ST ALBERT’S CATHOLIC SCHOOL
EXCURSIONS, SPORT, CAMPS AND OUTDOOR EDUCATION POLICY

Introduction

Physical, sporting and adventure activities, together with associated excursions and camps are an integral part of the holistic learning experiences that St Albert’s Catholic School has to offer.

This document refines and updates previous Excursions, Camps and Adventure Activities. Guidelines and Legal Requirements procedures published in April 1986 and revised in February 1989 and 1992 and amalgamates these with the PE and Sport Guidelines for Schools published in May of 1994. It reflects the kaleidoscope of activities available in Catholic Schools in South Australia and acknowledges the value of camps, excursions and related sporting and recreational activities in all areas of the curriculum, as described in the South Australian Curriculum Standards and Accountability Framework.

Vision

St Albert’s Catholic School provides a Catholic education set in the Catholic tradition contained within a caring a welcoming community.

Rationale

Excursions and Outdoor Education activities are an integral part of the holistic learning experiences of St Albert’s Catholic School. They provide extraordinary experiences for students and enrich the school program and life experiences of students.

Excursions and Outdoor Education Activities require a set of procedures, which maintain the health safety and welfare of staff, students and volunteers. To this end, the St Albert’s School’s Excursion and Outdoor Education Policy reflects the requirements of SACCS Duty of Care Policy, SACCS Child Protection Policy, The Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005 and Occupational Health Safety and Welfare Act 1986.

Aims

This policy aims to provide a framework for the safe participation of students in various physical, cultural and sporting activities within the school and, most particularly, beyond St Albert’s Catholic School and in the community and the natural environment.

St Albert’s Catholic School Excursions, Sport and Outdoor Education activities reflect:

- an obvious relationship to the learning and teaching program;
- safe practices for the health, safety and welfare of all students;
- the duty of care owed to the students and staff and an awareness of the legal and OHS&W responsibilities reflected in the proper planning and implementation of the activity;
- open lines of communication with families by providing adequate information to parents to make informed decisions concerning their child’s participation in any Excursion, Sporting or Outdoor Education activity.
Learning Outcomes

Throughout their time at St Albert’s Catholic School children will have been exposed to:

- activities which require specialist locations and instruction;
- activities which are not part of the regular school curriculum;
- activities which develop independence from others;
- activities which require an interdependence on others;
- activities to develop their awareness, knowledge, appreciation and respect for the environment;
- activities which may include extended stays at non school locations;
- opportunities to bond with staff in a non classroom setting.

Key Learning Experiences

This program concentrates on providing opportunities for:

- co-operative group skills;
- individual, small group and whole class work;
- modelling of new skills;
- swimming / aquatic activities;
- team building;
- problem solving;
- caring for environment;
- social skills;
- safety issues in varied environments;
- building of new and fostering of current relationship;
- guest Speakers.

Policy Guidelines

This policy is written in keeping with St Albert’s Catholic School’s Health and PE Policy, Arts Policy, Learning and Teaching Policy, Differentiated Curriculum Policy, Special Education Policy, Child Protection Policy and Out of School Sport Guidelines and the SACCS Excursions, Camps, Adventure, Physical and Sporting Activities – Procedures for Catholic Schools 2005.

Planning

These procedures provide a framework for St Albert’s Catholic School to facilitate the safe participation of students in various physical and sporting activities within the school and, most particularly, beyond the school setting in the community and the natural environment.

They are prepared to assist schools in the planning of all camps, excursions, sport and related activities.

EXPERIENCES R-7

R/1 Excursion within Riverland

Yr 2/3 Excursion outside Riverland on rotation basis and internal excursions

2014 Monarto

2015 Farm Barn
2016 Mildura Show

**Year 3 –** Sleepover at school and activity (eg bowland) -same week as camp and internal excursions (Term 4)

**Years 4-6-** have a three day camp and internal excursions (term 4) camp

**Year 7-** to travel to Canberra with Year 7s from other Loxton schools and internal excursions

**Swimming lessons**

Swimming will normally take place in term 4 at the start of the swimming season.

