



LOCAL CAMPS POLICY - JUNIOR SCHOOL

CATEGORY

Operational

CAMPS

Camps are an integral part of the College's academic and pastoral curriculum as they enable students to explore, extend and enrich their learning and their social skills development. School camps are defined as activities generally conducted away from the school campus involving one or more overnight stays. In some circumstances, a camp could take place on the school grounds. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp.

This policy is only applicable to Penrhos College Junior School camps for students in the age range of 10 to 12 years old. In addition to the policy a camp booklet is provided to all attending staff. All camps must be applied for using the processes outlined in this policy using a Junior School Calendar Event Form (Blue Form) and placed onto the Parent Portal, Junior School Term Planner and Junior School Staff Outlook Calendar. Sufficient staffing must be provided and is outlined in this policy. Risk Management documentation must be completed for all camps and signed by the Head of Junior School.

The teacher who is organising any camp is referred to as the Camp Coordinator.

1. Duty of Care and Responsibilities

Responsibility for the welfare and safety of students lies with all College Staff while the students are in our care. This includes camps held on and outside the school grounds.

Staff are asked to read through the Duty of Care Policy as well as the Staff Code of Conduct before proceeding with planning the event. Staff planning camp must:

- have initial discussions with their Deputy Head of Junior School and Head of Junior School;
- check the Junior School Term Planner and, apply using the Junior School Calendar Event Form (Blue Form)
- camp coordinators must seek endorsement from the Deputy Head of Junior School regarding suitable personnel to cover duty of care.

2. Parental Consent

Consent should be received from a parent before a student is allowed to attend a college camp. Before parents can give permission, they must be made aware of all details of the event. The staff member organising the event must complete an information and permission letter that should be proofed by the Deputy Head of Junior School prior to distribution to parents, along with medical information and consent for medical treatment forms. Distribution of information and permission letters as well as medical information and consent for medical treatment forms should be managed by the OSS staff member attached to the Camp Coordinator.

All permission and medical information and consent for medical treatment forms should remain in possession of the Camp Coordinator throughout the duration of the camp. A further copy of this information should be retained at the school by the Deputy Head of Junior School and the OSS staff member supporting the Camp Coordinator for future reference.

Only students with a signed permission form, medical information and consent for medical treatment forms will be allowed to participate in camps. Year group camps are viewed as a compulsory part of the curriculum. No other educational programs will be organised for the year group during camp time. If a student is sick or unable to attend camp then it is the parent's responsibility to care for their daughter.

3. Medical Consent Forms

a) Students

For all camps, detailed medical information and consent for medical treatment must be taken. The College requests on the medical consent form that they are allowed to call a doctor and/or ambulance and that parents will be required to meet all associated costs. The Camp Coordinator must be aware of any students who require a management plan and the medications provided. Advice may be sought from the attending registered Nurse. Student medication must be given to the accompanying nurse at the start of the camp, student are not to self-medicate or manage their own medication.

NB: Students who suffer from extreme allergies (Anaphylactic reactions) are required to take an EpiPen with them when on camp (in addition to the one carried by the supervising staff member).

a) Staff

For overnight events, teachers providing duty of care are required to provide personal medical details.

Attending staff must have the appropriate skills and abilities and level of fitness to cope with the physical demands of the specific camp experience.

Staff medicines are to be carried by the attending registered Nurse and staff are required to provide an up to date Penrhos medical for to the nurse prior to departing for camp.

4. Supervision

a) Teacher/Student Ratios

- At least two registered Penrhos College teachers must accompany any group irrespective of the group size. A suggested ratio for Junior School camps is a minimum of two teaching staff for up to 20 students. An additional teacher or staff member for every 10 girls thereafter.
- The Head of Junior School or Deputy Head of Junior School may approve Operational Services Staff who willingly volunteer to provide duty of care during a camp.
- At least one staff member providing duty of care must hold a current First Aid Qualification.
- All overnight camps will be accompanied by a registered Nurse. The Nurse oversees all first aid and medications and makes contact with parents following any incident.

b) Camps Involving Aquatic Activities

It is necessary to identify any students with medical or physical conditions that may impact their ability in water based activities before the camp commences. The inclusion of such children may require the Camp Coordinator to alter staffing ratios, the location of the excursion or limit the child's participation in selected activities etc.

i. Qualifications

- At least one adult must have current lifesaving qualifications

The following can be used as a guide when setting the minimum requirements:

Closed-water activities:

- RLSSA Bronze Medallion;
- SLSWA Bronze Medallion;
- SLSWA Surf Rescue Certificate;

Open-water activities:

- SLSWA Bronze Medallion;
- SLSWA Surf Rescue Certificate;
- RLSSA Bronze Medallion (for flowing river or waterway).

ii. Adult/student ratio

- There should be at least two supervisors at all times, one supervisor must be qualified and physically able to undertake the activity.

