



School Camp, Excursion & Off-Site Activity Procedures

Reviewed: April 2019

Ratified: April 2019

Next Review: 2022

Procedures

Definitions

An **excursion** is any learning activity organised by the school, which is conducted away from the school premises for educational purposes. For the purposes of these procedures, excursions include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study tours, including immersion programs. More broadly categorised as off-site activities.

The enactment of these procedures are intended to assist in maintaining the health, safety & wellbeing of students, staff & volunteers at all times during an off-site activity and the expectation is for these procedures to be implemented for such activities.

An offsite activity includes any excursion, camp (including study camps), interstate or overseas tour or off-campus activity such as attendance at a sporting fixture.

A camp is defined as any activity involving at least one night's accommodation.

A local excursion is defined as any activity beyond the school grounds and within a 30km radius of the school.

A major excursion is defined as any activity travelling outside of a 30 km radius.

Offsite activity staff are teachers, Learning Support Officers, volunteers (who have been approved as a school volunteer), campsite staff and specialist instructors who will supervise the students.

Outline

St Francis Xavier Primary School Ballarat, offer camps & excursions to our students throughout the year as off-site activities that relate to the curriculum requirements while endeavouring to expand and enhance the learning outcomes & social skills development of each individual.

These procedures have been developed through our commitment to the values of providing real life experiences & opportunities to explore the wider community as a group while extending on the educational program provided. We aim to ensure that all off-site activities are inclusive, accessible, affordable and relevant to the needs & interests of all our students.

The school environment extends beyond the school grounds when such activities occur, which broadens the focus of ensuring health, safety & wellbeing of our students, staff & volunteers.

The steps within these procedures and the principles within the associated policy, together define and implement the standards, goals & strategic priorities, ensuring compliance and providing structure for processes & decision-making while reducing risk.

Principles

The Camping and Excursion program at St Francis Xavier Primary School will:

- Provide all students with the opportunity to participate in a sequential camping and excursion program
- Provide shared class experiences and a sense of group cohesiveness
- Reinforce and extend classroom learnings
- Provide a program that promotes self-worth, resourcefulness, respect, independence, leadership, cooperation, and tolerance within students
- Reinforce, complement and extend learning opportunities for students beyond the classroom
- Develop an understanding for students that learning opportunities are not limited to school and that valuable and powerful learning takes place in the real world.

Format

The procedural content of this document may change from time to time as new processes are implemented or new technologies emerge. Alterations and/or additions to these procedures may also influence a shift in intent to the “School Camp, Excursion & Off-Site Activity Policy” which can be adjusted accordingly to reflect the resolve of that document. When the original intent of these documents are altered, then a re-ratification process must occur.

Initial Process

To initiate the process for a school camp, excursion or off-site activity start with Appendix A:-

[CECV - Offsite Activity Planning Checklist](#)

Guidelines Framework

All camps must be approved by the Principal and School Council.

The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the February Council meeting.

Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.

The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.

The camp information, approval process and payments will be entered into SIMON including the population of the “Student Activity Locator” (SAL) online at least 8 weeks prior to the camp departure date.

Guidelines Consequence

The conduct of any excursion or activity needs to ensure the following considerations are taken into account:

- Educational purpose of the excursion and its contribution to the curriculum
- School approval requirements for excursions and staff travel
- Maintenance of full records, including documentation of the planning process
- Suitability of the environment and/or venue for the excursion
- Informed consent from parents or carers
- Adequate student and staff medical information
- Student preparation and behaviour
- Requirements for any adventure activities (these involve greater than normal risk - there are additional

considerations associated with these activities

Emergency & Risk Management

The conduct of any excursion or activity needs to ensure the following considerations have been undertaken:

- Assessment of excursion risks
- Procedures in the event of an emergency
- Arrangements if the excursion needs to be cancelled, recalled, or altered (for example: severe weather conditions, changes to DFAT travel advice, or students returning early due to illness/serious misbehaviour)
- First aid requirements

Resources / Hyperlink Appendices

- A. [CECV Off-Site Activity Planning Checklist](#)
- B. St Francis Xavier Primary School Vision and Mission Statements
- C. St Francis Xavier Primary School Pastoral Care Policy
- D. [Catholic Schools Operational Guide](#)
- E. [Victorian Government Schools Reference Guide \(sections 4.4.2.6 – 4.4.4.7 inclusive\)](#)
- F. [Safety Guidelines for Education Outdoors](#)
- G. [CECV Guidelines to Schools for Interstate and Overseas Tours](#)
- H. [Risk Assessment Template](#)
- I. [CECV Summary Table of Staff – Student Ratio for Camps, Excursions & Off-Site Activities](#)
- J. [SAL User Guide](#)