



Policy Number:	COLLEGE 06
Policy Name:	Camps & Excursions Policy
Contact Officer:	Deputy Principal, Learning and Teaching
Date Approved by Leadership:	May 23, 2022
Date of Next Review:	May 2025
Related Policies:	Alcohol Policy Smoking Policy Duty of Care Policy OH & S Policy School Fee Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. PURPOSE

1.1 The college curriculum includes various camps and excursions of educational interest. These excursions may be of a long or short duration, and the college will endeavour to maintain a balance between such experiences and more formal lessons.

2. DEFINITIONS

2.1 **Excursion:** An "excursion" is any outing from the college property organised by college personnel for the whole or part of a school day usually in the immediate district.

2.2 **Camp:** A camp is an overnight experience of at least one-night duration.

3. DAY EXCURSION ORGANISATION PROCEDURES

3.1 An EMS 360 ACE (Activity/Camp/Excursion) application (scanned pink form) is to be used whenever a class, or year level of students are taken outside the college for any reason. This form must be submitted by the Monday of the week prior to the excursion and must be approved by the Daily Organiser and the Business Manager. Activities that affect other classes should be submitted at least four weeks prior to the excursion.

3.2 A Risk Assessment must be completed and added as part of the EMS 360 ACE application. The Business Manager will review and approve the assessment via EMS360. The Risk Assessment template can be found on Knowledge Banks – Staff Handbook – Camps & Excursions – Risk Assessment Template, alternatively there is a link on the SIMON Homepage.

3.3 The EMS360 ACE application must be fully completed (all sections). These details include the following:

- The proposed date and times of excursion/camp.
- Class/Students involved.
- Staff involved.
- The educational aim of the excursion/type of activity.
- Risk Assessment/Behaviour Risk Assessment.
- Transport arrangements.
- Venue details.
- Relevant first aid information and requirements – e.g. EpiPen's required.
- Student List.
- Any relevant letters.

3.4 The arrangement of staff members to attend a whole or part-day excursion is to be organised in conjunction with the Daily Organiser.

3.5 Upcoming Excursions/Camps will be advertised on the college calendar.

3.6 Staff are not required to collect a permission form for each excursion. The General Excursion Permission Form completed by parents/guardians at the beginning of the school year covers the required obligation. Students, however, who have not returned the General Excursion Permission Form are not permitted to attend any excursion. They should be sent to the office when the group leaves the college.

3.7 The cost of the excursion is covered by the college Global Fees. Parents/guardians should not be asked for additional money.

3.8 Buses are booked by the Daily Organiser **only**.

3.9 Medical Information access via SIMON must be available during the excursion or alternatively Medical Information Forms (produced by College First Aid Officer) for the class group are to be collected from the teacher's pigeonhole on the day of the excursion. These forms must be taken by the teacher on the excursion. **First aid kits must be taken on all excursions.**

3.10 Names of students going on the excursion must be placed on SIMON and staff notified by email at least one week in advance if students are to miss other classes.

3.11 No Hat, No Go Policy for all Outdoor Excursions during Terms 1 & 4.

3.12 Sunscreen – The college will provide sufficient 50+ sunscreen to take on all excursions during Terms 1 & 4.

3.13 The college mobile phone is to be taken or an available contact number provided for all excursions.

4. OVERNIGHT EXCURSION/CAMP ORGANISATIONAL PROCEDURES

- a) Under normal circumstances camps are planned in the year prior to the particular school year. Approval for the camp is given by the Principal and/or Deputy Principal, campsites are booked, and the date is placed in the college calendar.
- b) Meet with the Deputy Principal, Learning and Teaching and bring the Overnight Excursion/Camp (yellow) form which includes the following information: proposed staffing, draft budget and a draft student program. Staffing for overnight camps must take into

account the staff - student ratios recommended in the Supervision of Students on Camps, Excursions, Outdoor Activities and Tours - CEOM.

<http://cevn.cecv.catholic.edu.au/assets/0/72/84/116153/1acb9859-e0e1-4398-84af-4f9e83c4f330.pdf>

