

ORANA CATHOLIC PRIMARY SCHOOL



CAMP AND EXCURSION POLICY

Camps and excursions are undertaken as an integral part of the education program of the school and shall reflect Catholic principles and values.

All camps and excursions must have the approval of the school principal and staff must complete an *Excursion Management Plan* prior to initial planning (see 2.15 “School Camps and Excursions” Guidelines for Catholic Schools).

Teachers should read the “Principles” and “Procedures” as set down in the “School Camps and Excursions – Guidelines For Catholic Schools”. The class teacher will complete a Camp Report, to be handed to the Principal shortly after the completion of a camp.

A risk management approach should be adopted (1.2 School Camps & Excursions – Guidelines for Catholic Schools) and an emergency response plan should be developed by the teacher-in-charge. A duty of care exists at all times. The degree of supervision must take into consideration the age of the students, the number of students involved and the nature and location of the camp or excursion. Special needs students may require additional supervision and any medical concerns must be considered. On arrival at the excursion site, hazards are identified and boundaries for students are clearly defined.

Written parental (guardian) consent and medical information must be obtained prior to a camp or excursion. Details of destination and method of transport should be included in the permission letter to parents.

The school’s Behaviour Management policy and any other related policies will continue to be applicable.

Equipment checklist:

- First Aid kit

- Student medication and related action plan s(asthma, allergies /epipen etc.)

- Mobile phone – inform office of number

- Class list

Students must be counted at school, just prior to boarding the bus. They must also be counted for the return journey to school and at any other relevant time.

If a child does not attend the excursion they will be sent to another classroom to participate in relevant activities.