Camps, Excursions and Retreats Policy

Definitions:
- A camp is an activity involving at least one night’s accommodation. An excursion is usually an activity occurring off campus within normal school hours. A retreat can be a one day or more than one day event, including overnight, that pertains to the spiritual and faith development of the students.

Rationale:
- Camps, excursions and retreats are a valuable and enriching part of the spiritual, educational, pastoral, cultural and sporting programs O’Loughlin Catholic 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.

Aims:
- To reinforce, compliment and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school and that valuable and powerful learning takes place in other contexts and experiences.
- To provide a program of learning beyond the classroom that delivers opportunities for exercising resourcefulness, independence, leadership, judgement, cooperation, tolerance and spiritual reflection.

Implementation:
- It is expected that students will participate in programmed camps, excursions and retreats as they are an integral part of the holistic curriculum of the school.
- Each activity will have 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.
- All camps, excursions and retreats will be conducted in accord with the appropriate Work, Health and Safety requirements, including the submission of the Risk Assessment file ahead of the outing.
- Adequate procedures will be in place to ensure the safety and wellbeing of students, staff and volunteers participating in such activities.
- The Deputy Principal in consultation with the College Executive approves all camps and retreats. Excursions are initially approved by the relevant Team Leader or Head of Faculty who passes the excursion request to the Deputy Principal for final approval.
- All camps, excursions and retreats will be developed and planned sequentially throughout the school and budgeted for at the beginning of the year with detailed and accurate costing based on student numbers.
- All families will be given written notice at least 6 weeks ahead of time to make payments for individual camps, excursions or retreats where they are not covered by school levies.
- No student will be excluded from an activity for which they would normally be eligible, due to excessive cost.
- Camps, excursions and retreats shall be modified wherever possible for individual students with special needs to ensure there is no discrimination of these students.
- Proper Duty of Care will be attended to, including staffing by properly accredited staff and volunteers, and the requirements of the school’s Child Protection Policy.

Evaluation:
This policy was last ratified by the College Executive and School Board in... October 2016
This policy is due for review in... October 2019
Camps, Excursions and Retreats
Rules and Guidelines

Preamble:

Part of the College philosophy is that education takes place both in the classroom and beyond. These programs have been planned to provide a wide variety of experiences for the students as he/she progresses through the school.

There are two types of excursions, camps or retreats at O’Loughlin Catholic College.

1. **COMPULSORY** - These excursions, camps or retreats are built into the fee schedule of the College. However, the elective subject of Outdoor Education in Years 10, 11 and 12 has a compulsory camp/excursion which is not covered by school fees. An extra charge is made for this subject. From time to time there may be other subjects that fall into this category as well. These extra charges will be displayed in the College’s fee structure from one year to the next.

2. **OPTIONAL** - These excursions, camps or retreats are charged over and above the fee schedule of the College.

This policy at O’Loughlin Catholic College encompasses 5 categories of excursions, camps or retreats.

**GENERAL RULES FOR EXCURSIONS AND CAMPS**

- For students attending a Category A and Category B activity, no permission form is required, however a letter to parents outlining the activity, date and transport arrangements is normal practice.
- Prior to any student attending a category C,D and E activity, parents/guardians must provide to the College a signed permission form and must have paid the costs involved.
- Students who are not in proper College uniform or other attire as stipulated for this event will not be permitted to attend the excursions, camps or retreats, if it is a requirement for attendance.
- Information will be provided to all parents/guardians of non-English speaking families in a manner that allows them to provide an informed consent for their child attending the excursions, camps or retreats.
- The designated teacher in charge of each excursion, camp or retreat will ensure that all activities and transport arrangements comply with College policy.
- The College will provide a mobile or satellite phone and a first aid kit for all excursions, camps or retreats. The teacher in charge must complete the appropriate forms to enable this to occur.
- At least one staff member attending a Category C, D or E excursion, camp or retreat, must hold a current First Aid Certificate. For camps that involve trekking or significant physical exercise, there must be at least one staff member who holds a current ‘Remote First Aid’ Certificate.
- Staff members involved in supervising recreational swimming activities should hold a Bronze Medallion.

**CATEGORY A (usually a COMPULSORY learning activity)**

Comprises those excursions that take part within the allocated lesson time and involve movement generally on foot in the immediate vicinity of the school. Examples are environmental studies, visits to local shops, or sports lessons on a nearby oval.