- c) Once initial approval is given by the Deputy Principal, Learning and Teaching, the organising staff member is to complete the ACE application on EMS360. The EMS360 ACE application must be fully completed (all sections). These details include the following:
- Consultation with and signature of the appropriate Learning Area Leader.
 - The proposed date and times of excursion/camp.
 - Class/Students involved.
 - Staff involved.
 - The educational aim of the excursion/type of activity.
 - Risk Assessment/Behaviour Risk Assessment.
 - Transport arrangements.
 - Venue details,
 - Relevant first aid information and requirements – e.g. EpiPen's required.
 - Student List.
 - Any relevant letters.
- d) School activity to be created in SIMON. The activity must include itineraries, letters, medical and consent.
- e) Costing must be discussed with the Business Manager prior to any letters being sent to parents. This ensures the camp expenditure is covered by school budgets and the camp is cost effective. Once approved the Business Manager will advise.
- f) The School Secretary will prepare your camp/excursion letter to be signed by the Deputy Principal and sent home once completed. Necessary information must be sent home to parents/guardians at least one month prior to departure of the camp/excursion. A copy of this letter will be kept by the School Secretary. The letter must outline the following:
- Purpose of the camp/excursion.
 - Dates, departure and arrival times.
 - Teachers attending.
 - College mobile phone details.
 - A draft excursion program.
 - Equipment and clothing requirements.
 - Suggested money to be taken by students.
 - Details of student behavioural expectations.
 - A request for parents to provide consent for the excursion/camp via SIMON – Parent Access Module and to update the student's medical information, including details of any current medications they may require.
- g) The teacher-in-charge of the camp must maintain a list of all students attending and is required to provide this information to the Student Office prior to the day of departure and confirm attendance on departure.
- h) Buses are booked by the Daily Organiser only. The costs for bus transport are included in the camp budget whether external buses or a college bus is used.
- i) Buses must travel during daylight wherever possible in order to provide maximum safety whilst travelling, in accordance with Occupational Health & Safety and our Duty of Care to staff and students. Fatigue management strategies must also be implemented to ensure driving safety. These should also be included in the Risk Assessment.

- j) The co-ordinator of the camp is to notify the College Nurse, they will check the medical records of all students who are participating in the activities and provide a copy to the teacher in charge, along with medical information for all staff attending the camp. Staff medical information will be kept in a sealed envelope. This relevant information will be discussed with the teachers attending the camp. The co-ordinator of the camp must collect sufficient First Aid kits for the number of students attending the camp and the nature of camp activities.
- k) The Student Activity Locator (SAL) will be completed by the Daily Organiser.
- l) A Risk Assessment must be completed and added as part of the EMS 360 ACE application. The Business Manager will review and approve the assessment via EMS360. The Risk Assessment template can be found on Knowledge Banks – Staff Handbook – Camps & Excursions – Risk Assessment Template, alternatively there is a link on the SIMON Homepage.
- m) Wherever possible risk assessments and/or OH & S plans should be obtained from suppliers for any main activities or higher risk activities and accommodation venues. Most providers have these in place and will simply forward via email. Please forward any documentation to the Business Manager.
- n) Additional Staff – should volunteers (e.g. parents, partners or spouse of any staff, ex-students, University students etc.) be required as additional support staff in addition to normal teacher/student ratio, then Working with Children Checks and/or Police Checks must be obtained. A list of such personnel must be provided to the Business Manager and any such checks as part of the Risk Assessment submission.
- o) A meeting is to be held with the teachers who will be attending the excursion/camp to outline the aims, the anticipated activities, the standard of behaviour expected of students, the student medical information and the responsibilities of the teachers during the camp. **The teacher-in-charge** of the camp is responsible for calling this meeting.
- p) The teacher-in-charge of the excursion/camp is to email a list of students attending, their year levels and Homerooms to all staff. This information must be included on SIMON as a School Related Absence.
- q) The co-ordinator of the excursion/camp shall take copies of all approval forms, a list of participants and medical information with them to the excursion/camp.
- r) The co-ordinator of the excursion/camp is to arrange a meeting with the students to outline excursion procedures and the standard of behaviour which will be expected of them. Students should be clearly warned of particular behaviours that would lead to parents being contacted and arrangements made for the student to return to Mildura.
- s) All excursions/camps must be financially viable and must cover all costs incurred by the college. Costing must be discussed with the Business Manager prior to finalising subject budgets and prior to levies being set in the year prior to the excursion/camp.
- t) Please ensure families and college staff are able to contact staff on excursion/camp at all times by providing an appropriate contact number.
- u) Please ensure information regarding excursions/camps (contact telephone number, college mobile phone number and estimated time of return, etc.) is left with the college reception.
- t) No Hat, No Go Policy for all excursions/camps during Terms 1 & 4.
- v) Sunscreen – The college will provide sufficient 50+ sunscreen to take on all excursions/camps during Terms 1 & 4.

5. ST JOSEPH'S COLLEGE RULES

5.1 Normal school rules apply to all excursions/camps conducted by college staff. To set an appropriate example the college community is reminded that smoking is actively discouraged at all times including at college sanctioned events held off school premises. The college encourage employees who require support complying with the ban to use the Employee Assistance Program and contact Converge International (1800-337-068).

5.2 Alcohol is not to be consumed by staff or students under any circumstances while engaged in any school-related activities, excursions or camps.

