



ST BERNARD'S CATHOLIC SCHOOL UPPER MT GRAVATT

St Bernard's Catholic school, founded by the Sisters of St Joseph, shares in the educational mission of the church as part of St Bernard's Parish

CAMP AND EXCURSION POLICY

RATIONALE

This policy outlines system requirements for the conduct of excursions and out of school activities.

POLICY

Camps and excursions offer St Bernard students the opportunity to participate in education related experiences outside the normal school environment. When determining initial arrangements, St Bernard's School will consider the cost to the students and to endeavour that no student is disadvantaged through an inability to meet the financial requirements.

A teacher's duty of care towards students exists wherever there is a teacher-student relationship. This is true not only during normal school routine, but also during camps and on excursions.

The following policy applies to all members of school staff and other accompanying adults on school organized and approved camps, excursions or sporting events, for the duration of the activity from the time of departure from the school until students have been collected by their parents/guardians or have left the school premises.

ASSOCIATED SCHOOL DOCUMENTS

- Mission Statement
- Code of Conduct
- School Uniform and Personal Appearance Policy
- Sun Smart Policy

RELEVANT LEGISLATION AND CATHOLIC EDUCATION GUIDELINES

- Queensland Government SunSmart Policy
- Brisbane Catholic Education Workplace Health and Safety Guidelines
- Queensland Workplace Health and Safety Act 1995

ROLES AND RESPONSIBILITIES

St Bernard's Catholic School will ensure:

- The excursion has appropriate educational outcomes;
- Approval for the conduct of excursions is given by the principal or their delegate;
- Accompanying adults are advised of their responsibilities and have signed the School Register;
- All requirements for planning and accounting for monies are met;
- Arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available;
- The school holds copies of all medical forms, emergency contacts and procedures, and contingency plans;
- Where students are to be billeted, the families agree to this and have contact details for the host families. For the duration of the students' home stay, students must have the telephone contact details of the supervising teacher who must be contactable at all times;
- Staff must be advised that they may not be covered by workers' compensation if they are injured while involved in an activity that has not been officially approved.
- Where private or hire vehicles are used, ensure the owner and/or driver has appropriate comprehensive insurance cover, driver's license and registration. Copies of these should be supplied to the school. Learner drivers and Provisional drivers are not to transport other students on school related activities.

OUR VISION

Learning is child-centred, where children are prepared as life-long learners to meet challenges as compassionate Christian members of our community.

OUR MISSION

- To develop and nurture an environment where children learn about themselves, their world and God:
- By working in partnership with families, staff and the parish community
 - By valuing the diversity of all members of our community
 - By experiencing and living a Christian life in the Catholic faith.



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The supervising teacher(s) will:

- Provide full details of the activity proposed to the Principal and obtain the necessary approval to conduct the excursion;
- The school must in all circumstances obtain the permission of parents or guardians before taking students on an excursion. Parents need to be provided with complete excursion information to enable them to make an informed decision;
- Have a good knowledge of the location of the excursion and visit any unfamiliar location beforehand;
- Ensure that appropriate pre-excursion planning and travel arrangements have been detailed;
- Ensure that the qualifications of all teachers/adults (First Aid/special activities) involved with the excursion have been checked and are current;
- Ensure that relevant medical alerts for students have been obtained and taken on the excursion;
- Ensure First Aid equipment and contents are appropriate to the excursion. The First Aid kit must be readily available at all times on the excursion;
- Ensure that an adequate supervision ratio is maintained at all times, based on careful assessment of factors such as the age/gender of students and nature of activity;
- Install control measures to prevent a student getting lost during the excursion by implementing headcounts, roll calls and/or "buddy" systems, maps and arranging rendezvous points. This will help in preventing abduction and assault by strangers;
- Promptly inform the Principal if a student has been involved in an accident;

Students will -

- take responsibility for their own belongings;
- comply with directions given by teachers or parent helpers;
- Students and staff should wear sensible footwear such as flat shoes with plenty of arch support and soles with grip to prevent slipping on smooth floors and getting sore, tired feet.

REVIEW

This policy will be reviewed annually or at the following:

- As new developments/research occurs
- Legislation updates occur
- Brisbane Catholic Education requirements/guidelines change.

By this process, St Bernard's Catholic School ensures the best possible practices for its students, school staff, parents and care-givers.

AUTHORISATION

The St Bernard's Catholic School Board, in consultation with the school staff, Parents and Friends Association and the parish community endorses this policy.

This policy takes effect as of the date recorded below and is authorised by the Principal.

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