



St. Mary's School Altona

CAMP/OUTDOOR EDUCATION POLICY

AIMS:

To have a shared Christian living experience

To develop self esteem, independence, leadership, co-operation and tolerance

To strengthen relationships and foster school spirit through the understanding of each other as individuals

To provide additional enjoyable experiences which cannot be provided in the usual classroom setting

To increase student knowledge and awareness of the environment and therefore create positive attitudes towards the care of our world.

CAMP / OUTDOOR EDUCATION PROGRAM OVERVIEW

Preparatory

Breakfast

Come in pyjamas and dress at school

Grade One/Two

Early Dinner

Children are collected by 7.30 pm

Games etc to be organised by teachers

Grade Three

Special Educational Day Outing, usually of a duration extending outside normal school hours but returning before dinner time.

Grade Four

Overnight Camp

3 days, 2 nights

Registered Camp

Catered for with appropriate activities

Grade Five

Special Day Outing, usually of a duration extending outside normal school hours.

Grade Six

Overnight Camp

3 days, 2 nights

Registered camp

Catered for with appropriate activities

NB. Due to the nature of multi age classes and their use at St. Mary's, the above are guidelines of activities only and may be varied depending on class structure.

GENERAL GUIDELINES

Schools of The Future manual guidelines for the minimum requirements for staff, indicates that the degree of supervision for students is a matter for local decision. Sufficient staff to ensure appropriate and effective supervision must be provided.

It is the principal's responsibility to ensure that sufficient staff are present to provide adequate supervision for students for each activity undertaken.

It is important that the specified roles and responsibilities of each staff member, (teachers, instructors, campsite staff, volunteers etc) are clarified and understood by all staff and students prior to the commencement of the camp / outdoor education activity.

When requesting parental approval for their child to take part, it is essential that parents/ guardians are provided with relevant details

- about the degree of supervision and nature of
- the activity in an appropriate amount of time
- prior to the activity commencing.

Parents are to be given a 24 hour contact phone number in case of an emergency occurring at home. The camp / outdoor education activity must be under direct control of a teacher employed by the school.

The Principal and school staff attending an activity, may exclude a student, with extreme behavioural issues, from attending a camp/outdoor education activity, either prior to or during the activity, after consultation with the student's parents/guardians.

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

TEACHER IN CHARGE

Prior to the commencement and planning of a camp/outdoor education activity the staff involved in its preparation must select a teacher, with the approval of the principal, to act as Teacher in Charge. The Teacher in Charge must ensure that all procedures, documentation and evaluation forms as outlined in the school's Camp/Outdoor Education Policy are completed.

EXCURSION / INCURSION PLANNING FORM

The Excursion Planning form needs to be commenced at the appropriate time prior to the event taking place and completed at the relevant times specified on the form. A detailed risk analysis must be completed. The Evaluation section of the form needs to be completed at the end of the Camp / Activity.

STUDENT ACTIVITY LOCATOR

All camps or overnight activities off-site are to be registered on the Catholic Schools Student Activity Locator. This is the responsibility of the Teacher In Charge of the Camp/Activity. The Catholic Schools SAL is available via the Emergency Management page on CEVN. Activities should be recorded at least three weeks prior to their commencement date or as soon as they have been organised. If an activity is cancelled, it should also be cancelled in the SAL. Catholic schools are no longer required to notify their diocesan office of school offsite activities, including interstate and overseas tours. For assistance contact the ICT Helpdesk on 92670422.

INSTRUCTORS

Schools may use specialist instructors to ensure that activities are undertaken correctly and safely. While instructors have the technical knowledge and expertise to instruct the students, the teachers have the overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.

STAFF SELECTION FOR CAMPS/OUTDOOR EDUCATION ACTIVITIES

Camp/Outdoor Education Activities staff may include the Principal, Deputy Principal, teachers or other adults, such as parents/guardians, Learning Support Officers, community members, specialist instructors, campsite staff and student teachers.

It is recommended that the class teacher(s) of the year level (s) involved be in attendance.

The following factors for the selection of staff should be taken into consideration.

- the qualifications and previous experience of the staff
- the age, maturity, experience of the students:
- the size of the group;
- the nature and location of the camp/outdoor education activity;
- the activities to be undertaken
- the gender of staff; (balance of male and female)
- the special needs of the group

POLICY REVIEW

This policy will be reviewed as part of the St. Mary's review cycle.

This policy was last ratified by St. Mary's staff in **NOVEMBER 2018**.