



# St Gerard Majella School

## Camp Excursion Policy

### PREAMBLE

School camps and excursions are a part of School life that enhances the educational and social-emotional programme offered by St Gerard Majella School. Thorough planning and preparation is essential to ensure the safety of students, staff and others during the course of such activities.

### POLICY

St Gerard Majella School is committed to providing a safe, secure, disciplined and quality learning environment in which all students can develop intellectually, physically, socially, religiously and spiritually. Excursions/camps are part of quality teaching and learning experiences which take place outside of the regular School environment.

### VALUES

Faith, Community, Service, Inclusivity, Responsibility, Respect and Trust.

### PRINCIPLES

- Potential risks are identified and managed with a planned response in case of an emergency. To this end the following points are to be considered/addressed:-
- Teachers are responsible for planning and organising the excursion/camp. The Principal's approval is required prior to planning. In accordance with CES policy a risk assessment and all relevant documentation needs to be completed.
- Excursions must have an acceptable level of educational and social-emotional relevance.
- Excursions/camps are to be inclusive and all students are to be given the opportunity to participate. Should there be legitimate circumstances where a child/children cannot participate the care of that child/children will rest with the parents/caregivers for the duration of the activity.
- Timely advice to be given to parents/caregivers of the planned excursion/camp including the cost, location, activities to be undertaken, timetable and supervision to be provided.
- A signed consent form granting permission and a medical information form is to be obtained from parents/caregivers and are to be taken on the outing should contact be necessary.



# St Gerard Majella School

## Camp Excursion Policy- continued

- Should help be required, parents/caregivers to accompany students should have the expertise relevant to the activities to be undertaken and be instructed prior to departure regarding their roles, hazards that might be encountered and precautions to be taken. It is preferable they hold a Blue Card if attending excursions or camps.
- Should a child/children not be returning to school with the rest of the class after the activity a discharge form is to be signed by parent/authorised adult.
- The School reserves the right not to take a student on excursion/camp because of safety/behaviour/medical reasons.
- After each camp the coordinator must conduct a debrief with the Principal.

### EVALUATION

This policy is to be reviewed as part of the School's renewal cycle.

This policy was last ratified by School Board on 27 April 2016

Chair Signature .....