

ST JOHN'S LUTHERAN SCHOOL KINGAROY

GENERAL CAMPING/EXCURSION POLICY

1. Preliminary discussions are to be held with the Principal before any excursion arrangements are made.
2. The excursion must relate to current or forthcoming class objectives.
3. The excursion must be planned in conjunction with our Day Excursion and Camp policy.
4. Children's parents must be advised, at an early date, of any costs involved.
5. Full details are to be sent to parents who must return a note advising that their child may participate.

If the permission form is not returned, this child must not participate in the activities.

6. Teachers are responsible for any child in their class who is not taking part in the excursion or camp.
7. All local excursions can be funded from the activity levy, please check with the Business Manager to ensure adequate funds are available.
8. A current Risk Assessment must be completed by the teacher and approved by the WHS Officer before an excursion or camp can take place.
9. Attendance of students on excursion or camp is at the discretion of the school administration team as ultimately the school is responsible for all children on such activities and all needs and situations need to be considered for the overall safety and wellbeing of all concerned.
10. Due to changes in the EB Agreement school officers are no longer able to attend camps.

Priority may be given to parents or carers who need to attend to support a student's particular needs.

AIMS OF SCHOOL CAMPS

- To help children acquire an appreciation of God's creation and an awareness of the natural environment.
- To develop among the children a growing sense of Christian fellowship.
- To provide each child with the opportunity to develop confidence in his/her ability to cope purposefully and adequately with an environment different from that of his/her home area.
- To develop skills of co-operation between members of a group.
- To develop skills of social adjustment in a differing environment.
- To promote an appreciation of outdoor adventure experiences and develop knowledge and skills to provide a basis for future outdoor recreational activities.

To enable students to gain experience in the above areas we have developed a Camping Program within our curriculum and chosen venues that relate to topics discussed within the classroom.

Year	Duration	LOCATION
3	1 night	Duckadang
4	2 nights	Currimundi
5	2 nights	Mapleton
6	4 nights	Canberra
7	2 nights	Koojarewon
8	2 nights	Coolum
9	2 nights	Brisbane

DAY EXCURSIONS

1. The ratio of adults to students must be appropriate to the following:
 - The age of the students.
 - The types of activities planned.The adult/student ratio for a Day Excursion must not exceed:
 - Prep - 1:5
 - Year 1-3 - 1:8
 - Year 4-9 -1:15
2. Appoint a Teacher in Charge and this person must not have a group.
3. Written permission must be obtained from parents prior to the trip if this is an out of town excursion.
4. A record of each student's significant details must be taken on the excursion/trip.
5. Before the trip, students must be briefed regarding the venue, potential hazards, expectations and precautions to be taken.
6. Parents or guardians chosen to accompany students should be selected and briefed on the excursion and the intended educational outcomes of the event.
7. The T.I.C retains the overall responsibility for the organization of the camp or excursion.
8. All relevant accident, incident and medical report forms must be completed.
9. An emergency contingency plan must be developed before embarking on an excursion or camp.
10. Risk assessments must be completed two weeks prior to the excursion for the following:
 - The venue.
 - Activities undertaken.
 - Transport.
 - Any other contracted organisations.

POST CAMP/EXCURSION

After the excursion or camp the following may be done:

- A post activity may be completed by the class.
- A report can be written for the newsletter.
- A report can be given on assembly.

CAMPING PROGRAM, PREPARATION AND PROCEDURES

Camp destinations and dates to be given to parents at the parent information night.

1. Prepare an Educational Outline of the program.
 - Objectives.
 - Skills focus.
 - Pre and post activities.
 - Evaluation procedures.
2. The ratio of adults to students to be appropriate to the following:
 - The age of the students.
 - The types of activities planned – see 'CARA' requirements for risk assessment.The adult/student ratio must not exceed:
 - Preferably 1:8 but no more than 1:10 as is appropriate to the camp.
3. Appoint a Teacher-In-Charge (this leader should preferably not have a group), who is responsible for the overall running of the camp. They retain the overall responsibility for the camp.
4. Administration will ensure the following tasks are completed.
 - Signed permission from the Principal or delegate to book camp.
 - Confirm booking and transport.
 - Costing.
 - Visit and inspect campsite if new site is to be used.
 - Risk assessments must be completed two weeks prior to the camp for the venue and activities to be undertaken.

5. All relevant accident, incident and medical report forms must be completed.
6. An emergency contingency plan must be developed before embarking on an excursion or camp
7. Please ensure that there is adequate parent information by
 - General meeting (if necessary) e.g. Canberra.
 - See Office for notes to be sent home.
 - Permission form for activities.
 - Cost and payment details.
 - Medical form.
 - Clothing and other requirements.
 - Detailing an itinerary / camp program.
 - Copy of camp booklet (if necessary).
 - Transportation.
 - Any other contracted organisations.
8. Staffing – Parent helpers to be selected by the end of Term One.
 - According to the guidelines in the policy.
 - Adult to student ratio should be considered.
 - Experience and expertise.