**R-3 compulsory swimming lessons**

**4-7 optional**

Forms for outdoor education activities have been divided into 3 sections.

1. **Excursions** – 5 forms to complete
2. **Camps** - 7 forms to complete
3. **Aquatics** - 6 forms to complete

Please refer to appendices for these forms

*All relevant forms must be presented to the Principal at least one week prior to the activity.*

*Teachers who attend camp or sleepover will be renumerated as per EA award or time in lieu negotiated with Principal.*

The following are considered essential when planning for Excursions, Camps, Adventure, Physical and Sporting Activities:

- the relationship of the activity to the curriculum and learning experiences;
- the safety of the students;
- the duty of care owed to the students and staff and an awareness of the legal and OHS&W;
- responsibilities reflected in the proper planning and implementation of the activity;
- when planning activities, teachers may need to adapt procedures according to a number of variables. For instance, excursion staff/student ratios may need to be lower than those recommended depending on particular relevant circumstances such as the individual needs of certain students and local conditions, including terrain and weather. The ratios in these conditions are minimum ratios only.

**Supervision Issues**

A Duty of Care exists whenever the excursion staff/student relationship is in existence.

This includes activities extending outside school grounds or beyond the school day which are authorised or organised by the school. The standard of Care required by excursion staff will vary depending on the excursion staff members skills, experience and level of responsibility as well as on such factors as whether the excursion staff member is an employee or a screened and accredited and registered St Albert’s Catholic School Volunteer.
******NO Electronic devices, are to be taken on any excursion or camp eg ipods, ipads, tablets, phones etc (EXCEPTION DIGITAL CAMERAS). If a child is caught with a device they will be immediately confiscated and consequences will apply.

The school has a responsibility to protect the Health Safety and Welfare of excursion staff. Excursion staff also has a responsibility to take care of their own safety and welfare and that of each other.

For each Excursion, Sporting Activity or Outdoor Education activity in school time, at least two adults, one of whom is a registered teacher, must accompany each excursion, sporting activity or outdoor education activity during normal school hours.

For Out of School Sporting Activities St Albert’s Catholic School refers to and follows the recommendations of the Duty of Care Policy under SACCBS policies procedures and guidelines under www.ceo.adl.catholic.edu.au and CESA Services folder on CESA Online.

Duty of Care

Two main aspects:

1. the excursion staff have a responsibility to provide adequate supervision and protection from hazards;
2. the school’s responsibility is to provide safe and suitable buildings or shelter, grounds and equipment together with an obligation to ensure safe planning systems and procedures in relation to school related activities are in place.

The standard of Care required varies according to such factors as maturity and experience of the students and the nature of the activity. There is a greater duty of care in relation to young students and towards those students with complex health needs or disabilities. Moreover the more hazardous the situation, the greater standard of care is required.

A breach of Duty of Care will occur where there has been a failure by a member of the excursion staff or by the school to meet the required standard of care. To minimise the risks of injury, adequate risk and safety management processes are implemented by the excursion staff and St Albert’s Catholic School.

Risk Assessments

The Risk assessment must:

- be left with the school contact person, together with the itinerary, list of participants and relevant medical information. Where necessary, it is also left with the local authorities (eg National Parks and Wildlife);
- reflect the qualifications and experience of excursion staff specific to the activity and the needs of the students;
- ensure that participants be adequately prepared for the excursion, fitness levels, advice on appropriate clothing and be made familiar with the itinerary;
- demonstrate that the choice of activities is appropriate for the age and fitness of the students, reflect the school curriculum and learning experiences;
- ensure that equipment is checked and deemed suitable as well as being in sound condition for use taking into consideration the age and number of students;
- ensure that appropriate protective clothing has been organised including bike helmets, hats, sunglasses, life jackets, appropriate footwear and sunscreen;
- ensure that correct staff / student ratios are adhered to for the particular excursion (Please refer to the SACCBS Procedures and ratios);
have alternatives to the plan in place in the event of inclement weather;
have additional activities in place to keep students engaged when there are times of waiting for events;
show that the venue has been investigated prior to the excursion and a risk assessment carried out and documented with contingency plans in place;
have procedures to be implemented in the case of fire, flood, lost students, injury or death of students or excursion staff.

