Camp/Excursion Policy

Rationale
Cardijn College acknowledges the value of camps and excursions, outdoor and sporting activities in a holistic, comprehensive secondary school curriculum. Recognising at the same time our moral and legal obligation to provide a safe and caring environment for all students, Cardijn College has adopted the following policy.

Policy Statement
Cardijn College
- will provide students with learning opportunities through off school campus experiences in accordance with the curriculum direction of the school
- will ensure that school sponsored activities away from school premises meet all the requirements of safety and well-being in accordance with the relevant policies and procedures within Catholic Education and the school.

Responsibilities
The School Board will
- approve any interstate or overseas activities
- monitor and review the policy in accordance with educational and legal requirements
- allocate resources to facilitate implementation of this policy and necessary training of staff.

The School Leadership will
- ensure all excursions and camps fit within the overall curriculum of the College
- ensure a whole staff training and development plan is in place
- ensure those conducting an activity are suitably trained and qualified
- ensure that all applications for any off campus activity are pre-approved
- ensure that all excursions are subject to detailed planning and preparation in accordance with the prescribed Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools 2005 and school guidelines
- ensure that required risk assessments and safety procedures have been implemented.

Date approved: August 2016
Date of next review: August 2018
The School Personnel will
- follow all relevant school policies and procedures in their planning and preparation of an activity
- ensure the activity is pre-planned and calendared to minimise disruption to student learning
- ensure that they have the appropriate training and qualifications to conduct the activity
- ensure all staff, contractors and volunteers assisting have been police checked and online checked through the CEO.
- ensure excursion/camp is relevant to that subject’s curriculum
- prepare detailed risk assessments to minimise risk prior to any off school campus activity
- ensure the appropriate consent and medical documentation has been obtained and recorded
- ensure appropriate communication equipment is available at all times during the activity
- conduct a post activity review of any major activity within 2 weeks of the activity taking place.