



# CAMPS AND EXCURSIONS POLICY

## Statement of Context and Purpose

Excursions, camps and off-site activities and events (collectively referred to as excursions) are an integral part of the Hilliard Christian School curriculum as they enable students to explore, extend and enrich their learning and social skills development in a non-school setting.

Because excursions are conducted off school premises, away from the usual protections of the school environment, they have the potential to present unique risks for the Hilliard Christian School, our students, our staff and others involved.

Accordingly, the Hilliard Christian School has developed the following policy to manage the risks associated with excursions and to make excursions as safe as possible.

## Scope

This policy applies to all camps excursions organised by the Hilliard Christian School

For the purposes of this policy, excursions organised by the Hilliard Christian School (not including work experience) occur when students leave the school grounds to engage in educational activities.

## Aims

The aims of this policy are to:

- reinforce, complement and extend learning opportunities beyond the classroom.

- develop an understanding that learning is not limited to the opportunities available at school, and that powerful learning opportunities take place in the real world.

- provide a safe, secure learning experience for students in a value external to the Hilliard Christian School

- to further develop social skills such as cooperation, tolerance, communication and group and individual interactions.

- extend understanding of students' physical and cultural environment.

## Responsibilities

<b>Principal</b>	<ul style="list-style-type: none"> <li>● Approve the excursion.</li> <li>● Evaluate the Hilliard Christian School's practices for the safe conduct of excursions on the basis of past experience, systemic and locally produced risk profiles and teaching and learning outcomes.</li> </ul>
<b>Teacher in charge</b>	<ul style="list-style-type: none"> <li>● Plan and coordinate the excursion.</li> <li>● Consult with Inclusive Education Coordinator regarding individual plans for students on ILPs, Behaviour Plans and Health Plans.</li> <li>● Provide administrative staff with all details for the excursion, including a final student list of students attending and the arrangements for students not attending.</li> <li>● Ensure an alternative program is available for those students not attending the excursion.</li> <li>● Ensure that parents have provided informed consent for their child to attend the excursion and made payment by the required date.</li> <li>● Ensure copies of completed permission slips and student medical information is available via SEQTA online learning management system at all times on the excursion.</li> <li>● Holds responsibility for ensuring a first aid kit (containing an auto-injector for general use), asthma kit, student medication and copies of Individual Anaphylaxis Management Plan (IAMP) for each student at risk of anaphylaxis are taken on the excursion, easily accessible throughout and returned to the Hilliard Christian School upon the conclusion of the excursion.</li> <li>● Ensure clear communications are issued to staff, students and parents regarding the excursion (including in relation to permission, travel arrangements, departure times etc).</li> <li>● Ensure the duty of care owed by teachers and Hilliard Christian School to students is met.</li> <li>● Holds responsibility for organising briefings prior to and after excursions.</li> <li>● Know the exact location of all students on the excursion, at all times during the event</li> <li>● Maintain appropriate documentation for the excursion (including permission slips, approval documentation, emergency contact information etc)</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>● Assist the Teacher in Charge with the responsibilities outlined above.</li> <li>● Understand the purpose of the excursion and its connection to student learning.</li> <li>● Perform their responsibilities and duties to the highest possible standard.</li> <li>● Be aware of, and act in accordance with the risk assessment.</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>● Assist staff and the Teacher in Charge with the responsibilities outlined above.</li> <li>● Satisfy the required checks outlined in the Student Safety Recruitment and Selection Policy.</li> <li>● To act in accordance with the Hilliard Christian School rules, expectations and standards, including those set out in Student Protection Policy, Staff Code of Conduct and Professional Boundaries Policy) as if they were a member of staff, at all times during their engagement.</li> </ul>

<b>Students</b>	<ul style="list-style-type: none"> <li>• Are expected to act in accordance with the Hilliard Christian School rules, expectations and behavioural standards (including those set out in the Student Code of Conduct) at all times during their enrolment.</li> </ul>
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## Planning Camps, Excursions and Off-site Events

### Generally

As different types of excursions involve different types of risks separate policies have been developed to manage the risks associated with each type of excursion.

When planning an excursion, the following considerations are to be taken into account:

- the relevance of the excursion to the Hilliard Christian School's educational program.
- age/stage appropriateness for students.
- the appropriateness of the venue or location.
- adequacy of student supervision (including with regard to supervision ratios).
- student capacity and medical information.
- outcomes and value to be derived by the students.
- the Hilliard Christian School's commitment to inclusivity and need to take into the needs of all students, so that they are able to meaningfully participate.
- provisions made for the care, safety and welfare of students and staff.
- emergency and risk management.
- transport arrangements.
- timing – particularly to ensure that excursions do not interfere with exams; and
- cost.

### Proposing an excursion

Staff who wish to put forward a proposal for an excursion may do so by sending a written submission to the Principal with regard to the considerations outlined above.

The Principal will then consider the viability and benefits of the proposed excursion.

In the event that the Principal (or their delegate) provides preliminary approval, the staff member who proposed the excursion will need to prepare a risk assessment.