5.3 Whenever a student-teacher relationship exists, the teacher has a special duty of care. This is defined as follows:

5.3.1 'A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's charge from risks of injury that the teacher should reasonably have foreseen.' (Richards v State of Victoria (1969) VR 136 at p.141)

5.3.2 As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken. Students are required to remain under supervision of the teachers and/or other camp adult supervisors for the duration of the camp.

5.3.3 School authorities in breach of the duty of care may be liable for injuries inflicted by one student on another, as well as for injuries sustained by a student.

5.3.4 Schools normally satisfy the duty of care by allocating responsibilities to different staff. For example, the Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in each school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender."

6. REFERENCES

- Supervision of Students on Camps, Excursions, Outdoor Activities and Tours - CEOM
- <http://cevn.cecv.catholic.edu.au/assets/0/72/84/116153/1acb9859-e0e1-4398-84af-4f9e83c4f330.pdf>
- <https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>
- <https://www2.education.vic.gov.au/pal/excursions/policy>
- Incursion/Excursion Request Form (pink)
- Overnight Excursion/Camp Request Form (yellow)
- Offsite Activity Form



INCURSION/EXCURSION REQUEST FORM

TO BE SUBMITTED TO DAILY ORG

This form is to be used whenever a class or group of students are taken for non-timetabled activities (including inside the school/Mercy Campus). This form is to be submitted on the MONDAY of the week before, unless the activity affects other classes and should be submitted four weeks prior for approval by CMT.

TO BE COMPLETED BY THE PERSON IN CHARGE ON THE ACTIVITY

FULL NAME _____ **DATE SUBMITTED** ____/____/____

ACTIVITY START DATE ____/____/____ **ACTIVITY END DATE** ____/____/____

MOBILE NUMBER _____ **SCHOOL MOBILE NO. WITH GROUP** _____

TYPE OF ACTIVITY _____

Subject Code: _____ Number of students involved: _____ Number of staff involved: _____

Departure Time / Period: _____ Return Time / Period: _____

Other staff Involved: _____

Volunteers Involved: _____ Anticipated Staff-Student Ratio: (Including volunteers) _____

RISK ASSESSMENT:

Risk Assessment templates are available on SIMON Staff information/camps and excursions/risk assessment templates. (Include Student Behavioural Issue Risk)

Date emailed to Risk Assessment email group ____/____/____ Received Approved

Person responsible for First Aid: _____ Person to collect Epipens/Medication: _____

Social Media Release forms signed by students attending the excursion (if required)

VENUE DETAILS:

Venue Name: _____ Venue Phone Number: _____

Venue Address: _____

TRANSPORT DETAILS ORGANISED THROUGH DAILY ORG:

Departure time: _____ Pick-up Location: Langtree Park / Cleadon / 12th Street / Church Car Park / Mercy

Destination: _____ Collection Time: _____ ETA at Enright / Mercy: _____

Learning Area: _____ Learning Area Leader: _____

Teacher Signature: _____ Date: ____/____/____

DAILY ORG OFFICE

Daily Org Signature: _____ Date: ____/____/____

Risk Assessment received College Calendar Bus Calendar CMT Approved Recorded on SAL



OVERNIGHT EXCURSION/CAMP REQUEST FORM

TO BE SUBMITTED TO THE DEPUTY PRINCIPAL AT LEAST 4 WEEKS PRIOR

This form is to be used whenever a class or group of students are taken outside the school for an overnight excursion

TO BE COMPLETED BY THE PERSON IN CHARGE ON THE ACTIVITY

FULL NAME _____ **DATE SUBMITTED** ____/____/____

EXCURSION START DATE ____/____/____ **EXCURSION END DATE** ____/____/____

MOBILE NUMBER _____ **SCHOOL MOBILE NO. WITH GROUP** _____

TYPE OF EXCURSION _____

Year Level/Class involved: _____ Number of students involved: _____ Number of staff involved: _____

Departure Time/Period: _____ Return Time/Period: _____

Other Staff Involved: _____

Volunteers Involved: _____ Anticipated Staff-Student Ratio: (Including volunteers) _____

Draft Budget - Attached Draft Student Program – Attached

RISK ASSESSMENT:

Risk Assessment templates are available on SIMON Staff information/camps and excursions/risk assessment templates (Include Student Behavioural Issue Risk)

Date emailed to Risk Assessment email group ____/____/____ Received Approved

Person responsible for First Aid: _____ Person to collect Epipens/Medication: _____

VENUE DETAILS:

Venue Name: _____ Venue Phone Number: _____

Venue Address: _____

TRANSPORT DETAILS ORGANISED THROUGH DAILY ORG:

Departure time: _____ Pick-up Location: Langtree Park / Cleadon / 12th Street / Church Car Park / Mercy

Destination: _____ Collection Time: _____ ETA at Enright/Mercy: _____

Bus Quote – Attached

Teacher Signature: _____ Date: ____/____/____

Learning Area Leader: _____ Date: ____/____/____

Deputy Principal: _____ Date: ____/____/____

Risk Assessment received College Calendar Bus Calendar CMT Approved Recorded on SAL

