



## **School Camps and Excursions Policy**

### **Rationale**

At Holy Trinity Catholic Primary School, we believe that learning should be meaningful and relevant and that children need to be actively engaged in the learning process. Excursions and camps are learning experiences that can enhance the child's understanding of curriculum through hands on activities, and through the opportunity to participate communally in a variety of educational, social and physical experiences.

School camps and excursions can be an integral part of the educational program of the school, and serve to provide opportunities and experiences that are not always possible within the confines of the school.

School camps and excursions at Holy Trinity Catholic Primary School aim to provide camp and excursion opportunities that develop deeper learning, confidence, independence, responsibility and sense of community within the context of our Catholic principles and values.

Camps and excursions at Holy Trinity will be financed through disbursement of funds collected through school levies.

### **Goals**

1. School camps and excursions shall be designed to enhance the educational program offered by the school.
2. The child centred learning needs to take place in a safe and secure environment. Our duty of care is to ensure that all children and staff are protected from risks to health and safety.
3. The Principal will consider the financial burden on families, of sending students to camps or excursions.
4. School camps and excursions are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion.
5. Staff and camp supervisors are to be aware that a duty of care exists at all times, and a teacher-student relationship exists throughout the camp or excursion

### **Implementation**

This policy is written in compliance with the School Camps & Excursions – Guidelines for Catholic Schools (2006). The Principal shall approve all camps and excursions (see Appendix 1).

A permission slip and health form must be signed and completed by the child's parent/guardian before he/she is allowed to attend the camp (see Appendix 2). A separate permission note is required if students are to participate in water activities. The health form should include such information as:

1. Any known medical conditions e.g. asthma
2. Any medication that is required
3. Any allergies
4. Any medical condition that may prevent a student from participating in a particular activity
5. Dietary needs
6. Emergency contact details

(Specific instructions need to be obtained from parents for the administration of medication).

- As school camps and excursions form part of a school's curriculum program, all students are expected to attend. Where parents have an issue regarding the attendance of their child/children on school camps or excursions, these issues need to be discussed with the Principal. (The right of parents and carers to decide whether or not to send their child/children to school camps will be respected)
- Particular activity; dietary needs; diabetes and insulin requirements, including an emergency plan. Specific written instruction shall be obtained from parents for the administration of medication. In determining the student-adult ratio for school camps and excursions, the following factors are to be considered: the types of activities, the location of the school camp or excursion, the age of the students, the camp or excursion facilities, gender balance for the supervision of male and female students and dormitory arrangements.

- A student/adult ratio should be no greater than 10:1. Where possible, both male and female staff should attend camps.
- On all camps and excursions, a medical kit, appropriate to the circumstances, shall be kept within close proximity at all times.
- While on camp, *duty of care* responsibilities exist at all times. Therefore, staff and supervisors will not use any intoxicating substances at any time during the camp or excursion.
- Students shall be transported to and from the camp in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition. The Principal shall ensure that the drivers of any vehicles are persons who act responsibly and give due regard to the safety and well-being of students. (All drivers should have a current and appropriate driver's licence and comprehensive insurance).
- In the event of an accident, medical care will be deemed necessary will be provided and parents shall be notified. An accountability report will be made and submitted to the principal.

### **Incursions**

Incursions involve external entertainers/facilitator's etc. presenting to our students. Wherever possible the visiting "group/act" will serve to complement current school programs and /or entertain. Parents supplement the payment of Incursions through our existing fee levy. At every opportunity the incursion will support the curriculum content.

### **Appendices**

1. Approval form for camp
2. Approval form for excursion/incursion
3. Camp permission form which includes detailed medical information, rights and responsibilities contract and a list of camp requirements.
4. Guidelines for parents/carers attending camps/excursion

APPENDIX 1



# Holy Trinity

*Eltham North*

94 Weidlich Road, Eltham North 3095  
Tel: 9431 0888 Fax: 9431 0788  
Email: principal@hteltham.melb.catholic.e

Friday 19<sup>th</sup> October 2012

Dear Parents,

As you are aware, the Year Five children will be attending a school camp at Sovereign Hill, Ballarat. This links in with our Inquiry Unit which focuses on the history of the Gold Rush.

We leave for Sovereign Hill on Wednesday November 7<sup>th</sup>, at 9:30am and return on Friday November 9<sup>th</sup>, at approximately 3:00pm. The children's camp cost has been included in your levies.

The children will need to arrive at school on Wednesday at the normal time. On arrival the students will need to place their luggage under the Kiss 'n Drop shelter in readiness for loading and then proceed to their classroom for roll call and final briefing. Parents will be required to wait outside. Please note the students can only bring one piece of luggage.

There are several important forms attached to this letter. Please complete and return to school before Tuesday 30<sup>th</sup> October.

### **1. Permission/Medical forms**

If your child is required to take medication while on camp you also need to complete a Blue Medication form, which is available from the office.

**2. A 'Rights and Responsibilities' form** – this needs to be read and signed by both you and your child.

### **3. A clothing / incidental checklist**

We are anticipating that all students will attend what promises to be an excellent educational experience. We expect the students to act responsibly, which will then enable all of us to enjoy this camp. If you have any concerns or need to make us aware of special needs, please contact the school to make an appointment to meet with us.

