



*"To Live, To Love, To Grow In Christ"*

# HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

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## CAMP POLICY

### Mission Statement:

Holy Spirit creates meaningful and challenging learning environments which value lifelong learning, high expectations and collaborative partnerships between home, school, and the wider community, respecting our Catholic identity.

### Rationale:

Holy Spirit School is committed to providing stimulating, safe learning experiences with our students. The school context does not always offer this, thus where appropriate, students may be taken outside of the school for an educational excursion. All excursions must have clear educational outcomes that consider the learning needs of all students, the teaching and learning program of the school and the resources of the school.

### Guidelines:

To ensure the safety of all students and staff on an excursion, strict guidelines must be adhered to:

- **Teacher in Charge:** a teacher will be nominated by the principal to organise the excursion and to have ultimate responsibility and therefore authority while the activity is in progress.
- **Consent:** Parental consent is required for all excursions. In advising parents of excursions use pro forma attached which lists all the required details. If a student has not returned a consent form on the day of the excursion: parents must send a written consent by email (only a day excursion), if the excursion is overnight (school camp) – students are not permitted to attend if no note on day of excursion.
- **Duty of Care:** The duty of care of a teacher requires the taking of reasonable steps to protect our students against risks of injury or harm that the teacher could reasonably foresee. A teacher's duty of care for students cannot be delegated by the teacher to a non-teaching person.
- **Safe NT Ochre Cards:** All accompanying adults (including non-teaching staff) on excursions, who may be left alone with students, or who are participating in an overnight excursion, must have been cleared by police checks.
- **Risk Management:** For the first time visiting a venue (particularly an overnight excursion), a risk management assessment must be carried out on the venue. This assessment is to include: level of supervision required, competence of instructors (internal & external), further training needs. Due diligence will be demonstrated when attending venue prior to scheduled camp date.
- **First Aid:** A fully stocked first aid kit must be taken on all excursions and at least one of the accompanying members of staff holds a current First Aid Certificate. This person would have responsibility for: storage of student medical/health support information, documentation of all first aid treatments, and maintenance of first aid supplies. Access to fresh drinking water must be available for excursions. Consideration must be given to Ambulance response times when selecting a camp or excursion location.

- **Sun Safe Policy:** As if the student were in school this must be carried out when on a school excursion: sunscreen, hat, covered shoes.
- **Accidents:** Catholic Church Insurance Instructions relating to accidents apply to excursions.
- **Private Vehicles:** Where private vehicles are used, the teacher in charge must ensure the vehicle is roadworthy, currently registered, and appropriately insured and the driver to have a valid NT driving license.
- **Bus:** Holy Spirit School prefers bus companies that provide seat belts, Buslink preferred company. Parents will be informed on permission note regarding availability of seat belts on buses.
- **Communications:** Effective communication systems must be in place and operating – firstly staff at the school must be aware of times of departure and expected arrival times, secondly regular communication between teachers and the school contact person must occur; thirdly a mobile phone number must be working between school and the excursion party.
- **Students with Special Needs & Disabilities:** Excursions and Camps are to be inclusive, and reasonable steps must be made to students with special needs are able to participate in the excursion and activities.
- **Overnight Camps:** Mixed gender student/child groups must have mixed gender leadership unless parents have approved of alternatives. When using toilet blocks students are to enter in groups and two teachers/staff members should accompany during this time.
- **Teacher/Student Ratio:**
  - Holy Spirit Catholic Primary School: Excursions (including overnight camps) outside of school 1:10 ratio is to be adhered to.
  - Holy Spirit Community of Learners: Excursions – Minimum of 1-5 ratio.
  - Holy Spirit Outside School Hours Care: Excursions – 1 – 8 ratios.

*\*Please note these ratios differ for more hazardous activities – including aquatic excursions.*

#### **Overseas Camps & Billets accommodation:**

Refer to Catholic Education Office Darwin – Camps & Excursion Policy.

#### **Attached Forms:**

- Parental Consent Form
- Overnight Camp Permission Form
- Risk Assessment Form
- Excursion Checklist Form – to be submitted to principal one month before excursion.

#### **Ratification:**

This policy was ratified by School Board on Thursday 16th June 2016

#### **Review:**

2023

#### **Evaluation:**

2026