



SECONDARY SCHOOL LOCAL CAMPS POLICY

CAMPS

Camps are an integral part of the College's academic, co-curricular 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.

All camps must be applied for using the processes outlined in this policy, placed onto the Event Planner and sufficient staffing must be provided. Risk Management documentation must be completed for all camps and signed by the relevant Dean (Year Group/Pastoral – Dean of Pastoral Care, Curriculum – Dean of Teaching and Learning, Surfing/Music/Rowing/Co-Curricular – Dean of Co-Curricular)

The teacher who is organizing any event is referred to as the Teacher-in-charge (TIC).

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 line manager/s;
- Check the College Planner and, apply using the process outlined on the respective camps application page on the College Portal;
- Camp coordinators must seek endorsement from the relevant Dean regarding suitable personnel; and

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 relevant Dean 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 Teacher-in-charge with assistance as required by appropriate administrative staff.

Parent information nights may also be organised to disseminate information.

All permission and medical information and consent for medical treatment forms should remain in possession of the teacher in charge throughout the duration of the camp. A further copy of this information should be retained at the school by the relevant Dean attached to the camp for future reference.

Only students with a signed permission and 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

3a. Students

For all camps detailed medical information and consent for medical treatment must be taken. The College should request 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 teacher in charge must be aware of any students who require a management plan and the medications provided. Advice may be sought from the Health Centre Nurse(s).

NB: Additionally, 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).

Student medicines are to be carried by the Teacher-in-charge or the attending nominated first aider.

3b. 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 the responsibility of the individual teacher (including EpiPen etc.)

4. Supervision

4a. Teacher/Student Ratios

- At least two registered Penrhos College teachers must accompany any group irrespective of the group size. A suggested ratio for Secondary School camps is a minimum of two teaching staff for up to 25 students. An additional teacher or staff member for every 20-25 girls thereafter.
- The relevant Dean 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.
- In the event that a nurse does not attend the camp, the TIC must outline what adequate provisions are made to address foreseeable medical concerns on camp, giving consideration to geography, location, nature of activity, age of students, camp duration, transport options and access to alternate medical support.
- The Department of Education set down guidelines for best practice for student/staff ratios with respect to outdoor camps, e.g. The Ministry of Sport and Recreation recommends an instructor/student ratio of 1:8 for abseiling.
- All overnight camps will be accompanied by a College Nurse.

4b. Camps Involving Aquatic Activities

It is necessary to identify any students with medical or physical conditions before the camp commences. The inclusion of such children may alter staffing ratios, the location of the excursion, limiting the child's participation in the excursion to 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 for Secondary School students (ages 12-18).

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, the following minimum supervision levels are 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).

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
73	7	3	7

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
46	6	3	6

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

5. Planning

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

Planning Application

Staff should complete the Planning Application Form for their event and submit for approval on the College portal. This approval will 'save the date' on the College Calendar, but final approval is subject to the completion of the Risk Management document and other requested information by the Relevant Dean. 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 relevant Dean when policies and procedures have been considered.

5a. Timing

Staff should consult the Year Planner which is available on the portal to ensure that the planned camp does not conflict with other activities or existing approved events. Staff are advised that approval must be sought from the Dean of Pastoral Care if camp impacts on a pastoral event or a timetabled pastoral period.

Teachers intending on planning a camp must discuss the proposal and receive approval from the Relevant Dean (Year Group/Pastoral – Dean of Pastoral Care, Curriculum – Dean of Teaching and Learning, Surfing/Music/Rowing/Co-Curricular – Dean of Co-Curricular)

5b. Approval and Notification

Staff should complete the electronic Camp Planning Application - available on the portal.

I. Year group camps

Stage 1: Submit the Planning Approval documentation.

You will receive notification to proceed with your planning found on the College Portal – Final Approval.

Stage 2: Complete the Final Approval document, attaching the Risk Management Analysis form and a letter to parents / guardians outlining the details of the camp/tour seeking permission must be written and then proofed by the relevant Dean. It must be proofed before distributing to students / parents.

Once reviewed, the relevant Dean will give approval for the event to proceed.

ii. Notifying Staff

When Final Approval is given, the teacher in charge of the event must notify Secondary Teaching Staff and the Secondary School Attendance Officer ('ssabsentees') of;

- The camp details
- Students who will be involved

A copy of the letter outlining details of the camp must be forwarded to the Boarding House at least ten days prior to the activity.

Boarders:

The names of the boarders who will be taking part in the camp must be provided to Boarding House staff. If required, transportation will be organised by Boarding House staff. Booking numbers for taxis, etc., and contact phone numbers are to be provided to the teacher in charge of the activity. Advance notice of food requirements needed during the camp must be provided to Boarding House staff and collection times communicated to the students.

6. Responsibilities

6a. 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 relevant Deans using the proformas 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, e.g., 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, and who is the designated First Aider.
- 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 teacher in charge, the Principal, relevant Dean and emergency services.
- On the day of the camp
- a list of students in attendance must be communicated to the Secondary School Attendance Assistant prior to departure. All absent students must be accounted for.
- Maintain confidentiality of the data they are responsible for.

6b. Emergency Protocol

A basic emergency protocol should be in place for such situations and known by all those supervising on the camp. The relevant Dean 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/Relevant Dean is the first point of contact.

6c. Safety Advice

Before any camp, the Teacher-in-charge 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 teacher in charge should have a complete list of all students involved in the camp and knowledge of any medical conditions for individual students.

The suitability of the location must be considered by the teacher in charge 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.

6d. 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 Office 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.

6e. Qualifications of Staff/Leaders

The teacher or assisting instructor must be sufficiently qualified to run the camp. This also means that the person in charge has the appropriate skills and abilities and level of fitness to deal with the environment and can demonstrate an ability to rescue an injured student.

For aquatic camps, at least one teacher/instructor should hold a current: Bronze Medallion – The Royal Life Saving Society, or Surf Rescue Certificate – The Surf Life Saving.

For non-aquatic camps, one teacher/instructor should be nominated as the 'first-aider' and be able to administer first aid. In the event that a nurse does not attend the camp, the TIC must outline what adequate provisions are made to address foreseeable medical concerns on camp, giving consideration to geography, location, nature of activity, age of students, camp duration, transport options and access to alternate medical support.

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.

6f. External Instructors

For many camps, external instructors are required to either assist the teacher in charge 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 holds 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. Read and sign off on Volunteers Code of Conduct.

6g. 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 for safety standards.

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

Department of Education policy and procedures documents to refer 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