

Catholic College Sale OFF-SITE SUPERVISION OF STUDENTS POLICY

Camps and Excursions

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited (the Board) governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers, and authority to the Principal of Catholic College Sale (the College). This includes the effective implementation of this *Off-Site Supervision of Students Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

An important part of student learning is the opportunity to engage in learning experiences that are an extension of regular and scheduled classes. In some instances, these learning experiences are not able to be replicated in the school environment.

Because camps and excursions necessarily involve both staff and students leaving school premises, there may be increased risks to their health and safety. Excursions and camps at the College are therefore planned and implemented with the highest levels of commitment to student and staff safety and wellbeing.

3.0 PURPOSE

This Policy outlines the principles and procedures that underpin the College's approach to the planning, supervision, and conduct of excursions and camps.

4.0 PRINCIPLES

- **4.1** School camps and excursions enhance the educational program offered by the College.
- **4.2** Excursions, where appropriate and possible, are provided across all learning areas to complement classroom learning and provide diverse learning opportunities.
- **4.3** Every effort is made to ensure that students are given opportunities to attend camps and excursions and are not limited by students' financial or capability constraints.
- **4.4** All camps and excursions are assessed in advance for risks to the health and safety of staff, students, and volunteers. Adventure activities require additional risk assessment and management procedures.
- **4.5** Staff-student ratios for camps and excursions are determined by the nature of activities and the guidelines provided by the Department of Education and Training (DET) and the Catholic Education Commission of Victoria Ltd (CECV) through the Catholic Education School Operations Manual.
- **4.6** Information provided to parents, guardians or carers about excursions and camps is sufficiently comprehensive to enable them to give informed consent to their child's participation.

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5.0 DEFINITIONS

Camp: defined as any activity involving at least one night's accommodation (including school sleepovers on school grounds).

Excursion: Activities organised by the school where the students:

- are taken out of the school grounds (e.g., day excursion or school-approved event);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds.

Off-site activities: include, but are not limited to, religious days, celebrations, retreats, field trips, and sports days.

Off-site activity staff: includes teachers, volunteers (who have been approved as a school volunteer), campsite staff, and specialist instructors who supervise the students.

Adventure activities: An adventure activity is an activity that involves greater than normal risk, which may include:

- physical activities beyond the scope of the regular physical education curriculum;
- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain;
- confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in normal day-to-day life;
- less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life;
- exposure to the natural elements with less than the normal physical protection provided in day-to-day life;
- theme parks, fun parks, and trampoline centres;
- the use and operation of amusement rides, attractions, or fireworks via the engagement of a third-party operator at non-public (i.e., enrolled students only) events on non-school sites (e.g., hiring a jumping castle to be operated at a local park).

Base camps: Base camps are camps undertaken at accredited residential campsite or camping under shelters such as tents.

Certificate of currency: A certificate of currency (also known as a certificate of insurance) is issued by an insurance company to confirm that insurance has been obtained for a business for a specific time. It summarises the most important provisions of the insurance policy (such as the effective date of the policy, the type of insurance purchased, and the amount of money that is applicable to liability). It confirms that the business (or individual) has obtained sufficient insurance to enter the premises or perform work/service.

Hazard: A source or a situation (including dangerous occurrences and system failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

Incident: An actual or alleged event or situation that:

- causes harm or creates a risk of causing harm to a student's health, safety, or wellbeing
 either directly or indirectly while under the care or supervision of the school, including
 international students;
- impacts a student and is brought to the attention of the school, regardless of when or where it occurred, provided it is impacting on the student or other students within the school environment;
- causes harm or creates a risk of causing harm to an employee's health, safety, or wellbeing either directly or indirectly in the work setting;

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- affects or risks affecting the continuity of school operations, including matters of security (including cyber security), property damage, and emergencies;
- requires police notification or involves matters of serious conduct;
- is a WorkSafe notifiable incident.

Critical incidents requiring planning include, but are not limited to:

- Child abuse;
- Medical emergency;
- Mental stress;
- Data or privacy breach;
- Missing student/person.

Local excursion: Excursions within walking distance of the school and do not involve adventure activities. Workplace learning and intercampus travel are not considered school excursions.

Organising teacher: Refers to a staff member assigned tasks to complete the pre-planning and organisation of any excursion, camp, or travel. This person may or may not be the designated Teacher in Charge.

Teacher in charge: Refers to a teacher who has been designated by the Principal or delegate to provide supervision, leadership, and oversight while attending any excursion, camp, or travel. This person may or may not be the approved organising teacher.

6.0 PROCEDURES

6.1 Staff - Student Ratios

Staff-student ratios for camps and excursions are determined by the nature of activities and the guidelines provided by the Department of Education and Training (DET) and the CECV through the Catholic Education School Operations Manual.

As a general guide, except where otherwise indicated (e.g., for an adventure activity or an activity involving small groups of senior students), the ratios that apply are:

- Local excursions Regular class teacher-student ratios with an additional accompanying staff member (as required);
- Day excursions One to 20 staff-student ratio with a minimum of 2 staff;
- Overnight base camps One to 10 staff-student ratio with a minimum of 2 staff;
- Overnight study camps One to 15 staff-student ratio with a minimum of 2 staff;
- Interstate travel One to 10 staff-student ratio:
 - 1 to 10 students with a minimum of 3 staff
 - 11 to 20 students with a minimum of 3 staff
 - 21 to 30 students with a minimum of 4 staff.