Contingency Plans

St Albert’s Catholic School excursions must be well planned and documented.

Documentation must include:

- routes;
- estimated arrival times;
- the staff/student ratio (Available from SACCS Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005);
- itinerary;
- plans to cope with minor or major injury, illness or other crises;
- that all excursion staff are familiar with emergency plans and procedures and that those plans cover:
  a) The response if a participant becomes lost, injured or ill.
  b) The means of communicating with the school contact person.
  c) First Aid provisions.
  d) The provision plans for the health and personal care to support students with individual needs.
  e) The nearest suitable transport, doctor, dentist, hospital.
  f) The time and distance from the most appropriate medical help.
  g) Telephone numbers of emergency services.
  h) Emergency evacuation plans.

A copy of the contingency plan must be left with the school contact person, together with the itinerary, list of participants and relevant medical information.

Any changes to the plan must be communicated immediately to the school contact person.

Roles and Responsibilities

Principal

The Principal is required to:

- ensure that procedures in this policy are adhered to;
- endorse the curriculum component requirements;
- ensure that planning has taken into account the special needs of students and excursion staff;
- ensure that a risk assessment has been carried out and documented;
- approve appropriate safety procedures and ensures that they are carried out and that excursion staff have the necessary skills for the activities;
- ensure that all volunteers are screened and inducted;
- ensure that all excursion staff are aware of their Mandatory Notification obligations;
o ensure that excursion staff and students are aware of behaviour expectations and conduct standards;
o advise the teacher in charge of procedures for withdrawing students who breach behaviour expectations;
o ensure that the correct protocols for gaining parental consent have been carried out;
o ensure that correct medical information has been collected and retained;
o ensures that emergency procedures are in place in the event of a critical incident;
o ensure that contact details are accessible and available;
o ensure that appropriate documentation is retained.

The Teacher in Charge

The teacher in charge must ensure that:
o relevant planning Proformas have been completed;
o the Principal has been provided with the relevant information and documentation;
o activities are safe and reflect curriculum based student learning outcomes;
o the activities and equipment are appropriate to the age and needs of the students;
o the excursion reflects inclusive practice and is geared to the skills, abilities and needs of the students and excursion staff
o students and excursion staff are equipped for all reasonable foreseeable conditions;
o he/she identifies and assesses the hazards likely to face students involved in any activity and plans for them;
o he/she identifies and assesses student medical hazards and plans for them;
o students and excursion staff understand the nature and purpose of the activity;
o excursion staff are fully briefed and trained in their roles and responsibilities;
o excursion staff are aware of the emergency procedures in the event of a critical incident;
o excursion staff are aware of their Mandatory Notification responsibilities and OHS&W issues;
o appropriate first aid kits and procedures are in place;
o all documentation has been completed and made available to the persons responsible and the forms and information are clear and unambiguous;
o parents are fully briefed regarding the nature and purpose of the activities.

The Excursion Staff

The excursion staff will:
o participate in the planning of the excursion;
o take all reasonable steps to ensure their own health safety and welfare and that of their colleagues and students;
o assist and support the teacher in charge at all times;
o observe standards of safe practice in any activity established by accredited organisations and other specialist instructors;
o use correct activity equipment, including any required safety equipment;
o plan for any foreseeable hazards;
o have knowledge of any relevant student medical information;
o be familiar with emergency procedures in the event of a critical incident;
o observe strict hygiene and health practices;
o be aware of first aid procedures;
o observe appropriate standards of conduct.
**Voluntary Workers**

Voluntary workers who assume a supervisory responsibility owe a duty of care to the students under their control. However, the duty of care rests with teachers to whom the voluntary workers are assigned.

