

| Version | Approval Date | Details | Approved By | New Review |
|---------|---------------|---------|--------------|------------|
| 1 | 2017 | New | School Board | 2020 |
| 2 | 2021 | Revised | pending | 2024 |

Camp and Excursion Policy

Rationale

IQRA College will have a camp and excursion program that enables students to further their learning and social skills development in a non-school setting. This may have a cultural, spiritual, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. It affords students the opportunity to participate in the great array of learning experiences offered within the community and natural environment.

An excursion is an activity organised by the school during which students leave the school grounds to engage in educational activities which includes camps and sports. An excursion is a school related activity conducted during normal school hours whilst a camp is a school related activity conducted during and/or outside of normal school hours.

There is a duty of care that must be considered whenever a camp or excursion is undertaken. This is to ensure the safety of the student and considers not only the activities planned but also the risks, hazard assessment and precautions to be taken.

Purpose and Aims

All staff should be aware of this policy and their responsibilities in its implementation and it is the Principal's responsibility to ensure that everyone is aware of the processes and procedures.

This document outlines the Camp & Excursion Policy together with the primary considerations to ensure the safety and well-being of students during an excursion and / or camp. Even though these activities are very enjoyable and rewarding for all participating, the aim is also to ensure that teachers, volunteers and parents accompanying children on an excursion or camp, are aware of the duty of care expected of them.

Camps and excursions aim to achieve most, if not all, of the following:

- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance
- To provide an opportunity for communal fellowship and growth
- To provide shared class experiences and a sense of group cohesiveness
- To reinforce and extend classroom learning

Consent

IQRA College must make sure the following requirements are met:

- any student is not taken outside of the site premises on a camp or excursion unless written or digital consent has been provided by a parent. Organisers of any activities outside the site grounds or beyond operating hours must obtain the written or digital consent of parents or adult students before the activity takes place
- Ensure parents are aware of the requirements that apply when participating in an organised camp or excursion
- the consent form given to a parent states the prescribed information
- the consent form must be provided by a parent to a site staff member or teacher-in-charge no later than one week before the scheduled camp or excursion

Planning a camp or excursion

The site leader must make sure all necessary planning and documentation has been completed before the camp or excursion is finalised and approved.

Planning and Implementation

| Role | Responsibility |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Principal | <ul style="list-style-type: none"> • The Principal and the College Board will ensure that the cost of all school camps is maintained at a reasonable and affordable level. Camps and excursions will be an additional cost to parents. • All excursions or camps will require the Principal’s approval. Information will need to include the following: <ul style="list-style-type: none"> ○ The names of all staff attending. ○ The venue detail, dates of the event and level(s) of children involved. • The Principal will appoint a Camp Leader of the excursion or camp and will give permission for other requested teachers / staff to participate • Ensure that adequate precautions are taken in relation to the safety of all participants • Ensure that the excursion will be adequately supervised by teaching staff for the number of students, their maturity, and the activities planned • Ensure that staff participating in the excursion / camp understand their duty of care for students • Ensure that staff participating in the excursion understand that, in the event of an emergency, they may be required to supervise students for prolonged periods without assistance • Ensure parents are provided with appropriate notifications (ie non-school staff and adults travelling with the excursions / camps) • Ensure the parent approval “School Excursion / Camp Form” is completed properly • Ensure all staff undertaking student excursions are fully versant with the Camp and Excursions Policy • The decision to exclude a child from the excursion / camp on the grounds of continuous misbehaviour / any other reason (which the parents should already be aware of) will be discussed with the parents in conjunction with the classroom teacher. • Ensure that records of each child and staff participating are kept • Ensure that the vehicles used for transporting students are currently registered, comprehensively insured and drivers are currently licensed to drive these vehicles |
| Camp Leader | <ul style="list-style-type: none"> • Ensure all staff have Principal permission to participate in the excursion • Ensure that all staff who participate in the excursion are aware of their duty of care • Ensure that a contingency plan is available and communicated to all participating teachers and staff • Ensure that all arrangements and camp activities comply with government guidelines. The ‘School Excursion/Camp Letter & Form’ will be completed and forwarded to the Principal prior to the camp or excursion departure date for his approval. • The ‘Excursion/Camp Letter’ will be sent to students homes, including the “Excursion/Camp form” for parents’ permission, a “Confidential Medical Information” form and highlighting the mobile phone contact details of the “Teacher in charge” as well as the Principal. • Ensure a qualified First Aid person accompanies the excursion / camp and that qualified instructors appropriate for the activities offered are in attendance. • The Camp Leader, in conjunction with the Principal will decide if a student exhibiting unacceptable bad behaviour or a student displaying unacceptable stress, anxiety or |

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| Camp Leader (cont'd) | <p>illness warrants the parents fetching them or sending them back from the excursion or camp.</p> <ul style="list-style-type: none"> • Ensure that no private vehicles are used to transport students or in an exceptional circumstance the parents have consented in writing quoting the driver's name • Complete and submit to the Principal an end of excursion / camp evaluation report in conjunction with all the participating staff • Ensure that local emergency contact details of doctors, ambulances, hospitals are on hand and in the event of an occurrence ensure in an emergency all the necessary actions are taken and recorded that the Principal is informed as soon as practical, who in turn will inform the parents. • Consent forms and participating student medical information (confidential) is to always remain in the possession of the Camp Leader during the activity • In an emergency, follow all instructions from Police or Emergency Services and inform the Principal as soon as practicable. The safety of the child comes first. |
| Supervising Teachers and Staff | <ul style="list-style-type: none"> • Primary responsibility is the duty of care for all students who participate in the excursion • Have access to student medical information when needed • Fully support and follow instructions from the Camp Leader in the event of an emergency • Supervise all students on return to school ensuring that all are safely in the school grounds prior to being fetched by their parents. |

Minimum staff to student ratios

The adult to young person ratio must reflect safe practice. As such, the Principal and camp leader must use minimum supervision ratios as outlined below.

For activities not included in this procedure, it is the responsibility of the Principal and teacher-in-charge to determine a safe ratio, considering the following: ratios provided for in the sporting and adventure activities standard suggested ratios for similar activities reasonably foreseeable hazards.

Unless provided for specifically in this procedure or the Sporting and adventure activities standard in relation to a particular activity being undertaken on a camp or excursion, there must be 1 teacher-in-charge.

Principal must ensure compliance with the following minimum ratios, noting that a risk assessment may indicate that additional supervision or adult-to-child ratios may be required to ensure children and young people's health and safety:

| School | Number of Staff |
|---------------------|-----------------|
| Reception to Year 2 | 1:6 |
| Years 3 – 7 | 1:10 |
| Years 8 - 12 | 1:15 |

Emergency Contact Details

| Contact details | Phone number |
|---------------------------------------------------------|-----------------------------|
| SA Police (Life threatening or time critical emergency) | 000 |
| Non-life-threatening incident requiring Police response | 131 444 |
| Ambulance | 000 |
| Fire and Emergency Services Authority | 000 |
| Poisons Information Centre | 131 126 |
| Water Corporation (SA Water) | 1300 650 950 / 1300 883 121 |
| Gas (dependent on provider selected by premise) | |
| Electricity (dependent on provider selected by premise) | |
| Marion Council | 8375 6600 |
| Board Chairperson | 0407 698 270 |

Relevant Policy and Documents

Child Protection Policy

Risk Management Policy

Association of Independent Schools of South Australia, (AISSA), www.ais.sa.edu.au

Department for Education and Child Development – Camps and Excursions Guide: [camps-and-excursion-policy.pdf](#)