



LAMBERT SCHOOL

Camps and Excursions Policy and Procedures

As a school community we support children having the opportunity to go on School Camps and Excursions to enhance their learning. Camps are integral to the curriculum. They are not optional.

AIMS

- To consolidate children's learning through the provision of appropriate first-hand experiences and links to classroom learning
- To increase knowledge and understanding of, and an appreciation and concern for the environment
- To increase knowledge, understanding and appreciation of local, national and international areas
- To provide opportunities for social skills development
- To foster the development of confidence, leadership skills, independence, cooperation and responsibility
- To foster student/teacher relationships
- To develop knowledge and skills in relation to outdoor life for later use whether for work, sport, recreation or survival
- To provide a variety of experiences which may not be available locally or in the surrounding district

DUTY OF CARE

Teacher in Charge Responsibilities

- All camps and excursions must be under the leadership and control of a 'teacher-in-charge' – who will be supported by a leadership team of Lambert School teaching staff.
- It is the Principal's role to approve the team and be satisfied that the team has the necessary skills and experience.
- A Risk Assessment must be completed during the planning process. A Risk Assessment will determine if there are particular students who could cause potential problems and help to decide whether an extra staff/leadership member will need to go on camp.
- The 'teacher- in-charge' has a responsibility to fully brief and train members of the team so that they are prepared for their responsibilities on camp/excursions.
- The teacher in charge must ensure that the team has a gender balance – at least one of each unless parents have approved an alternative during the consent-seeking process. This should be included in early parent letters rather than waiting until further in the planning process and finding this out and having to get consent then.
- Healthy, attractive food will be provided and students are expected to respond positively.

Team Responsibilities

- The team could consist of – teachers, trainee teachers, appointed instructors and parents.
- Members of the team who assume a supervisory responsibility owe a duty of care to the students under their control. However, the primary duty of care rests with the teacher-in-charge.

Members of the team must have a clear understanding of:

- the program, its purpose, the itinerary and any contingency plans
- the relative skills of team members
- his/her role and responsibilities in regard to any relevant OHS&W issues

Members of the team must also:

- have knowledge of the environment where the camp or excursion will take place and be skilled at traversing such environments
- have knowledge of any hazard, including those associated with predictable weather conditions
- institute safety precautions specific to the planned activities and the nature of the student group
- know contingency procedures, including when and how to call for emergency assistance
- observe strict health and hygiene practices
- be aware of safe work practices on the site and safe operating procedures that may be applicable.

While supervisors will not generally need the same expertise and experience expected of a teacher-in-charge or an instructor, it is important that they have a sufficient level of competence and experience in a particular activity to actively support the supervision, instruction and safety of students and not increase the burden on the teacher-in-charge.

CURRICULUM LINKS

- All camps should have a curriculum focus i.e. camps are not a holiday or reward or designed for another purpose, other than to be an integral part of the curriculum, with pre and post camp activities and learning.
- Each activity planned for the curriculum should be designed to meet a range of student learning outcomes related to the curriculum framework.
- When planning activities for camps and excursions, the educational purpose must be considered.
- A brief outline of outcomes and links to the curriculum is required. The principal will oversee the program for evidence of links to the curriculum and how these relate to activities being undertaken on camps/excursions.

PARENT/STUDENT RESPONSIBILITIES

- Prompt return of all forms relating to the camp/excursion. Particular attention needs to be paid to Medical Information.
- All medications need to be clearly labelled if being sent on a camp/excursion and include instructions for use. A health support plan or medication plan needs to accompany the medication.
- Advise any change of circumstances to the teacher as soon as possible, early pick up from camp etc.
- Ensure deposits and money is paid by due date.
- Label all clothing and ensure student responsibility for valuables and belongings. Valuables and belongings are taken at students' own risk and are not the responsibility of the leadership team present on camp.
- If students are not taking part in camps/excursions they are still expected to attend school and will be provided with an alternate program.
- No dangerous or illegal items are permitted.

The success of camps and excursions will always depend on the personal attributes that the students bring to the learning experience. Much of the credit for successful programs, excursions and camps is therefore due to the students and their parents who support our endeavours.
Thank you.

Effective From: 20/09/2019

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Endorsed by School Board: Kirsten Bacon 19 / 9 / 2019