*All voluntary workers must undergo police checks.*

**Before including a voluntary worker as a member of the excursion staff, the Principal (or delegate) and teacher in charge must:**

- provide induction;
- find out their skills and competence, including any first aid qualifications;
- be confident that the voluntary worker possesses the necessary skills and therefore will not jeopardize the safety of other participants;
- involve voluntary workers in planning where possible;
- clarify the roles of teachers, other excursion staff and particularly voluntary workers;
- assign roles and tasks that are meaningful;
- ensure that the voluntary workers know when they are considered to be ‘on duty’;
- alert them to student health or related issues on a ‘need to know’ basis;
- discuss and establish expectations for student behaviour management;
- provide full information regarding the itinerary and any other relevant information.

**Third Party Providers and Specialist Instructors**

If third party providers, contractors or paid instructors are used to provide or support activities, the Principal or teacher in charge must ensure that:

- student/teacher/voluntary worker ratios are adhered to with all third party providers;
- the provider or instructor holds a current public liability policy;
- if it can be reasonably foreseen that the provider or instructor or volunteer has an opportunity to have unsupervised contact with students written evidence of police checks must be sighted;
- if in this instance no police checks have been carried out then the school must carry out police checks;
- there is satisfactory evidence regarding the fitness and propriety of the instructors, contractors, and other employees of the provider;
- there is satisfactory evidence regarding the competence and skill of the instructors and other employees of the provider;
- there is satisfactory evidence that the equipment used is safe and in good condition;
- that the instructor or third party provider understands the duty of care which they have in relation to student safety and welfare;
- the teacher in charge has over riding responsibility for the care and supervision of the students and his or her advice must at all times not conflict with specialist instructors advice except in the interests of student safety and welfare.

**School Contact Person**

There must be a school contact person for all excursions. This person must be readily contactable at all times for the duration of the activity and where applicable have copies of the following information:

- attendance lists;
- student health and personal care information;
- names and family contacts for all students and excursion staff;
itineraries, including dates and estimated times of arrival;
- relevant maps, (e.g. bushwalking route);
- copies of the parental consent forms;
- where appropriate, the location, description and registration number of any vehicles used by excursion staff to transport students;
- the location and telephone number of the nearest police station, or nearest park ranger if more appropriate;
- contingency/emergency plans.

The school contact person must be aware of the relevant procedures for emergencies and must be able to communicate readily and quickly with the excursion group and must be kept up to date by the excursion group on any variations to the itinerary.

In case of an emergency such as the failure of the group to arrive at a scheduled destination, or make a scheduled communication, the contact person would:
- immediately contact authorities and provide them with the necessary information;
- act as a liaison between the school/emergency services and parents.

**Ratios**

**Supervision – Student ratios**

For activities that involve classes accessing facilities in close proximity to the school as part of the daily activities of the curriculum, St Albert’s school will consider supervision requirements on a case by case basis, taking into account various factors such as age and the needs of the students. If in doubt, teachers must take advice from the Principal Consultants at the Catholic Education Office (Phone 8301 6600).

**Excursion ratios**

R-2 1:6  
3-7 1:10

**Water Activities**

POOL: R-2 1:10  
3-7 1:12

**River/Ocean Activities**

R-7 1:10

**Special Needs and Responsibilities**

**Consideration of Students with Special Needs and Disabilities**

The school must take reasonable steps and consult with the student, parents/caregivers and the Special Education consultancy provided by the Catholic Education Office to ensure that the student is able to participate in the excursion and activities provided on the same basis as a student without special needs and disabilities and without experiencing discrimination.

**Action Plan**

A negotiated Action Plan (AP) is developed for each student who receives Special Education provisions.
The negotiated Action Plan is the framework for describing the curriculum and associated procedures and responsibilities of St Albert’s Catholic School staff to ensure the access to, and participation of, students with disabilities in the full life of the school.

The Principal obtains accurate information about the health, personal care and medical needs of students, from parents and others. The Principal will negotiate with the worksite health and safety representative and other agencies about the deployment and training of staff for personal care needs of students with disabilities.

Safe practices must be formally established and documented within the Action Plan and carried out by trained personnel. Leadership and staff likely to be involved in assisting students receive in-service training.

The negotiated Action Plan is reviewed regularly, particularly when students’ health and care needs change or at transition times.