Yours sincerely,

**Year Five Teachers**

Vince Bumpstead  
**Principal**

## Children's Clothing Checklist

sleeping bag or doona
bottom sheet
pillow/pillow slip
3 sets of warm clothes e.g jumpers, long pants, jeans or tracksuit (depending on weather)
shorts, t-shirts if weather is getting warm ( depending on weather)
hat/beanie/cap
runners/walking shoes (no shoes with heels)
thongs/slippers (to wearing indoors)
underwear
waterproof jacket/parka
socks
towels x2
pyjamas
handkerchiefs/tissues
sunscreen
insect repellent (roll on)
garbage bag for dirty clothes
torch (labelled) - optional
toiletries: toothpaste, toothbrush, soap, shampoo, face washer, comb, brush, hair ties, deodorant
Camera (at own risk) If you bring a disposable camera make sure your name is clearly marked on it.

Students must bring their own:-

- morning tea and lunch on the first day of camp
- concert costume and music
- spending money in a wallet labelled with your child's name (Maximum money \$25)
- NO LOLLIES OR SWEETS ARE ALLOWED (However during their personal time sweets may be purchased)

### GENERAL:

- all articles should be clearly named
- **valuables should not be taken on camp. This includes all personal electronic devices such as mobile phones or iPods**
- limit of one bag plus a sleeping bag
- medical forms are confidential, please include all necessary information
- if your child requires medication it **MUST** be labelled with name, dosage and directions and given to the teacher in charge in a clear, zip lock bag on the day of departure. We would like this information included on the medical form
- if your child has any dietary requirements please let us know before we go on camp
- no spray cans: Deodorant, gel, mousse, hairspray etc.....



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 Email: principal@hteltham.melb.catholic.edu.

## PARENT / GUARDIAN AUTHORISATION AND CONFIDENTIAL MEDICAL REPORT FOR SCHOOL CAMPS OR OVERNIGHT EXCURSION.

This report is compiled to assist staff in case of any eventuality with the students. All information is held in confidence and parents/guardian are requested to complete all sections as a student will not be permitted to participate unless the form is fully completed and signed by the parent/guardian.

Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Parents' / Guardian's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

After Hours Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Emergency Phone Contact 1. \_\_\_\_\_

2. \_\_\_\_\_

Ambulance Number: \_\_\_\_\_ Medicare no: \_\_\_\_\_

Medical/Hospital Fund: \_\_\_\_\_ Contribution/Membership no: \_\_\_\_\_

### 1. Please tick if your child suffers any of the following:

- |                                      |   |  |                                    |
|--------------------------------------|---|--|------------------------------------|
| <input type="checkbox"/> Bed Wetting | <input type="checkbox"/> Fits of any type | <input type="checkbox"/> Heart Condition | <input type="checkbox"/> Asthma    |
| <input type="checkbox"/> Diabetes    | <input type="checkbox"/> Dizzy Spells     | <input type="checkbox"/> Sleepwalking    | <input type="checkbox"/> Blackouts |
| <input type="checkbox"/> Migraine    | <input type="checkbox"/> Travel Sickness  | <input type="checkbox"/> Other: _____    |                                    |

2. **Allergies to**  Penicillin \_\_\_\_\_ Other Drugs:  \_\_\_\_\_  
 Any: Foods: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 What special care is recommended? \_\_\_\_\_

3 **Dietary Requirements:** YES / NO If yes please indicate: \_\_\_\_\_

4. **Tetanus Immunisation** – Year of last Tetanus Immunisation \_\_\_\_\_  
 (Tetanus immunisation is normally given at five years of age (as Triple Antigen of CDT) and fifteen years of age as ADT)

5. **Tablets and Medication** – Is your child presently taking tablets and /or medicines YES / NO  
 If YES, please state the name of the medication, dosage etc: \_\_\_\_\_

All medication must be handed to the teacher in charge prior to leaving. All containers must be labelled with your child's name, the dose to be taken and when it should be taken.

(These will be kept in the First Aid Centre and distributed as required). If it is necessary or appropriate for your child to carry their own medication (for example, asthma puffers and insulin for diabetes) it must be with the knowledge and approval of both the teacher in charge and yourself.

N.B. A completed detailed Blue Medication Form, available from the school office, must be handed to your child's teacher prior to the camp.

**6. Previous Camping Experience** – Is this the first time your child has been away from home?  
YES /NO

=====

The following form is to be completed by the parent/guardian of each student attending camp

<p style="text-align: center;"><b>EXCURSION / CAMP PERMISSION AND MEDICAL CONSENT FORM</b></p>
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I give my permission for my child \_\_\_\_\_ to participate in the three day Year 5 Camp to Sovereign Hill, Ballarat, on November 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2012. The children will travel by bus to and from the camp.

Where I am unable to be contacted or it is otherwise impracticable for me to be contacted, I authorise the teacher in charge of the excursion or activity to seek medical or surgical assistance:

I hereby consent to \_\_\_\_\_ receiving such medical or surgical assistance as  
(Name of child)

is recommended by a medical practitioner in the event of any illness or accident; administer or consent to such first aid as the teacher in charge of the excursion may consider to be reasonably necessary in the event of any illness or accident.

