



# ST. JAMES SCHOOL

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## CAMPS/EXCURSIONS/OUTDOOR ED POLICY – 2019

### INTRODUCTION

The vision which underlies this policy identifies the Catholic school as a place which witnesses to the Gospel and which respects individual dignity through authentic pastoral care. It acknowledges that valuable learning occurs in and outside the classroom environment and that excursions and camps offer unique learning experiences for children. Equal access to all experiences for all students is a priority.

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### **BELIEFS:**

Camps and excursions are an excellent way to deepen children's understandings of concepts learnt in the classroom. In addition, these out-of-school experiences provide growth for children's social and emotional development

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### **AIMS:**

We aim to provide:

- Experiences which engage children and expand their knowledge and understandings
  - Experiences which support our local region
  - Opportunities for students to be involved in experiences that might otherwise be unavailable to them
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### **PLANNING AND PREPARATION:**

- Planning for any excursion must be thorough and take into account the needs of all students in a teacher's care
- There are specific teacher/student and adult/student ratios which apply to different events. Teachers need to be aware of these when planning any event
- Before deposits are paid and plans are set in motion all appropriate consent forms need to be completed. For longer camps this will need to be supplemented with a rough itinerary in the first instance, then a more detailed itinerary as the camp approaches
- All adults attending a school excursion or camp must have been screened in accordance with current CEO screening requirements.

- Parents are to be notified about all excursions and trips etc even if permission slips are not necessary – eg visits to sites within walking distance of the school.
- Children may be transported by private car:
  - > In an emergency
  - > Inclement weather and ONLY after consent from Principal or delegate
  - > When this has been planned in advance and consent forms signed. Drivers must fill in current driver declaration forms
  - > In planning and conducting all camps, excursions and adventure activities. The school will use all the current documentation available on CESA online: *Excursions, Camps, Adventure, Physical & Sporting Activities: Procedures for Catholic Schools & Preschools*

### **EXPECTATIONS:**

- The highest duty of care by staff and volunteers is required on excursions and camps. Therefore, the highest behaviour expectations are required of students. Enjoyment and safety for everyone involved is paramount. If the behaviour of any student compromises this, either leading up to or while on the excursion or camp, the Principal or delegate may negotiate with parents to attend with the child or the child may be asked to remain at school or at home for the duration.

### **PRACTICE:**

- The staff will develop and maintain a list of excursions which directly link in with topics known to be a part of our curriculum cycle
- We will seek to provide each year level with a variety of experiences
- When planning excursions / camps the following must be taken into consideration: legal issues, duty of care, supervision and workload as well as the financial costs to families
- The staff will consider various ways to raise funds for these experiences, including class fundraising

Reviewed February 2019