Where possible students must be given opportunities to choose the gender of employees who will support their needs for intrusive and personal care.

The negotiated Action Plan for each student with a disability must provide specific information concerning the management of the student in case of evacuations and emergencies in classrooms and other parts of the school.

Information must also specify the level of supervision and support necessary for a student to participate in workshops, theatres, studios, gymnasiums etc. Attention to detail in the planning process will ensure a safe workplace for employees and students.

When planning excursions, always make sure that students’ needs for personal care and assistance are covered by appropriately trained and/or credentialed adults to reduce the risk of inappropriate lifting and handling and personal care techniques.

Training in all areas specified as appropriate must be regularly updated and reviewed as students’ needs change.

**Gender Balance of Excursion**

**Staff**

Where possible, both male and female excursion staff will be organised to attend excursions.

**Reporting and notification**

Under current Occupational Health, Safety and Welfare requirements, all accidents involving injury requiring first aid or medical treatment to excursion staff members, students, parents, visitors or voluntary workers, must be reported in accordance with Occupational Health, Safety and Welfare first aid and accident reporting procedures. Details of minor accidents and first aid must be logged in the same way. Where an accident or injury is of a severe nature — eg loss of limbs, fractures, burns, head/eye/back injuries — in addition to notification requirements, additional statements will be gathered and finalized by the Principal / Deputy Principal as soon as possible. The school’s insurer must also be notified. Accidents or incidents in National and State Parks administered by NP&W must also be reported to the responsible officer.

Accident/injury reports are legal documents and must not be given to any person other than officers responsible for dealing with them.

All teachers are required to complete a mandated notification if they suspect something about a child in their care. All staff should be up to date with mandatory notification and are legally obligated to report by the law.
Consent

Approval to conduct an Excursion

Principal approval

In Diocesan Schools, the Principal is responsible for the approval of all excursions.

Approval considerations

Before approving an excursion, consideration needs to include:

- the contribution of the activity to the school curriculum;
- the adequacy of the planning, preparation and organization in relation to school policy and these procedures;
- the provisions for the safety and welfare of students (including those with a disability or special needs) and excursion staff;
- the experience and competence of excursion staff relevant to the activities being undertaken;
- the adequacy of the student supervision arrangements;
- the cost.

Parental Consent (or when applicable, Guardian or Carer Consent)

A parent must provide written consent for their child to take part in an excursion, a regular off-site lesson/activity, and any particular adventure activities that will be undertaken during the excursion, offsite lesson/activity.

Separate consent forms are normally required for each excursion. If there are to be a series of activities, or similar activities take place on a regular basis, one consent form at the beginning of the period can cover all, provided individual dates, where possible, are listed and the period in question is specified.

It is not permitted to take children offsite without parental permission.

All forms must be kept for at least 12 months after the excursion, unless an accident or injury has occurred in which case the forms must be kept until the students are aged 25 years.

Parental consent is required for the following reasons:

- for excursions, to authorize the school to take the student out of the school environment;
- to enable the parent to alert the school to any medical condition or allergies of the student;
- to authorize the school to consent to emergency medical treatment for the student;
- for the parent to consent to any financial cost of the excursion.

Parents asked to sign consent forms and must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision, to enable them to make an informed decision ensuring that St Albert’s Catholic School obtains proper consent.

Consent forms and in particular, medical information must be taken on the excursion by the teacher in charge and a copy must remain at the school and a list of participants and contacts in case of emergency must be held by the designated school contact person.
Failure to Receive Consent

If a student has not returned the signed consent form for excursions and sporting activities, the student’s parent must be contacted to obtain consent.

Where contact is made by telephone it is preferable to use a speaker phone and the excursion staff member must contact the parent in the presence of another staff member and note the details of the call, which parent the excursion staff member spoke to, the date and time and the fact that consent was given. The staff member must inform the parent of all relevant details on any forms sent home for signing. Alternatively, a parent may be contacted to obtain written consent by fax or email from the parent.

Medical Information

It is essential that excursion staff have adequate and up-to-date medical information about students who are participating in each excursion or sporting/adventure activity.

