



# 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 (CC Sale). 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 to 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 CC Sale 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 All CC Sale, 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 and guardians/carers about excursions and camps are sufficiently comprehensive to enable them to give informed consent to their child's participation.

## 5.0 DEFINITIONS

**Camp** – defined as any activity involving at least one night's accommodation.

**Excursion** – supervised learning activity that is organised for students off-campus.

**Off-site activities** – includes but is 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.

## 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 with a minimum of 2 staff.

Only the Principal 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.

### 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**

All off-campus student activities are entered into the Student Activity Location (SAL) within the emergency management of the CEVN website.

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 and guardians/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 camps' 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 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 discusses 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 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, volunteer or external activity provider.

## 6.6 Student Behaviour Expectations

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

In cases on 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 designated member of the Leadership Team immediately to discuss possible courses of action. Parents and guardians/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 and guardians/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) are required to have a current Working with Children Check card, and, if necessary, a National Police Record Check.

### 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 and Contractors
- Child Safety and Wellbeing Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines).

## 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 RESOURCES

- Catholic Schools Operational Guide (on CEVN)
- Catholic Church Insurance (CCI), Introduction to Risk Management for School Camps and Excursions. Retrieved <http://risksupport.org.au/school-camps-excursions-guide>.
- 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](#)

## 8.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Behaviour Management Policy
- Behaviour Monitoring and Support Policy
- Child Safety Code of Conduct

- Child Safety and Wellbeing Policy
- Child Safety Information and Agreement for Volunteers and Contractors
- 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
- 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

|                                    |                   |
|------------------------------------|-------------------|
| <b>Approved by</b>                 | CC Sale Ltd Board |
| <b>Person(s) Responsible</b>       | Principal         |
| <b>Date(s) Reviewed or Updated</b> | June 2022         |
| <b>Next Review Date</b>            | June 2024         |