



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

**PROCEDURES FOR OFFSITE
PLANNING RISK AND REVIEW**

Aim

The aim of this procedure is to ensure staff provide opportunities for students to experience broader, more enhanced learning and formation experiences through offsite activities in a safe environment.

Sources of Authority	
CECWA Policy	Education
Executive Directive	Offsite Activities

Scope

This procedure applies to all staff members organising a school camp.

Procedure

Camp Approval – What needs to be done

Must be approved by the Principal no less than 6 weeks prior to the camp.

1. Planning for school excursions/incursions at St Helena's Catholic Primary School shall be in accordance with the CEWA School Camps and Excursions/Incursions Guidelines for Catholic Schools and will take into consideration:
 - The educational purpose of the camp
 - The participating students' capacity to undertake the camp, including medical and other requirements of participants and students with special needs.
 - Risk assessment of the venue or site for the camp
 - Consideration of relevant previous written camp and incident reports
 - The supervisory team attending the camp, including an appropriate student to adult ratio

RATIOS TO BE FOLLOWED:

Junior Primary	Kindy – Year 2	1:5
Middle Primary	Year 3 – Year 4	1:8
Upper Primary	Year 5 – Year 6	1:10

Ratios may vary depending on activity and are at the direction of the Principal

2. *Complete a Camp Application Form and a completed Risk Assessment Form and submit to the Principal.*
 - 2.1. The teachers organising a camp must develop an appropriate Risk Assessment management plan for the camp that must include:
 - Supervision requirements
 - Medical conditions of students
 - Communication requirements. (A mobile phone number left at the office if a school phone is not available)
 - Emergency response plan.
 - Insurance and liability

Appropriate training related to camp activities will be provided for any adult participants who require it.

3. *Once approved, complete the following in order:*
 - 3.1. Confirm bus booking by accepting quote, ensuring that the bus that has been booked is fitted with seatbelts. It is important that you check that details are accurate as we will be charged for incorrect bookings.
 - 3.2. Submit a copy of the camp note to the Principal for approval.
 - 3.3. Once approved, send a copy of the camp note to the administration (for office enquiries and the newsletter).

4. *Send the camp note home*
 - 4.1. Letters to parents are required to be sent home at least 4 weeks prior to the camp. Letters need to include:
 - Clear and comprehensive details of the planned camp
 - Educational outcomes
 - Medical information
 - Date
 - Cost
 - Parent Help letter
 - Travel arrangements
 - A permission slip to be returned to the school prior to the camp

A copy of the camp note is to be sent to the office for their records and information.

5. Ensure all camp consent forms are collected at least two weeks before the camp. It is the teacher's responsibility to follow up and call parents if any forms are outstanding.
6. Students shall not be allowed to attend a school camp unless written permission is granted by the parent.

Camp Preparation – What needs to be done

7. A meeting of staff and volunteers involved in the camp must be held prior to the camp. Role descriptions need to be decided and allocated so that personnel involved know the chain of responsibility, their own responsibilities and the overall camp plan. A copy of the school's Code of Conduct for Parents shall be provided and discussed with all volunteers. The Principal will determine the teacher in charge.
8. Duty of care responsibilities exist at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time.
9. A file containing a copy of all material connected with the camp, including student lists and contact details of staff and parents should be left with the school administration.

PROCEDURES FOR CAMP: ON THE DAY OF THE CAMP

Inform the office prior to leaving the school, which teachers will have a mobile phone with them and if they will be accessible throughout the camp. Teachers must also ensure that the school phone number is saved in their contact list. Teacher in charge must collect the School camp phone from administration to be contactable at all times.

Supervising staff must take with them:

- Students' medication, food and clothing, if required.
- A first aid kit and sun screen.
- Medical Emergency details.
- Emergency Plan
- **Class list with parent and emergency contacts**
- Fully charged mobile phone
- Risk Assessment plan
- Camp permission slips

POST PROCEDURES

At the conclusion of any camp, a written report shall be submitted from the teacher in charge to the Principal. The report shall cover:

- The adequacy of the facilities
- Recommendations for future use of the facilities
- The overall management of the camp
- Any injuries that occurred
- Information relating to specific incident on the camp
- Any other information which may assist in the planning of future camps
- The teacher in charge is to complete the Post Camp Evaluation Form and update the Risk Assessment Form.

Authorised by	Lina Bertolini	Signature:	
		Date:	20/10/2021
Effective Date:	1/01/21	Next Review:	Term 4 2022

APPENDICIES

Camp Application Form - for staff
Parental Camp Permission Slip
Risk Assessment Form
Post Camp Evaluation Form
Incident Report Form
Principal Camp Permission Checklist
Teacher in Charge Camp Checklist
Post-Camp Review