In advance of each excursion or sporting/adventure activity, the school must assess whether the nature of the activity is such that the normal medical information which the parent has provided at the commencement of the school year is adequate. In some cases, for instance, if the activity is physically strenuous, it would be appropriate to remind the parent of the information they have provided to the school and remind them also that if this is inadequate for the activity, they must provide details of any amendments to the information.

Some specialized activities require completion of specialised medical forms eg. Aquatics (See Swimming aquatic medical form). In these cases, the specialised medical form must be sent to the parent for completion.

The student confidential medical information form (and medical management or health support plan) must be taken on the excursion by the teacher in charge and must be accessible to other excursion staff in emergency situations.

A copy of the forms and a list of participants and contacts must be held by the designated school contact person while the excursion is being held.

There must be an overall plan for managing student medication during an excursion or and desirably an individual management plan for each student who needs medication. In general, all medication is to be handed to a designated excursion staff member prior to leaving on the excursion.

All containers must be labeled with the student’s name and instructions (as per doctor requirements) for administering the medication.

In instances where it may be necessary or appropriate for students to carry their own medication (for example, asthma puffers, insulin, adrenalin) the teacher in charge must be notified.

A student must not be denied attendance on an excursion, including a swimming program, because the parent refuses permission for a blood transfusion. Transfusions or other courses of treatment are matters for legally qualified medical practitioners.

Excursion staff cannot be held liable for medical treatment given against the wishes of a parent.
Students with special needs cannot be excluded from excursions, on the grounds that the student has a disability.

**First Aid**

All excursion employees must respond promptly and in line with their training when first aid is required.

**Qualifications**

All St Albert’s Catholic School Staff have current First Aid training, at least to the level of Basic Casualty Care. These qualifications remain current for three years.

Employees supervising activities away from the school are encouraged to undertake training in cardiopulmonary and expired air resuscitation (CPR and EAR) in conjunction with the BCC or program.

This qualification is especially relevant for activities on or near bodies of water and excursions held in locations where ambulance response time is likely to be greater than 10 minutes.

**Additional First Aid Qualifications**

In a number of activities, the leadership/instruction qualifications specified for the teacher in charge/instructors include additional levels of first aid training and certification.

**First Aid Co-ordination**

It is recommended that consent forms and medical forms be stored together in a central location. One excursion staff member must be identified to co-ordinate the provision of first aid during an excursion.

**This person’s duties would include:**

- storage of student medical/health support information in a manner which protects confidentiality, yet ensures availability when needed;
- documentation of all first aid interventions and completion of accident and injury records;
- providing availability to and maintenance of first aid supplies;
- safe storage and documentation in relation to medication and health care equipment.

**Special First Aid needs**

Where employees are supervising students with an additional first aid need (eg. student requires use of epipen for anaphylaxis) at least two employees must be trained and able to monitor that first aid intervention.

Where a student requires a first aid intervention outside the province of standard first aid training (eg. invasive procedures eg. insulin injection, tracheotomy, toileting) a credentialed care worker must be present to provide assistance as needed.

**First Aid Kit**

A first aid kit of appropriate size and contents must be available for all excursions. Individual Asthma Packs must accompany each group leader.
Safety Equipment

The excursion teacher in charge must ensure that the required safety equipment for particular activities is on hand and that relevant participants have been trained in its correct use.

Documentary evidence of such training is recommended.

Safety equipment (including on site hired equipment) must be:

- of approved design and quality, to relevant Australian Standards or, where there is no Australian Standards, to specifications determined by an activity’s accredited governing body;
- inspected by the instructor/teacher in charge prior to the activity;
- well maintained and in full working order;
- correct for the student’s size and experience;
- provided by participants if it is personal equipment, (eg. mouth guards).

LP gas equipment

LP gas equipment must be:

- inspected after 10 years by an authorised inspection agency;
- stamped with the date of manufacture and further inspection and approval dates are stamped onto the cylinder.

*If this is not current, the cylinder must not be used.*

Water activities – life jackets and personal flotation devices

For any activities in or on water particular attention must be given to the provision of appropriate personal flotation devices (PFD’s) (previously known as life jackets).