The Department of Education of Western Australia recommends the following ratios for water-based activities.

Closed water

In a closed (controlled) water environment (still or slow moving) such as a swimming pool, sheltered coastal area or river, dam, water hole or inland water body, the composition of the supervisory team must meet the following criteria.

Taking into account the minimum requirement of two supervisors, one of whom is a qualified

Supervisor, Penrhos Junior School ratio of 1 staff member to 10 students should endeavor to be met when a closed water situation. The Department of Education ratios listed below can be used as a guide to the absolute minimum requirements if a change to this ratio is required:

- One qualified and physically able to undertake the activity.
- supervisor for every 32 students or part thereof, and
- For every 12 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).
- Age and ability of the students should always be taken into account and may require greater supervision for water activities. This decision is to be made by the Camp Coordinator in consultation with the Head of Junior School.

Example number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
9	2	1	2
14	2	1	2
26	3	1	3
33	3	2	3
52	5	2	5

Open water

In an open (uncontrolled) water environment (fast moving or turbulent), such as a surf beach, flowing river or waterway, or tidal coastal waters, the composition of the supervisory team must meet the following criteria.

Taking into account the minimum requirement of two supervisors, one of whom is a qualified supervisor, the following minimum supervision levels are required:

- One qualified and physically able to undertake the activity supervisor for every 16 students or part thereof; and

For every 8 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).

Example of number of students	Minimum number of supervisors required	Number of qualified supervisors required	Total supervisory team
7	2	1	2
12	2	1	2
20	3	2	3
29	4	2	4
35	5	3	5

Lifeguards on duty are not to be considered as part of the supervisory team unless they have been engaged formally as an external provider.

c) Transportation

Transport required for camps is to be provided by Penrhos College or a reputable bus company. All vehicles must be in good working order and have seatbelts fitted for all seats. Vehicles should be inspected by the Penrhos Maintenance staff or Camp Coordinator to make sure that, in their opinion they feel the vehicles are safe for the purpose required. To meet duty of care while travelling, each bus used must have a minimum of two teachers onboard at all times in addition to the bus driver. The suggested ratio of 1 staff member per 10 students should still be endeavored to be met, noting that the bus driver cannot provide any duty of care. Provided that there is always a minimum of two teachers onboard each vehicle, this ratio can be adjusted if approved by the Camp Coordinator, Head of Junior School or Deputy Head of Junior School.

5. Planning

The planning stages of camps has been divided into 2 parts;

Planning Application:

Staff should complete the Junior School Calendar Event Form for their event and submit to the Deputy Head of Junior School for approval. This approval will 'save the date' on the Junior School Term Planner, but final approval is subject to the completion of the Risk Management document and other requested information by the Head of Junior School or Deputy Head of Junior School. All planning documents are available on the College portal.

Final Approval:

Final Approval is given when the Risk Management documents, and other documents have been signed by the Head of Junior School or Deputy Head of Junior School.

a) Timing

Camp Coordinator should refer to the Junior School Term Planner, which is available on the portal, to ensure that the planned camp does not conflict with other activities or existing approved events.

Teachers intending on planning a camp must discuss the proposal and receive approval from the Head of Junior School.

b) Approval and Notification

Staff should complete a Junior School Calendar Event Form (Blue Form) and schedule a meeting with Deputy Head of Junior School before making any bookings.

c) Notifying Staff

When Final Approval is given, the Camp Coordinator of the event must notify Junior school teaching staff that will be attending and schedule a meeting with these staff to discuss:

- camp details
- staff roles and responsibilities
- risk management plan and critical incident plans
- issue camp booklet with all relevant information for the camp

A copy of the letter outlining details of the camp must be forwarded to all Junior School staff for their information.

6. Responsibilities

a) Managing Risk

It is recognized that all camps possess some inherent level of risk to the students involved.

All risks need to be identified and examined according to the likelihood of the risk happening and the consequences if it does happen. A *Risk Management Analysis Form* must be completed and submitted to the Deputy Head of Junior School using the pro formas available on the portal.

The Risk Assessment must identify potential risks (as per pro forma)

- Provide details regarding student medical alerts as indicated by synergetic class lists.
- Provide details of medical conditions and appropriate treatment where necessary, eg, allergies, etc
- Include a copy of student medical forms where appropriate

- Identify who is responsible for carrying an Emergency First Aid Kit which is obtainable from the Health Centre
- Articulate the staff / student ratio which has been determined based on the age of the students and the nature of the activity
- List all relevant phone numbers including that of the Camp Co-ordinator, the Head of Junior School, Deputy Head of Junior School and emergency services.
- On the day of the camp a list of students in attendance must be communicated to the Junior School Administrative Assistant prior to departure. All absent students must be accounted for
- Maintain confidentiality of the data they are responsible for

b) Emergency Protocol

A basic emergency protocol should be in place for such situations and known by all those supervising on the camp. The Head of Junior School and the Principal must be notified in the event of an emergency.