The teacher conducting the excursion must complete Form A (excursions not involving overnight) and submit this at least 5 school days prior to the activity to the relevant Head of Faculty or Team Leader for approval.
CATEGORY B *(usually a COMPULSORY learning activity)*
Comprises those excursions or retreats within the community that take students further afield, generally requiring transport, but not involving an overnight stay.
The teacher conducting the excursion must complete Form A and submit this at least 2 school weeks prior to the activity to the Deputy Principal for approval via their relevant Head of Faculty or Team Leader. However, if money needs to be collected for this excursion from students, then approval must be sought at least 3 school weeks in advance and the letter to parents needs to be given at least 2 school weeks prior to the excursion or retreat commencement date.

CATEGORY C *(may be either an OPTIONAL or COMPULSORY learning activity)*
Comprises those camps and retreats that involve travel within the Northern Territory and involve overnight accommodation. Parents must be informed of all details of the camp or retreat, and written parental approval is required. Verbal permission is not adequate for excursions involving overnight stays.
The teacher conducting the excursion must complete Form B (excursions involving overnight), and submit these at least 5 school weeks prior to the activity to the Deputy Principal for approval. However, if money needs to be collected for this excursion from students, then approval must be sought at least 5 weeks in advance and the letter to parents needs to be given at least 4 school weeks prior to the camp or retreat commencement date.

CATEGORY D *(usually an OPTIONAL learning activity)*
Comprises those excursions that occur interstate. Permission from the Catholic Education Office is required for these excursions. Parents must be informed of all details of the camp, and written parental approval is required. Verbal permission is not adequate for excursions involving overnight stays.
The teacher conducting the excursion must complete Form B, and needs to submit these at least one term prior to the activity to the Deputy Principal for approval. However, if money needs to be collected for this excursion from students, then approval must be sought at least 12 weeks in advance and the letter to parents needs to be given at least one term prior to the camp/excursion commencement date.

CATEGORY E *(usually an OPTIONAL learning activity)*
Comprises those excursions that occur overseas. Permission from the Catholic Education Office is required for these excursions. Parents must be informed of all details of the excursion, and written parental approval is required. Verbal permission is not adequate for excursions involving overnight stays. Information regarding passports, medical requirements, vaccinations and cultural considerations for participant needs to be communicated to each student and parent in the initial information pack. The initial information pack to parents must include an itinerary, detailed costs and a payment plan. The teacher conducting the excursion must complete Form B, and submit these at least 20 weeks prior to the activity to the Deputy Principal for approval. The letter to parents needs to be given at least 20 weeks prior to the excursion commencement date. The activity cannot go ahead unless it is scheduled on the College’s annual calendar at the beginning of the year.

**TEACHER STUDENT RATIOS FOR GENERAL EXCURSION, OUTDOOR AND OVERNIGHT EDUCATION EXCURSIONS**
*(From Dep’t. of Education Northern Territory Schools, Guidelines for Excursions, 2014, Version 2.1)*
A teacher must always be present and in charge of an excursion, however, other responsible adults may also be included.

Teacher/Student Ratio
Decisions regarding teacher/student ratio should take into account factors such as the age of the students, their maturity, location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken. The Principal may implement enhanced measures to cater for the safety of students.
Minimum teacher to student ratios are as follows, although a lower ratio is recommended:

<table>
<thead>
<tr>
<th>Excursion type</th>
<th>Minimum Ratio</th>
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</thead>
<tbody>
<tr>
<td>Middle School day excursions</td>
<td>1:27</td>
</tr>
<tr>
<td>Senior School day excursions</td>
<td>1:27</td>
</tr>
<tr>
<td>Overnight excursions – Mixed parties should be supervised by both a male and female supervisor</td>
<td>1:15</td>
</tr>
<tr>
<td>Interstate and International excursions – must have minimum of two supervising adults, one of whom must be a teacher. Mixed gender should be supervised by both a male and female supervisor.</td>
<td>1:15</td>
</tr>
</tbody>
</table>

Small groups of students travelling Interstate – may be appropriate for one teacher to accompany a group of students of mixed gender students or for a teacher to accompany a group of students of the opposite sex whilst travelling providing supplementary supervision is arranged at the interstate venue / accommodation and that all duty of care requirements are met.

STUDENT ATTENDANCE AT EXCURSIONS, RETREATS AND CAMPS

- Only students who have displayed sensible, reliable behaviour, satisfactory attendance and have satisfactorily negotiated the curriculum will be invited to participate in optional College excursions, retreats or camps.
- Parents will be notified if a student is in danger of losing their invitation to participate in an excursion or camp.
- Students not attending the excursion, retreat or camp are required to attend school as usual.
- The decision to exclude a student will be made by the relevant Team Leader or Head of Faculty, in consultation with the Deputy Principal.
- Serious misbehaviour while on excursion, retreat or camp will result in the student being sent home at the student’s/family’s expense.
- Every student is required to attend compulsory excursions, retreats or camps, unless sound reasons are given by parents to the Deputy Principal in relation to a serious or non-negotiable reason for non-attendance. It is noted that dot point 5 on the College enrolment AGREEMENT page states: “I/we agree that my child will take an active part in the various activities, including co-curricular, that are run as part of the College educational program, and that I will ensure their attendance at these activities.” This clause will be cited for any purposes regarding issues with non-attendance.