CAMP/OVERNIGHT EXCURSION CHECKLIST FOR CO-ORDINATORS

TASK	COMPLETED / NOTES	DATE
1. Camp permission gained from the Deputy Principal		
2. Meet with the Business Manager to get the budget approved		
3. Arrangements completed four weeks ahead after consultation with the Deputy Principal: <ul style="list-style-type: none"> • Risk Assessment • Proposed staffing & draft budget • Transport • Dates / times / venue • Draft student program • Student Activity Locator Form completed • Offsite Activity Form – To be left with Deputy Principal 		
4. A detailed letter should be emailed to the Student Office who will have it countersigned by the relevant POL. The letter must include: <ul style="list-style-type: none"> • Dates of camp • Proposed catering arrangements & special dietary requirements • Time of departure and where from • Accommodation (including contact telephone number) • College mobile phone number • Parental permission slip (make sure these are returned) 		
5. Book College mobile phone/Set up contact number (Front Office)		
6. A list of students attending should be emailed to Teachers. The Office will organise to put them on to SIMON.		
7. Give a list of students and staff to the First Aid Officer so that updated medical information can be printed off to take with you. A First Aid kit and any individual student medication will also be organised. 8. Is an EPIPEN/Medication required? Yes/No 9. Delegated Staff member collecting EPIPEN/Medication _____		
10. A Risk assessment is to be completed and emailed to the Risk Assessment email group. A copy to be taken on excursion.		
11. A copy of the letter, a final list of students attending and a list of the activities being undertaken is to be given to RECEPTION/STUDENT OFFICE in case of emergency.		
12. A meeting with staff attending the camp to plan arrangements and supervision.		
13. A meeting with students attending the camp to discuss information and behaviour.		
14. Organise cheques/cash with Office staff at least five days in advance of departure.		
15. Final numbers attending _____ Final staff-student ratio _____		
16. Check a few days before departure that all permission slips have been returned and provide camp site with final numbers attending.		

ON THE DAY OF THE EXCURSION

1. An accurate list of students who board transport should be given to the Student Office
2. Take a copy of all forms including medical forms a first aid kit, individual student medication and Epipens
3. Do you have written parental permission slips for every student attending?
4. All staff are to go on buses except for alternative travel arranged with the Excursion Co-ordinator and Deputy Principal
5. Take College mobile phones
6. A copy of this form must be left at the College Office upon departure

Signed: _____ (Organising Teacher) Date: _____

Offsite Activity Form

General	
Name of teacher in charge of the activity:	
Mobile telephone contact number during the activity: <i>(if the activity is in a low reception/remote area consider a satellite phone and an Emergency Positioning Indicating Radio Beacon (EPIRB)/Spot Tracker)</i>	
Grade/Year attending activity:	
Purpose or educational aim of the activity:	
Venue for the activity:	
Address:	
Name of caretaker at venue:	Phone number at venue:
Type of accommodation at venue (e.g. cabin, dormitory, motel, tents):	
If the venue is a residential campsite, is the venue accredited with the Australian Tourism Accreditation Program (ATAP) or National Accommodation Recreation Tourism Accreditation (NARTA)?	
Activities that will be undertaken during the offsite activity (e.g. orienteering, swimming, bushwalking, cycling):	
Departure date:	Return date:
Student and Staff Numbers	
Total number of students attending:	Total number of employed staff attending:
Total number of volunteers attending:	Total number of personnel at the venue:
Student-Staff Ratio (including volunteers) at offsite activity (e.g. 1:9):	Total number of boys attending: Total number of girls attending:

Transport: departure	
Outbound departure point:	Time of departure:
Means of transport:	Outbound journey: name of proprietor:
Phone number of proprietor:	
Brief detail of route to be taken to venue:	
Transport: return	
Homeward departure point:	Time of departure:
Means of transport:	Homeward journey: name of proprietor:
Phone number of proprietor:	
Brief detail of route to be taken back to school:	
Child Safety Checks	
Buslink have provided written confirmation to advise all drivers have approved child safety checks and other relevant documentation.	
Driver provided with Child Safety policy/code of conduct and CECV commitment statement:	
Cost	
Costs are covered as per School Fees Policy.	

Staffing Arrangements and Child Safety Checks					
1. Names of staff employed by the school who will be accompanying the group on the activity					
NAME			POSITION		
2. Names of other adults (e.g. volunteers) accompanying the group on the activity					
NAME	RELATIONSHIP TO SCHOOL	WORKING WITH CHILDREN CHECK	REFEREE CHECK	IDENTITY CHECK	WORK HISTORY INVOLVING CHILDREN AND OTHER CHECKS