

## Rationale

St James' Parish School recognises the importance of school excursions and camps, for the holistic development of the child. They are regarded as valuable learning experiences, integral to the teaching and learning processes in curriculum provision.

## Scope

This policy applies to all schools operating under the formal and/or delegated governance of Diocese of Ballarat Catholic Education Limited (DOBCEL). Other Catholic schools operating in the Diocese of Ballarat are required by the Bishop of Ballarat to have a protocol of similar intent and standard.

## Values

The school camp and excursion policy affirms our belief in these values of Catholic Education:

- Extended links with the curriculum and classroom must be encouraged.
- Working together in a team environment should be nurtured.
- Children's perspective of the real world and their self-esteem should be broadened.
- A spirit of cooperation, understanding, independence and trust should be developed.
- Friendship and communication between students and adults needs to be valued and enhanced.

## Policy Statement

All students are encouraged to participate in all aspects of camps and excursions as part of the school curriculum. School camps and excursions are to be diligently planned, managed, supervised and monitored in a manner which ensures the health, safety and security of participating students and staff, as well as others who may be affected by the conduct of the excursion.

## Principles

- The educational value of an excursion or camp takes account of the needs and resources of the school along with the needs of the students and the total learning program.
- Camps and excursions are inclusive, with all students within the specific learning group provided with the opportunity to participate.
- The duty of care owed to students in the school environment and while on excursions/camps is carried out by the school and not delegated to parents, caregivers, volunteers or employees of organisations who assist on excursions.
- Teacher to student ratio is approved by the Principal to allow for adequate supervision and takes into account such factors as the age of the students, their maturity, the location of the excursion/camp, specific needs of the students, anticipated behaviour and the nature of the activities to be undertaken

- For overnight camps and extended excursions, supervision and accommodation arrangements are 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.
- Student protection obligations and requirements outlined in the Diocesan Catholic Education Board Policy on Child and Youth Protection are carried out throughout all stages of an excursion/camp.
- A Risk Management Plan is developed for all excursion/camps which includes hazard identification, risk assessment, control options, monitoring and review of all activities to be undertaken, and documented on the Excursion Risk Management Plan Proforma.
- Particular attention must be paid to ensuring that Curriculum Activity Risk Assessment requirements are completed for extreme to high risk curriculum related activities.
- For students to participate in an overnight camp, consent and medical information and medical attention form must be obtained from parents or caregivers.
- It is an expectation that all children attending excursions and camps will pay associated costs with the provision for exceptional circumstances. This will be at the discretion of the Principal.
- Care should be taken that the Catholic school ethos be maintained in all educational settings.

## References

[Department of Education & Training Victoria web site \(Excursions & Activities\)](#)

[Catholic Education Commission of Victoria Limited web site \(Outdoor Activities\)](#)

## Related Policies and Procedures

This DOBCEL School Camp, Excursion & Off-Site Activity Policy document is to accompany and be read in conjunction with the DOBCEL School Camp, Excursion & Off-Site Activity Procedures document containing the appendices:-

- [Adventure Activities](#) DET
- [Approvals](#) DET
- [Student Preparation and Behaviour](#) DET
- [Emergency and Risk Management](#) DET
- [Venue Selection](#) DET
- [Parent or Carer Consent](#) DET
- [Staffing and Supervision](#) DET
- [Student Medical Information](#) DET
- [Risk Assessment Template and Guide](#) CECV
- [Risk Assessment Tool – Camps & Excursions](#) (students with disability, including chronic health and physical impairment) CECV
- Risk Assessment Training (Camps & Excursions)