Adventure activities (including adventure camping/outdoor education style camping activities) have individual staff-student ratios.

Only the Principal or delegate can authorise exemptions to these guidelines.

The College is sensitive to the desirability of having a balance of gender among the staff accompanying students on excursions and camps.

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6.2 Risk Assessments

An essential part of planning for a camp or excursion includes conducting risk assessments to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. This includes consideration of the risk of bushfire activity in the excursion location.

The risk assessment considers potential hazards associated with:

- the activities;
- facilities;
- equipment;
- environment;
- bushfire and extreme weather preparedness;
- supervision;
- communication;
- capabilities of staff and students;
- Child Safe Standards.

The Teacher in Charge/Organising Teacher, in consultation with the College's Compliance Officer and delegated leadership, completes a risk assessment for the activity. This process requires the application of risk controls and a risk treatment plan for all aspects of the activity.

6.3 Emergency Management

The College will cancel, reschedule, or, if safe to do so, recall offsite activities affected by:

- a forecast Code Red fire danger weather warning;
- an active bushfire;
- any other actual or forecast extreme weather event, such as flooding and storms.

In all circumstances, the College will directly notify students, parents, guardians or carers of any changes to a planned offsite activity.

The emergency management processes of the College will extend to and incorporate all excursions and camps.

All excursions and camp groups will have:

- access to a mobile phone or satellite for quick communication if an emergency develops;
- sufficient numbers of staff attending the activity who are trained and qualified in administering first-aid.

6.4 Excursion and Camps Approval Process

All excursions and camps are logged for approval in accordance with the College's planning processes. The Teacher in Charge/Organising Teacher must submit all necessary approval paperwork, inclusive of risk assessments/management plans and information pertaining to transport arrangements and emergency management. Delegated College Leadership staff then discuss the educational benefits and viability of the event and grant approval (or otherwise).

6.5 Staff Responsibilities

All staff and volunteers involved in a camp or excursion are thoroughly briefed prior to the commencement of the camp or excursion, and their responsibilities are allocated. The specific procedures for dealing with emergencies or critical incidents on each camp and excursion are an important part of this briefing, regardless of whether or not external providers are managing the activity.

Supervision of students during an off-site activity is not delegated to a non-teaching staff member, parent, guardian, carer, volunteer, or external activity provider.

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6.6 Student Behaviour Expectations

Students and their parents, guardians or carers are made aware that acceptable standards of behaviour will be expected during a camp or excursion.

In cases of an excursion or camp where there has been a serious breach of the standard code of student behaviour, the Teacher in Charge must contact the Principal or delegate or designated member of the Leadership Team immediately to discuss possible courses of action. Parents, guardians or carers will be contacted and details of arrangements communicated. If a student is to be sent home, any costs incurred will be met by the student's parents, guardians or carers.

6.7 Child Safety Standards

Volunteer and External Provider Checks

To ensure that the College meets its legal obligations under the *Working with Children Act* 2005 (Vic) and the Child Safe Standards (Ministerial Order No. 1359), volunteers are required to have a current Working with Children Check (WWCC) and, if necessary, a National Police Record Check.

Third-party providers and venue selection

The Principal or delegate ensures a thorough investigation of third-party providers, and venue selection is undertaken, including evidence of relevant public liability insurance.

Observance of key College policies and procedures

All camp or excursion volunteers and all external providers working directly with students are also required to have read and consented to compliance with the following College policies and procedures:

- Child Safety Code of Conduct
- Child Safety Information and Agreement for Volunteers
- Child Safety and Wellbeing Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines).

Consent

The Principal or delegate ensures informed consent is sought and received for every aspect of the excursion, camp, or travel event.

Review and record keeping

The Principal or delegate ensures that every excursion, camp, and travel event is reviewed, and findings are recorded and stored as required by the *Public Records Act 1973* (Vic.).

6.8 Students with Additional Needs

Students with additional needs (e.g., health and or disability) are provided with an inclusive camps and excursions program. The College works with families during the planning stage, as needed, to support all students' attendance and participation in the activities. Supervising staff are briefed on students' medical conditions and/or medication requirements and carry a list of contact emergency numbers.

7.0 LEGISLATION AND RESOURCES

- Catholic Schools Operational Guide (on CEVN)
- Department of Education and Training (DET) Guidelines: Excursions and Adventure Activities
- WorkSafe Victoria Occupational Health and Safety (OHS) in schools: A practical guide for school leaders

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8.0 RELATED POLICIES AND DOCUMENTS

- Anaphylaxis Management Policy
- Anti Bullying and Bullying Prevention Policy
- Student Behaviour Management Policy
- Student Behaviour Monitoring and Support Policy
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Information and Agreement for Volunteers
- Critical Incident Management Policy and Plan
- Duty of Care Policy
- Emergency Management Policy and Plan
- First Aid Policy
- Occupation Health and Safety Policy
- On-Site Supervision of Students Policy
- Pastoral Care Policy
- Privacy Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines)
- Student Health Needs Policy

9.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this Policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this Policy;
- Assigning authority, responsibility, and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support, and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues, and policy breaches to the Board and working collaboratively with the Board to resolve them.

10.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	August 2025
Next Review Date	August 2027

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