A mandatory camp helpers meeting is to take place one week before camp with camp information book outlining information. (Booklet available from office)

Selection Process -

- A selection process where a priority system is put in place so families (i.e. mother or father or guardian) who have not had the chance to attend camp are entered into the first-round draw of names.
 - If adequate numbers or gender ratio of first-time helpers are unavailable, then a second-round draw open to other parents interested could follow.
 - This process hopes to facilitate the possible chance for a parent per family per child per camp to attend camp if they choose to nominate, although no guarantees are possible.
 - Negotiated day visits to camp are welcomed by the school for those parents not attending camp.
 - The school ultimately reserves the right to confirm who attends camps.
9. Selection of activities
 - Ensure that activity instructors have relevant qualifications.
 10. First Aid
 - Ensure that a current First Aid certificate holder is attending the camp.
 - Sun Safe guidelines.
 11. Plan the grouping of children for sleeping and activities.

TRANSPORTATION PROCEDURES FOR ALL EXCURSIONS AND CAMPS

- Travel to and from excursions will be by bus. If any other mode of transport is to be used, parents will be notified.
 - Children should be in a seat and wearing a seat belt at all times.
 - Children must be collected from inside the school grounds unless alternative arrangements have been made.
 - Any child who is a problem in any vehicle must be reported to the T.I.C.
 - In buses, children must be seated as per seating policy.
 - The T.I.C is ultimately responsible for all children on a camp and excursion.
 - The T.I.C is the last person to leave the venue.

St John's Lutheran School Excursion Application Form



*Please refer to the Camp/Excursion Policy which can be found [on Sharepoint](#),
in Shared Staff Data or in the Policy Handbook in the office *

Year Level:	Teachers' Names:
Excursion to:	Proposed Dates:
Proposed departure time:	Proposed return time:
What would be the educational outcome for this excursion?	
What will be needed for students to attend this excursion?	
<input type="checkbox"/> Adult Supervision Ratio __ : __ Refer to Camp/Excursion policy	<input type="checkbox"/> Estimated cost per child _____
Funded from: <input type="checkbox"/> Activity Levy <input type="checkbox"/> Classroom Budget <input type="checkbox"/> Parents	<input type="checkbox"/> Bus cost _____
	<input type="checkbox"/> Entry cost _____
	<input type="checkbox"/> Extra Staff _____
<input type="checkbox"/> Other Considerations	

Teacher's Signature: _____ Date: _____
Principal's Signature: _____ Date: _____

Do not complete beyond this point until the Principal has approved.

Checklist – Refer to the Camps/Excursion Policy for full details.

Before the Excursion	On the Excursion Day
Put the information in the day book, term planner and staff stuff calendar.	Have a printed roll of people attending.
Nominate a Teacher in Charge (T.I.C).	Have any medical information required.
Book the venue.	Have any Epi Pens or Asthma Puffers required.
Book the bus (via office staff).	First Aid kit
Inform the parents via notes.	Ensure all have appropriate gear for the day e.g. hats, water bottles, etc.
Collect written permission from parents.	
After the Excursion	
Collate all student's significant details to be taken on the excursion/trip.	Photo and short message for Facebook to the advertising co-ordinator.
Write risk assessments and hand to WPHS officer.	Photo and item for newsletter (before the next newsletter is printed).
Organise an emergency contingency plan.	Photos and item for yearbook (on the server).
Brief the students about the excursion regarding the venue, potential hazards, expectations, and precautions to be taken.	
Select parents to go on the excursion and inform them of the necessary information and the educational purpose of the trip.	
Identify and organise appropriate arrangement for children with special needs.	
Organise swaps of Playground Duties for all staff who are attending excursion.	

Please return this completed form to the office no later than one week after the date of the excursion.



St John's Lutheran School Kingaroy **School Excursions and School Camps** **Contingency Plan**

In the event of a situation that may have a negative impact on the excursion or camp, such as, threat to safety, extreme weather event, transportation accident, unsuitable camp or venue facilities, missing person, chronic contagious medical condition or the like, the following plan can be used by the teacher-in-charge as a course of action.

1. Postpone or abandon the excursion or camp.
2. Phone 000 if required.
3. Phone school to notify of situation and verify course of action.
4. Consult with venue or camp site personnel as to best local actioning.
5. Reassure students and staff involved.
6. Make necessary arrangements to return to school.
7. School to notify parents and carers.

Safety of students, staff and parent helpers is to be paramount at all times.
No unnecessary or adverse risks should be taken to endanger participants.