

- Be risk-takers and develop determination and resilience.
- Develop a better understanding of how to work effectively and willingly in collaboration with others.
- Make a positive difference to the lives of others and to the environment through developing leadership skills.
- Develop a healthy approach to the outdoors.
- Develop an awareness and appreciation for their community.
- Develop an understanding of the impact they have on their environment and how to interact with this environment in a principled manner.

### **POLICY RESPONSIBILITIES**

For each camp or excursion the Principal has the overall responsibility to:

- Approve the selection of a teacher-in-charge (responsible for organisation preceding, during and post camp/excursion) and leadership team where more than one teacher is involved.
- Approve the teacher-in-charge of the leadership team.
- Be satisfied that the teacher-in-charge and the leadership team have the necessary skills and experience to lead the excursion or camp.
- Ensure all team members are aware of their mandatory notification responsibilities.
- Ensure that the leadership team-to-student ratio is adequate.
- Advise the teacher-in-charge and the leadership team of procedures for withdrawing students from the camp or excursion.
- Ensure all members of the leadership team, instructors and outdoor education providers have had a full Criminal Screening Check.

The class teacher is responsible for ensuring that:

- Activities of the camp or excursion have a direct link to the curriculum.

- Planning has taken account of the special needs of students.
- Planning has considered any reasonably predictable conditions and hazards that could be encountered.
- A risk management Plan has been completed.
- Bookings, consents and notification of relevant agencies, local authorities and landowners have been made.
- Participants have been advised of behavioural expectations.
- Correct protocols for gaining parent's consent have been observed.
- The appropriate approvals have been received.
- Documentation is kept as required.
- The operational aspects of the Camps and Excursions Policy and procedures are adhered to.
- Ensure that from Year 3 (where male students are participating) a suitable adult male attends each camp as a member of the leadership team.

## **PROCEDURES FOR EXCURSIONS AND CAMPS**

Teacher-in-charge has a responsibility to:

- Provide supervision, leadership and control of the camp or excursion.
- Ensure that activities are safe.
- Ensure that the camp or excursion is based on inclusive practices and meets the needs of all participants.
- Ensure leaders and students are well equipped for all reasonably predictable conditions.
- Participating staff members are familiar with the policy and procedures.
- Ensure participants understand the nature and purpose of the activity and have developed the required knowledge, understanding and skills.
- Provide first aid kits.
- Brief and train teachers and nominated adult leaders in their roles and responsibilities, including mandatory notification and health care for participants.
- Ensure forms and consents have been completed and signed.
- Ensure an accurate health care register of participants is collated and observed.
- Implement risk management strategies.

The above information should be recorded and distributed to all teachers and entrusted volunteer adult leaders.

### **The Leadership Team**

The leadership team consists of all those with a supervisory responsibility for the camp or excursion, whether it be teachers, trainee teachers, ESO's, instructors or volunteers e.g. parents. Each member of the leadership team has a duty of care to the students under their control and must have a clear understanding of:

- The program, its purpose, the itinerary and any contingency plans.
- The relevant skills of leadership team members.
- His/her role and responsibilities within that group including mandatory notification
- Relevant WHS issues.

The above information should be recorded and distributed to all group members by the teacher-in-charge.

Members of the Leadership Team have a responsibility to:

- Assess the range of activities and their risk status.
- Identify and assess the hazards likely to face students involved in any activity, including those associated with reasonably predictable weather conditions. Such an assessment must consider special hazards identified in participants' health care register.
- Take whatever steps are practicable to minimize hazards.
- Take all reasonable measures to prevent injury to students and the peers.
- Observe the standards of safe practice in any activity established by accredited organisations and other specialist practitioners.
- Use correct equipment, including any required safety equipment.
- Employ any other appropriate principles of safe practice.
- Have knowledge of the environment where the camp or excursion will take place

- Know contingency procedures, including when and how to call for emergency assistance.
- Observe strict health and hygiene practices.
- Follow all reasonable instructions from the teacher-in-charge.

Specialist instructors and outdoor education providers:

- If leadership teams wish to schedule activities for which they do not have the skills, qualifications or experience, the Principal and teacher-in charge may appoint qualified specialist instructors. The level of involvement from members of the leadership team will vary according to their skills, the instructor/s and the student group. However, a member of the leadership team must at all times supervise the educational program and ensure that activities are managed to meet the needs of the students.

Teacher: Student Ratios

A camp and excursion and OSHC ratio of 1:10 is used in the Junior School. This is a guideline and if a camp/excursion warrants increased supervision the ratio is reviewed.

For water based activities a teacher: student ratio of 1:6 is used.

Vacation Care - Teacher/Student Ratios

An excursion ratio of 1:8 is used for Vacation Care excursions. For water excursions a teacher : student ratio of 1:6 is used.

ELC Excursions

A teacher:student ratio of 1:4 is used for ELC excursions.

## **REVIEW**

This policy and the supporting procedures will be reviewed every three years.

In addition, please refer to the Early Learning Centre for specific policies.