- Requirements are detailed under the individual activities.

Sun protection

The teacher in charge of camps and excursions must ensure that all participants apply sunscreen, hats and protective clothing where necessary for outdoor activities.

Weather

If it is 38 degrees or over all outside activities will be cancelled. This will be taken form the Elders website. Ardill Court may still be in use subject to conditions. This will be determined by the Principal on the day.

Clothing and Footwear

For all excursions the official St Albert’s Catholic School Uniform must be worn (ie Summer or Winter Uniform)

The teacher in charge will determine the type of clothing to be worn if it is deemed inappropriate to wear the official School Uniform.

Shelter

The teacher in charge must ensure that adequate shelter is available to protect participants in all reasonably predictable weather conditions.
Mobile telephones
St Albert’s Catholic school has a school mobile phone which is made available to excursion staff and is to be used in emergency situations. Groups need to be cautious about dependence on mobile phones and need to ascertain whether network coverage applies to the location of the activity.

Accordingly, staff will need to be aware of the nearest telephone service. If you use your own phone you will be reimbursed by the school for any phone calls made relating to the activity.

Standards of Conduct
Excursion staff/ Camp
Staff behaviour on excursions must at all times accord with professional standards and school policy.

Breaches of misconduct include:
- alcohol or any illicit drugs are not to be consumed by excursion staff for the duration of the excursion;
- no smoking on St Albert’s Catholic School excursions;
- fire bans and local requirements.

Students
Students and their parents need to be made aware that acceptable standards of behaviour will be expected during excursions and camps.

No student is to be permitted to smoke or consume alcohol or use any illicit drugs on any school excursion or camp regardless of the student’s age. Parents and students must be informed of this policy before departure and advised that any student who fails to observe this policy may lose the privilege of continuing with the activity. In extreme cases, following consultation with and approval from the school Principal, excursion staff may determine that a student should return home during an excursion or camp.

In such circumstances, the parent must be advised of the:
- circumstances associated with the decision to send the student home;
- the time when the parent may collect the child from the excursion, or the anticipated time that the student will arrive home (please note that if the student is sent home, the student must be accompanied by an excursion staff member until collected by the parent).

It is important that schools ensure that parents signing the approval form for their child to attend the excursion consent to their child being sent home in the event of the student’s serious misbehaviour on the excursion or camp.

Parents must also be advised prior to the excursion that they will be responsible for any costs associated with the student’s return. If during a serious misbehaviour incident the parents of the student are not contactable the teacher in charge must immediately contact the Principal to determine an appropriate course of action.
Transport

Selection

Organisers of camps and excursions must take a number of factors into account when selecting transport with the safety of participants always being paramount.

The teacher in charge must consider the following:

- the needs of students;
- terrain;
- costs;
- season and time of day;
- availability;
- driver qualifications and experience.

Private Vehicles

If a school has a school vehicle, it is preferable that this vehicle be used to transport students, rather than privately owned vehicles. However, on occasions it may not be possible to transport students without using the privately owned vehicle of an excursion staff member or voluntary worker.

No member of staff or voluntary worker can be obliged to use their private vehicle to transport students. All members of excursion staff must enter into a written agreement regarding the use of the private vehicle for transporting students.

*The private motor vehicle policy needs to be adhered to which includes the South Australian Child restraint laws.*

The duty of care to students requires that:

- the vehicle is registered (to be sighted by the teacher in charge) and roadworthy, particularly tyres, brakes and lights;
- as a minimum, vehicles are covered by third party property insurance;
- the driver is experienced and competent and holds a full licence (no P or L plates). Licence to be sighted by the teacher in charge;
- the driver is not affected by drugs or alcohol;
- the vehicle is equipped with seat belts and these are used properly. The car must not carry more students than there are seatbelts fitted;
- a record must be kept of students being transported in specific vehicles.

When parents and or excursion staff transport students on school activities in their own private vehicle, the vehicle’s normal compulsory third party insurance will insure students for any injuries.