The risk assessment will then need to be submitted to the Principal or their delegate. The risk assessment must be submitted at least four weeks prior to the proposed date for the excursion.

Staff need to be aware that the Principal has absolute discretion when considering to approve or refuse a proposed excursion.

Final approval for an excursion may only be given by the Principal (or their delegate) upon satisfaction that the risks posed by the particular excursion have been appropriately identified and appropriate risk mitigation strategies have been developed which will be implemented effectively.

Staff are not to make any final bookings or arrangements until the Principal has approved the proposal.

Approval is given by the Principal signing and dating an Offsite Activity Form including a copy of the risk assessment, draft copies of all communication to parents and all Purchase requisition forms and booking forms.

The Principal or their delegate shall then notify the Teacher in charge once the excursion has been approved, or alternatively shall provide reasons if approval has not been granted.

### Risk assessment

A risk assessment is a written document which is used to identify risks posed by a particular excursion, and to assess those risks having regard to mitigation strategies that have been developed.

Hilliard Christian School has developed a risk assessment template to assist staff seeking approval for a particular type of excursion. Where similar excursions have been conducted in the past, staff are encouraged to review and take guidance from previous risk assessments.

In developing the risk assessment, staff are to:

- consult with key stakeholders (including staff, students and parents) and where appropriate, external providers regarding any potential hazards or risks which may be associated with the excursion.
- have regard to the considerations outlined above.
- have regard to supervision requirements.
- consider the risk of weather events that may impact the safety and welfare of all or any participants, including students, staff and volunteers.

### Excursion Briefings

Prior to every excursion, the Teacher in Charge is required to complete a briefing with staff who are attending the excursion.

The briefing will address:

- all aspects of the excursion, including with regard to the risk assessment.
- the responsibilities of staff, students, parents and volunteers in attendance.
- the needs of students who will be in attendance (including with regard to first aid, anaphylaxis, diabetes, behavioral needs, individual needs for students with disability etc.
- the School's Student Protection Policy (including the need to ensure that staff, volunteers and visitors have satisfied the required checks outlined in the Student Protection Policy.

At the conclusion of every excursion, the Teacher in Charge is required to complete a debrief with staff who attended the excursion.

Staff debriefings following excursions provide an excellent opportunity to identify successful practice, areas of risk not previously considered, as well as areas for improvement.

### **Medical information**

All parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to the Teacher in Charge, may present a heightened risk to their child.

Where a student is considered at higher risk because of an existing medical condition, appropriate mitigation strategies will be implemented.

Medical forms for each student, a medical kit and a school mobile phone and/or radio phone (if required in remote areas) must be taken by staff on excursions and available to access at all times.

### **Duty of Care and Supervision**

The designated Teacher in charge has ultimate responsibility for all students in their care during excursions. The duty of care cannot be delegated.

The degree of supervision and Staff : Student ratios to be implemented on an excursion will vary according to:

- the nature and particular risks of the activity (eg. single day excursion not involving adventure activities, high risk activities, water-based activities, overseas activities.
- the age and maturity of the students.
- the size of the group.
- the degree of risk involved in the environment in which the activity will take place.
- Protocols, responsibilities and adjustments for students with disabilities.

### **Expectations of Students**

The School's values, mission, policies, procedures and behavioural expectations of students apply at all times during excursions.

The Principal or their delegate may exercise its discretion to refuse a student's attendance at an excursion (either prior to, or during the excursion) if they do not display reliable and consistent compliance with the standards outlined at 8.1 above.

### **Record Keeping**

Copies of all records relating to an approved excursion will be securely stored electronically in SEQTA.

Records to be maintained include:

- a copy of the Offsite Activity Application signed by the Principal and the Teacher in Charge.
- a copy of notes taken from the excursion briefings and de-briefing.

- names and contact details of the Teacher in Charge.
- names and contact details of all supervisors, including non-teaching staff and parents.
- names and contact details of all students.
- a copy of child protection declarations for non-teaching staff and parents (where required) who acted in a supervisory capacity during the excursion.
- a copy of any contracts that the School may have entered into with third party organisations.
- a copy of any risk assessments.
- in the event that an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the particular incident.

### Related Documents

Student Protection Policy

Code of Student Conduct

Illicit Drugs Policy

Smoking and Vaping Policy

Alcohol Policy

Code of Conduct for Employees of Seventh Day Adventist Schools Tasmania 2023

Professional Boundaries Policy

**Critical Incident Management Policy**

Document Name	Excursions and Camp Policy
Approver	Tasmanian Seventh-day Adventist Schools TAS Ltd, Board of Directors
Last Approved Date	1 <sup>st</sup> January 2024 – Constructed / Reviewed by: Hilliard Christian School on advice from Russell Kennedy Lawyers
Review Date	1 <sup>st</sup> January 2026 – (and every two years thereafter in accordance with the Hilliard Christian School’s review cycle, or more frequently as required)
Audience	Staff, Volunteers

Links	
Custodian	Principal