



Camps, Excursions and Retreats Policy

Rationale

Camps, excursions and retreats are a valuable and enriching part of the spiritual, educational, pastoral, cultural and sporting programs of Cardijn College. They enable students to further their intellectual, social and spiritual development in non-school settings and build upon classroom learning. They introduce students to a variety of experiences and activities which may not normally be encountered at school or in their own normal life experiences.

Policy Statement

Cardijn College

- will provide students with opportunities to develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in other contexts and experiences in accordance with the curriculum direction of the College
- will ensure that College sponsored activities away from College premises meet all the requirements of safety and well-being in accordance with the relevant policies and procedures within Catholic Education South Australia and the College
- will ensure that camps, excursions and retreats are inclusive of all children and young people to ensure that they are given the opportunity to participate as outlined in the Disability Discrimination Act 1992
- will ensure that where a camp, excursion, retreat or associated activity necessarily includes an activity in which a child or young person cannot participate, that a measure is implemented to ensure that the child or young person is offered an activity that constitutes a reasonable substitute or adjustment within the context of the overall aims of the course or program as outlined in the Disability Standards for Education (2005).

Responsibilities

The School Board will

- Offer advice on any interstate or overseas activities
- monitor and review the policy in accordance with educational and legal requirements.

Date approved: May 2023

Date of next review: May 2026

Related Policies: [First Aid and Health Management](#)
[Extreme Weather](#)
[Duty of Care](#)
[Camps, Excursions, Sporting and Adventure Activities Procedure](#) (CESA)
[Disability Discrimination Act](#) (1992)
[Disability Standards](#) (2005)

The School Leadership will

- ensure that each activity undertaken has a clearly defined and enunciated rationale and outcomes, appropriate to the spiritual, educational, pastoral, cultural or sporting programs of the school and the rationale of each activity will be conveyed to the parents, students and staff involved
- ensure a whole staff training and development plan is in place which is regularly reviewed and updated
- 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 [Camps Excursions, Sporting and Adventure Activities Policy \(2020\)](#)
- ensure that required risk assessments and safety procedures have been implemented per the [Camps, Excursions, Sporting and Adventure Activities Procedure](#).

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 reduce disruption to student learning
- ensure that they have the appropriate training and qualifications to conduct the activity
- Ensure that all staff, contractors and volunteers hold a current catholic police clearance, have been screened through SAVA, including third party providers.
- Ensure that the camp, excursion or retreat is relevant and appropriate to the spiritual, educational, pastoral, cultural or sporting programs of the school
- prepare detailed risk assessments to reduce risk prior to any off school campus activity
- ensure the appropriate consent and medical documentation has been obtained and recorded and stored securely
- ensure that the required medical/first aid equipment is present throughout the camp/excursion
- follow the appropriate Cardijn College Critical Incident Procedures in the event that an incident occurs and communicate accordingly
- 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.