It must be made clear to parents and excursion staff who transport students in their private vehicles that the school accepts no liability for any damage from an accident involving a private vehicle.

Emergency use of a Private Vehicle

In the absence of the availability of a school vehicle, the Principal may approve a responsible adult member of the excursion staff (preferably a teacher) driving a private vehicle to an excursion for emergency use.
The vehicle must have current registration, be roadworthy and have comprehensive or third party property insurance. To transport a student in the emergency vehicle, permission must be sought from the Principal and parent (by telephone) if at all possible. Alternatively, the consent could be obtained in advance for such an emergency in the consent form.

**Equipment/preparation**

Hazard assessment:

Conducted and documented as part of site selection process for the Principal’s approval.

**A fire safety assessment must be part of the process and include the following:**

(This may be done in liaison with the local firefighting authority)

- flammable load present on-site, (ie an area with a wool carpet should be used in preference to one with synthetic floor coverings);
- strategies for reducing flammable load, (eg relocate movable synthetic furnishings and excessive quantities of paper): empty out waste receptacles;
- all participants must know where functional fire extinguishers are situated;
- sites used for sleep-overs and any hallway or corridor leading to a required exit must have a smoke detector/s fitted;
- exit doors must be able to be opened without a key from the inside;
- sites used for sleep-overs must have a clearly visible, illuminated exit sign above a required exit door and in any hallway or corridor leading to a required exit.

**Emergencies:**

Communication, transportation and other emergency action protocols all planned, in place and operable.

**The following must apply:**

- an emergency evacuation plan must be clearly understood by all participants.;
- in the case of fire, participants must evacuate as a priority and not attempt firefighting;
- procedures must be in place for dealing with harassment by non-participants;
- at least two working torches must be accessible to excursion staff;
- the sleep-over area must be serviced by a telephone, with emergency services contact numbers prominently displayed by the phone or programmed into the telephone;
- where mobile phones are to be used, a prior check must be made to ensure that reception is available for the area in use and a back-up battery is recommended;
- local police must be advised of the sleep-over, and extra patrols requested;
- local firefighting authority and security services must also be advised;
- identification of the sleep-over location on a St Albert’s Catholic School site map is recommended for this purpose, along with notification of the date of the sleep-over and the number of persons involved.

**Medical:**

It is the responsibility of the parent/caregiver to update health care information — restrictions and special needs — must be communicated to concerned teachers and other excursion staff on a need-to-know basis, as negotiated with the student and family

**Sleep-over checklist:**

To be completed and lodged with the Principal. (*See camp medical form*)
Conclusion

At St Albert’s Catholic School we believe that Outdoor Education is an essential element of the school curriculum and enhances the experiences of the children who have had these opportunities.

The school will endeavour to meet with the guidelines of this policy, however for personal, professional, economic, environmental or legal reasons there may be times when the school is unable to provide these opportunities.

Outdoor Education activities are ideally best when the classroom teachers are involved in this process. However, for any of the above reasons stated these activities may not eventuate.

All Outdoor Education activities provided by St Albert’s Catholic School are completed in accordance the relevant legal requirements and have been safe, educational and enjoyable for all stakeholders within the school community. We believe that Outdoor Education is of benefit within the curriculum and attempt to ensure that the all students are provided with opportunities not available in the course of their daily schooling.

Signed:

Chairperson School Board: Sean Drake……………………..  
Principal: Jason Mittiga……………………..  
Date: November 2013 Review Date: November 2016
Appendix 1:

Excursion Forms

- Excursion form Principals Approval
- Incident Report Form
- Private Transport Declaration Form
- Excursion Risk Assessment
- Sporting Activities/Carnival Risk Assessment

Camp Forms

- Excursion form Principals Approval
- Incident Report Form
- Private Transport Declaration Form
- Camp Risk Assessment
- Staff Health Form
- Swimming Aquatics Medical Form
- Camp Medical Information

Aquatics Forms

- Excursion Form Principal’s Approval
- Incident Report Form
- Private Transport Form
- Risk Assessment Aquatics
- Staff Health Form
- Swimming Aquatics Medical Form