PAYMENT FOR EXCURSIONS, RETREATS AND CAMPS

* Most excursions, retreats and camps are built into the College fees, however, some require an extra payment such as Outdoor Education overnight camps and the Year 11 Odyssey trip.
- The lists of Camps that will occur for the year will be published early in the year for all parents and students at the College. This will state an approximation of costs for each activity (should there be an extra cost), the time and duration of the activity.
- All endeavours will be made not to exclude students for financial reasons for those excursions included in the school levies. Parents experiencing financial difficulty, who wish for their children to attend an excursion or camp, will be required to discuss their individual situation with the excursion coordinator. Decisions relating to alternative payment arrangements will be made by the Principal and Business Manager on a case by case basis.
- All families will be given adequate time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment.
- Refunds will not be given to students who withdraw from an excursion after payment is made, such as purchasing an airline ticket or pre-payment for a camp.
Name of teacher in charge________________________    Subject____________________
Other teachers attending __________________________________________________________
Date of proposed Excursion_______________________     Year level____________________
Destination____________________________________        Duration____________________
Cost per head_____________           Departure time_________   Return time_________________

Transport arrangements:   Hire bus / Private car / Other
Transport Company:   __________________________________  Ph: _______________________

**Checklists:**
(a)  Prior to excursion (minimum 2 weeks)
    Permission sought from Head of Faculty  Approval given: Signed ____________ (HoF)
    Permission sought from Deputy Principal Approval given: Signed ____________ (DP)

Do not proceed until approval is given

(b)  After approval is given
    Canteen advised.
    Parental letter/permission/medical/bus pick up & drop off slips issued
    All parental slips returned
    Front office given spare copies of letter and the original letter put in folder in front office
    Lists of students attending posted on Staffroom notice board
    If students have been taken from other classes on that day, relevant subject teachers have been
    advised (on white board in staffroom & on email)
    Risk Assessment completed & signed by WH&S Officer (Copy stored on H drive)

(c)  Budgetary Requirements
    Check with Finance Assistant that there is money in the budget
    Complete **Requisition Forms (yellow)** for buses, venue & facilitators, signed by Subject Coordinator
    (& Principal if over $300.00) & hand to Finance Assistant
    Give any receipts collected on the day to Finance Assistant, with appropriate form

(d)  On the day of the Excursion create two copies of the following, one to be given to Deputy and the other to
    the Front Office
    Parent letter with details of activity and contact numbers
    Adjusted list of students to account for absentees
    This form completed
    Bus pick up & drop off form (if applicable)
    Risk Assessment Form
    Details of arrangements made for students not attending excursion

(e)  All relief lessons are placed on the Extras bench.

Thank you for your cooperation

Deputy Principal
Name of teacher organizing camp: ________________________________________________
Name of teacher in charge at camp: ______________________________________________
Other teachers attending: ______________________________________________________________________
___________________________________________________________________________________________

Date of camp: From: ___________________ to ______________________________
Year level/s: ___________________   Subject: ___________________
Duration: __________________ days
Venue: _______________________________________________________________
Venue address: ______________________________________________________________________________
Venue phone numbers: _______________________________________________

Swimming Activity: Yes/No   If Yes, Person/s holding current Bronze Medallion ______________

Transport arrangements: Hire bus / Private car / Other: _____________________________________________
Transport Company: _____________________________________________
Phone numbers: ________________________________________________

Facilitators: __________________________________________________________________________________
Phone numbers: ________________________________________________

Cost:
Transportation: ______________________________________________________________________________
Venue: ______________________________________________________________________________________
Facilitators: __________________________________________________________________________________
Other: ______________________________________________________________________________________
Total cost: ________________________________________________________________________________
Cost per student: _____________________________________________________________________________

Check total cost with Bursar/Principal before proceeding.
Complete Requisition (yellow) forms for all monies to be paid and hand to bursar

