



ST ANTHONY'S SCHOOL

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SCHOOL CAMP POLICY

Originally Released: Unknown

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Due for Review: 2015

RATIONALE

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

“School camps” are defined as activities generally conducted away from the school campus for educational experiences with the gradual development of independence and responsibility. It is an acknowledgement of time spent together before making the transition to secondary school. In special circumstances, a camp could take place on the school grounds.

At St Anthony's School, Greenmount

- 1 School camps 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.
- 2 School camps shall be designed to enhance the educational and pastoral programme offered by the school.
- 3 A duty of care exists at all times as a teacher-student relationship exists throughout the camp.
- 4 Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the camp or excursion.
- 5 The Principal shall ensure that maximum emphasis is placed on the safety and well being of all participants.
- 6 Only Year 6 students will attend camp during each year.
- 7 Teachers reserve the right to exclude students from some camp activities if their behaviour throughout the year does not reflect the values, beliefs and behaviour expectations of St Anthony's. A probation notice will be issued near the end of Term 3 in consultation with parents, principal and student.

Procedures for School Camps

- 1 The Principal or Leadership Team shall approve all school camps.
- 2 Camp coordinator/s are to liaise with the Principal prior to attending the camp.
- 3 School camps form part of a school's curriculum programme and therefore are to be attended by students. Where parents have any issues regarding attendance of their child/children on school camps, these issues shall be discussed with the Principal. Care will be taken to acknowledge the right of parents to decide whether or not to send their children to school camps. Consultation needs to take place to alleviate those concerns as much as possible so as to allow that child to participate. Where a student does not attend a school camp. The school shall provide an alternative educational programme at school.
- 4 It is compulsory that school camp programmes show evidence of the inclusion of Prayer or Liturgical experiences.

- 5 As part of the planning for a camp, an **emergency plan** shall be put in place and copies given to the Principal and other supervising adults on camp. Emergency plans shall be determined in accordance with the **School Camps and Excursion – Guidelines for Catholic Schools** (Overview pg 6 pt 1.8, 1.9, 1.10.)
- 6 **Risk Management** is a process of identifying the potential risks a particular activity presents to students and supervising adults. Identified risks will be analysed along with a context for the development of appropriate counter measures, which will either eliminate the risks or control the risks to an acceptable level.
- 7 Students shall not be allowed to attend a school camp unless written permission is granted by the parent/guardian. The permission note shall outline details such as the method of transport and the activities to be undertaken.
- 8 The school shall make provision, so that no student is prevented from attending camp on financial grounds.
- 9 Consideration will be given to medical requirements of students participating on camps. Where a camp 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 organiser to determine the medical needs of the students who are to attend the camp.
- Student health information should include:
- any known medical conditions
 - any medication which is required
 - any allergies
 - any medical condition which may prevent a student from participating in a particular activity.
 - dietary needs.
- Special written instruction shall be obtained from parents for the administration of medication.
- 10 Prior to camps that involve aquatic activities, teachers will assess the swimming ability of each student. A detailed record on competency levels to be completed and issued to adults attending the camp.
- 11 Provision should be made for safe participation for all students, particularly with regard to the students' swimming ability. (Refer to **School Camps and Excursions – Guidelines for Catholic Schools**. Overview pg 3.)
- 12 At least one teacher/assisting adult/instruction supervising aquatic activities will hold one of the following accreditations:
- The Royal Life Saving Society – Bronze Medallion and/or
 - The Surf Life Saving – Surf Rescue Certificate.
- 13 At least one teacher/assisting adult/instructor supervisor attending the camp will hold a current First Aid Certificate.
- 14 Prior to camp, the Principal will view documentation from adult/instructor/teacher proving his/her accreditation status.
- 15 Recommended teacher:student ratios for particular aquatic activities are:
- school camps up to 1:8
- 16 Recommended teacher student ratios for school camps where no water activities are involved: 1:15
- 17 A medical kit and mobile phone shall be kept within close proximity at all times. At least one adult attending the camp shall have a recognised and current First Aid qualification.
- 18 While on camp 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.
- 19 All drivers shall have a current and appropriate driver's licence. One car should accompany the camp.
- 20 Students shall be transported to and from camps in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.
- 21 The Principal shall ensure that the driver of any vehicle are persons who act responsibly and give due regard to the safety and wellbeing of the students.
- 22 Within two weeks from the conclusion of the camp, a written evaluation of the camp shall be submitted to the Principal by the camp coordinator/s.
- 23 Assisting adults/instructors have a responsibility for the care and welfare of students on a camp while under the direction of teaching staff.

It is compulsory that before camp planning is commenced, all camp coordinators read and become familiar with the *School Camps and Excursion – Guidelines for Catholic Schools*. There is a copy of this file in the Principal's office, the Physical Education office and the Office.