The protocol must contain at least this information:

- contact details for all parents;
- an authority for each student, permitting emergency medical treatment to be administered
- details of any special medical requirements or allergies for particular students contact details for hospitals and doctors in the area in which they are travelling
- the procedure to follow in the case of unforeseen events, such as travel delays, an injury to a student, a lost student, natural disaster
- maintain confidentiality of the data they are responsible for

In the case of any emergency or critical incident, the Principal is the first point of contact.

c) Safety Advice

Before any camp, the Camp Coordinator must make sure that all supervising adults and the school are fully aware of all safety aspects. Safety considerations will vary considerably due to the nature of the activity, the students involved, and the length of the camp.

The Camp Coordinator should have a complete list of all students involved in the camp and knowledge of any medical conditions for individual students.

The location must be checked by the Camp Coordinator for suitability prior to the camp commencing. Once the location has been deemed suitable, clear boundaries must be set to define the area for students use.

All students attending the camp should be accounted for on regular intervals throughout the duration of the camp. At all times, teachers in charge of camp groups must be in full knowledge of the whereabouts of all students in their care.

Arrangements must be made for supervision of students at night and in their sleeping accommodation by a female supervisor.

Arrangements must be made for any male staff/volunteers/external providers to be in separate accommodation from that of the female students and staff/volunteers/external providers.

d) Information and Communication Technology on Camps

The safe and responsible use of information and communication technologies is expected by all staff students and volunteers while on camp. Users are expected to show responsible behaviour when using network, internet email and instant messaging resources, in agreement with the accepted standards of behaviour within the College. Users are held responsible for their own actions when using network, internet email and instant messaging resources. All photographs/videos taken by external parties need to be approved by the Marketing and Development Department before appearing in any print or digital media (including social media). Staff and Students are advised to read the Cyber Safety Policy and the student Use of Network Internet and Electronic Communication Guidelines.

e) Qualifications of Staff

The Camp Coordinator must be sufficiently qualified to run the camp. This also means that the Camp Coordinator has the appropriate skills, abilities and level of fitness to deal with the environment and can demonstrate an ability to rescue an injured student.

For non-aquatic excursions, one teacher/instructor should be able to administer first aid. A recognised first aid qualification is required.

For aquatic excursions, at least one teacher/instructor should hold a current: Bronze Medallion

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The Royal Life Saving Society, or Surf Rescue Certificate – The Surf Life Saving and a current first aid qualification. See section 4b.

It is recommended that there is a minimum of two adults regardless of the group size and that one of these adults should be a teacher.

f) External Instructors

For many camps, external instructors are required to either assist the Camp Coordinator or to run the course themselves. The instructor must have the appropriate Working with Children Check, qualifications, experience, National Police Clearance, insurance coverage and permits required, and hold details of these at the school prior to the camp.

Volunteers, including parents, must hold a current Working with Children Card and must complete the relevant volunteer forms with Human Resources, including the reading and sign off on Volunteers Code of Conduct.

g) Discipline Procedure

Before the start of any camp it is important to outline to all students, assisting adults and parents what student behaviour is expected during the activity, emphasising the need to maintain safety standards. The same Code of Conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp.

ASSOCIATED PENRHOS COLLEGE POLICIES:

Code of Conduct
Duty of Care
Child Protection
Cyber Safety Policy
Student ICT Acceptable Use Policy
Risk Management Policy

Department of Education policy and procedures documents to be referred to include:

- Excursions
- Excursions Presentation 2004
- Duty of Care for Students
- Water-based Excursions Procedures and Guidelines
- Risk Management
- Organisational Guidelines for Physical Education and Outdoor Education
- Occupational Safety and Health
- Student Health Care
- Short Term School Visits/Study Tours by Overseas Students
- Guidelines for Primary Schools – Physical Education and Sport
- Reporting Fatal Accidents in Schools or School Authorised Activities
- Swimming Pools at Schools

These documents can be found on www.eddept.wa.edu.au/regframe/index.cfm then select 'View Pro

USEFUL RESOURCES

RLSSA

Royal Life Saving Society of Australia – WA Branch

PO Box 28
FLOREAT FORUM WA 6014
Ph: (08) 9383 9988
Fax: (08) 9383 9922
E-mail: rlssa@msn.com.au
Website: <http://www.rlssa.org/au/wa/>

SLSWA

Surf Life Saving Western Australia

PO Box 1048
OSBORNE PARK WA 6916
Ph: (08) 9244 1222
Fax: (08) 9244 1225
E-mail: siswa@siswa.asn.au
Website: <http://www.siswa.asn.au>

CALM

Department of Conservation and Land Management

50 Hayman Road
COMO WA 6152
Ph: (08) 9334 0333