Checklist
(a)  At beginning of school year
   o  Permission sought from Subject Coordinator & Deputy – Do not proceed until approval is given
   o  Excursion & staff entered on purple Relief Forms & handed to Deputy
(b)  After approval is given
   o  Put camp dates on calendar
   o  Transport booked
   o  Venue booked
   o  Invoices to be emailed to finance.oloughlin@nt.catholic.edu.au or faxed to: 08 89 277 140
(c) **Budgetary Requirements**
- Check with Finance Assistant that there is money in the budget
- Complete **Requisition Forms (yellow)** for buses, venue & facilitators, signed by Head of School (& Principal if over $300.00) & hand to Finance Assistant
- Give any receipts collected on the day to Finance Assistant, with appropriate form (eg ice)

**Prior to camp/Retreat (minimum 5 weeks)**
- Parent letter/ permission/medical/consent slip issued (checked by Deputy)
- Bus pick up and drop off form given to students
- Front office has a copy of letter
- Purple relief forms handed to Deputy
- Class lists given to roll or subject teacher to collect money and forms
- Canteen advised
- Note in newsletter

**Checklist (1 week before)**
- All permission slips / money returned
- Check medical forms for medical problems/ food requirements
- List of Medical / Food requirements generated
- Inform outside caterers of special dietary requirements/buy specific food
- List of names for bus pickup and drop off points generated
- Roll/subject teachers to ring parents/guardians of students who have not returned permission forms
- Names of students not attending, with reason, given to Deputy
- Confirm transportation
- Confirm venue
- Confirm facilitators

**Checklist (day of camp/Retreat)**
- Adjusted list of students given to front office to account for absentees
- Place this form in camp folder in Deputy’s office
- Copy of transportation pick up and drop off times given to front office
- Complete ‘Reimbursement of Expenses’ form and attach receipts for any monies you have expended. Hand to Bursar.

**While you are at camp/Retreat**
- Ring school each day between 3 and 4 pm for messages
- Call OCC Administration if problems occur

School: 08 89 451 277  
A/H: ________________________
O’Loughlin Catholic College.
Consent and Medical Form for Overnight Camps & Retreats

- This form is to give permission for your child to attend an excursion; and
- To provide medical information that might be needed in case of emergency.
- All information is held in confidence.

### Personal Details

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Year Level/Class</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Home Address</th>
<th>Date of Birth</th>
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### Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone Home</th>
<th>Phone Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2</td>
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<tr>
<td>3</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Doctor</th>
<th>Phone</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Medicare Number</th>
<th>Private Health Fund Number</th>
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</table>

### Tablets and Medicines

Is your child taking any tablets and/or medicine? NO
If **Yes** please state name of medication, dosage, etc.

If it is necessary for the student to carry his/her own medication, e.g. for asthma, it **MUST** be with the knowledge and permission of both the parent and teacher-in-charge.

<table>
<thead>
<tr>
<th>Complete Tetanus Immunization:</th>
<th>Yes</th>
<th>Date of Last Booster</th>
</tr>
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</table>

**Personal Information Protection Statement**

Personal information will be collected from you for the purpose of obtaining student details and will be used by the school/college and the department for managing school excursions. Failure to provide this information may result in your child being unable to attend the excursion. Personal information will be used for the primary purpose for which it is collected and may be disclosed to health care and emergency services in the case of an emergency.
Please tick if your child suffers any of the following:

- Travel Sickness
- Heart Condition
- Fits of any type
- Blackout
- Dizzy Spell
- Migraine
- Fits of any type
- Bed Wetting
- Sleepwalking

Allergic to:
- Penicillin
- Any Food
- Other Drugs
- Bites/Stings

Other allergies or medical conditions

What special care is recommended

Any other relevant information:

Dietary requirements:
Does your child have any special dietary requirements?

Competencies:
My son/daughter is/is NOT competent in certain activities e.g. bike riding, swimming

☐ is NOT competent
Name of activity not competent

Medical consent:
In the event of accident or illness when it is impracticable or impossible to communicate with me, I understand the teacher in charge will arrange such medical or surgical treatment as may be deemed necessary.

Consent for Publication of Photographs and Student Work
I give consent for my son/daughter’s photograph/images/videos taken during the College activity to be published by the College or CEO.

☐ Yes  ☐ No
I consent to my son/daughter’s work being published from time to time in these publications.

☐ Yes  ☐ No

Expenses:
I agree to my child’s returning home if necessary in the event of illness, injury or non-cooperation, and to pay any expenses involved or to come and collect my child from the excursion. I agree to reimburse the school for any hospital, medical or ambulance expenses incurred by the school on behalf of my child.
I agree to reimburse the school for any wanton damage caused by my child.

Signature of Parent/Guardian. .................................................................

Name of Parent/Guardian (PRINT)..........................................................