I accept all risks involved in the administration of medical, surgical or first aid treatment considered necessary and the responsibility for payment of all expenses incurred in relation to such treatment and any emergency transportation required.

I also accept that my child may be returned home early from the excursion or activity in the event of serious misbehaviour and that any cost associated with this will be met by me.

Family Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **Camp Rights and Responsibilities**

We have the Right to be shown respect.  
We have the Responsibility to respect others.

We have the Right to be able to have our own space.  
We have the Responsibility not to invade other people's space.

We have the Right to sleep in peace and not to be disturbed.  
We have the Responsibility not to disturb others.

We have the Right to stay in a tidy place.  
We have the Responsibility to keep the area clean.

We have the Right to expect our belongings are not touched.  
We have the Responsibility not to touch others' belongings.

We have the Right to feel safe and be safe.  
We have the Responsibility to care for others, working and playing respectfully.

We have the Right to enjoy ourselves and participate fully in all activities.  
We have the Responsibility to help others enjoy and participate fully in all activities.

We have the Right to be helped.  
We have the Responsibility to help others.

We have the Right to have our opinions listened to, and respected.  
We have the Responsibility to listen to, and respect the opinions of others.

### **Consequences of Inappropriate Actions**

1. Cleaning up – picking up papers around Sovereign Hill.
2. Being on extra duties.
3. Parents being called to come and collect you from Camp.

### **Student**

I agree that I have taken part in devising these Rights and Responsibilities and see them as being mine. I agree to support them.

Signature: \_\_\_\_\_

### **Teacher**

I agree to support the students in trying to make our Camp a successful and enjoyable experience for all.

Signature: \_\_\_\_\_

### **Parent/Guardian**

I agree to support the Rights and Responsibilities as agreed to by my child.

Signature: \_\_\_\_\_



**EXCURSION PREPARATION FORM**

Grade level: \_\_\_\_\_ No. of Children: \_\_\_\_\_

Excursion: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Venue Address & Postcode: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Map Reference: \_\_\_\_\_

Contact: \_\_\_\_\_ Entrance Fee: \_\_\_\_\_

Bus Co: \_\_\_\_\_ No. of buses: \_\_\_\_\_

Departure Time \_\_\_\_\_ Pick up Time: \_\_\_\_\_ Arrival at School: \_\_\_\_\_

Cost per bus: \_\_\_\_\_ Additional Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

No. of staff assisting (Class Teachers): \_\_\_\_\_ No. of Parents assisting: \_\_\_\_\_

Car taken by teacher or parent? YES/NO

Eating Arrangements: \_\_\_\_\_

Specialist Informed: YES/NO          Duty Roster Checked: YES/NO

Duty Changes: \_\_\_\_\_

Medical Risk Children: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parental authorisation obtained: YES/NO (These must be taken on excursion)

Excursion Plan: \_\_\_\_\_

\_\_\_\_\_

Reasons for conducting excursion: \_\_\_\_\_

\_\_\_\_\_

Teacher in Charge: \_\_\_\_\_ Mobile No. of Teacher in Charge: \_\_\_\_\_

Approved by: Principal/Deputy Principal: \_\_\_\_\_ Date: \_\_\_\_\_

***School First Aid Kit must be taken on the excursion***



## Incursion Preparation Form

**Incursion Activity:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Year level:** \_\_\_\_\_

**No. of children:** \_\_\_\_\_ **Level Organiser:** \_\_\_\_\_

**Room used:** \_\_\_\_\_

**Cost:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Facilitator Details:**

**Name:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for having incursion:**

\_\_\_\_\_

**Approved by:** Principal / Deputy Principal: \_\_\_\_\_

**Date:** \_\_\_\_\_

## **APPENDIX 4**

### **GUIDELINES FOR PARENTS/CARERS ATTENDING CAMPS/EXCURSION**

- All parents and other personnel who attend the excursion must have a Working with Children Check.
- No toddlers or pre-schoolers are permitted on excursion if the parent/carer is counted as part of the adult/student ratio. A meeting with the parent/s or carer/s and helper/s will be held prior to the excursion, which will brief the rules and expectations and to sign camp contracts.
- Parent/carer assistants who are counted as part of the ratio must stay for the duration of the excursion and return to the school with the whole group.
- Parents are not permitted to give medication to children.
- Parents are not to purchase drinks, sweets or other goods for their child or any other child while on a camp or excursion.
- No child is permitted to go home with the parent from the excursion venue unless this arrangement has been organized with the class teacher.
- Parents are not permitted to discipline students. They may report an incident but all disciplinary measures are the responsibility of the teacher. If the teacher observes inappropriate behaviour from a child who is in a parent's care, the teacher will remove the child from the group and place the child in the teacher's own group.
- The organising teacher will decide whether a child is placed within his/her parent's group.

### **EVALUATION**

This policy will be reviewed as part of the three year review cycle or as required.

Reviewed:

Date of current policy

September 2012