

Excursion and Camp Policy

1. Introduction

The School is committed to the health, safety and wellbeing of students, staff and others involved in all curriculum activities at the school or other locations. The School has a common law duty of care to ensure the safety of the students and all those involved in the activity.

IQRA College runs excursions and yearly camp programs to encourage the students' physical, intellectual, social, emotional, and spiritual development in a variety of environments beyond the school site. Excursions and offsite activities provide enriching learning opportunities and experiences for students that helps promote their self-esteem, resourcefulness, independence, leadership, judgement, cooperation, and tolerance, while supporting the curriculum delivery.

This policy provides the framework to implement excursions and establishes a standard for any school activity off the school site that maximises the learning outcomes for students, whilst minimising risks and ensuring appropriate duty of care arrangements.

2. Scope

This policy applies to all staff at IQRA College, students, external providers, Legal Guardians ('Parents'), and other accompanying adults.

3. Planning process and risk management for camps and excursions

All school excursions/camps require prior approval by the principal. The decision must ensure all curriculum activities are justified by the expected educational outcomes, given the level of residual risk. They must be carefully planned and managed to ensure that activities are safe for all students and staff, and parental permission is always sought. Full details will be provided to Parents before every excursion/camp, including the location and reason for the excursion, date and time, cost, food requirements and travel arrangements.

IQRA College provides risk assessment and risk management processes to demonstrate how they identify, assess and control reasonably foreseeable risks when conducting curriculum activities. The

teacher in charge will use the ALARP concept to embed risk assessment and management practices when planning the excursion/camp.

The School is committed to ensuring students with additional needs are provided with an inclusive excursion and camp program and will work with families during the planning stage, as needed, to support the students' attendance and participation.

In the event where an excursion or camp involves a particular class or year level, the teacher in charge will ensure that there is an alternative educational program available and appropriate supervision for students who will not be attending the excursion or camp.

4. Camps

The School may collaborate with external providers to run their School Camps. External providers must stay in constant communication with the School and provide a program that aligns with the School's needs and requirements. Before booking the campsite, the Principal must be satisfied that the campsite is suitable, safe and meets a similar standard to one that is independently accredited through the Australian Camps Association, including that it meets all the requirements for a child safe environment.

When assessing suitability, the Principal must consider the group of students who will attend, their requirements, educational outcomes to be achieved and other elements such as accessibility, medical considerations and the ability of teachers and staff to fulfil individual care plans that are in place. If it becomes evident that any or all the reflected needs cannot be met, then an alternative more inclusive/appropriate destination must be sourced.

Note: Students who require medical attention and have not completed an individual medical health care plan (IMHP), as required by the school, or have not updated the IMHP as requested by the School, will not be permitted to participate in offsite activities, such as Camps or excursions, even if the student has paid and sought Parental consent.

State and National Parks

The following procedures must be adopted when preparing for visits of any duration to parks administered by the Department for Environment and Water. This authority will issue approvals for routes and sites. The Individual in charge of the planning process for the camp will liaise with the ranger staff to determine program possibilities, local conditions, and any restricted areas, and establish through the Department for Environment and Water any communication and other procedures that must be followed, particularly during bushfire danger periods.

5. Environmental impact

An important aspect of planning camps and excursions is to consider the possible environmental impact and ways of avoiding or reducing it. Consideration of the potential environmental impact is essential when planning excursions and camps. Environmental impact considerations may include:

- Method of transport into and out of an area
- Availability of washing and waste and rubbish facilities
- The presence of animals or pets
- Use of campfires and barbeque facilities (for camps)
- Refurbishment of campsites on departure (for camps)

6. Responsibilities

Role	Responsibility
Principal	<ul style="list-style-type: none"> • The Principal will ensure that the cost of all School camps is maintained at a reasonable and affordable level • All excursions or camps will require the Principal's approval. Information will need to include the following: <ul style="list-style-type: none"> ○ The names of all staff attending ○ The venue detail, dates of the event and level(s) of children involved • Appoint a Leader for the excursion or camp and will give permission for other staff to participate • Ensure that adequate precautions are taken in relation to the safety of all participants • Ensure that the excursion and camp will be adequately supervised by teaching staff for the number of students, their maturity, and the activities planned

	<ul style="list-style-type: none"> • Ensure parents are provided with appropriate notifications (ie non-school staff and adults travelling with the excursions / camps) • Ensure the parent consent is completed properly • Ensure all staff undertaking student excursions are fully versant with this Policy • The decision to exclude a child from the excursion / camp on the grounds of continuous misbehaviour / any other reason (which the parents should already be aware of) will be discussed with the parents in conjunction with the classroom teacher. • Ensure that the vehicles used for transporting students are currently registered, comprehensively insured and drivers are licensed to drive these vehicles
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Leader	<ul style="list-style-type: none"> • Ensure all reasonably foreseeable risks relating to the excursion are identified and managed according to relevant documents and policies • Plan, manage, monitor and review the excursion to ensure access, participation and the health, safety and wellbeing of students, staff and others • Seek the principal's approval before conducting the excursion or camp • Ensure that a contingency plan is available and communicated to all participating teachers and staff • Send the 'Excursion/Camp Letter' to students' homes, including the "Excursion/Camp form" for parents' permission, a "Confidential Medical Information" form and highlighting the mobile phone contact details of the "Teacher in charge" as well as the Principal • Ensure participating staff have the necessary training, knowledge and skills to support the individual needs of participating students • Ensure that no private vehicles are used to transport students or in an exceptional circumstance the parents have consented in writing, quoting the driver's name • Complete and submit an end of excursion / camp evaluation report in conjunction with all the participating staff to the principal • Consent forms and participating student medical information is to always remain in the possession of the Leader during the activity
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Supervising Staff	<ul style="list-style-type: none"> • Primary responsibility is the duty of care for all students who participate in the excursion • Have access to student medical information when needed • Fully support and follow instructions from the Camp Leader in the event of an emergency • Supervise all students on return to school ensuring that all are safely in the school grounds prior to being fetched by their parents
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Legal Guardians	<ul style="list-style-type: none"> • Complete and return the consent forms and make the payments (if applicable) by the due date • Note that the School does not have personal accident insurance cover for the students. It is up to the Parents to decide the types and level of private insurance they wish to cover their child • Provide participating staff with relevant medical documents and procedures to follow, if applicable, and medication to administer to the student or for self-administration, with the written consent of the parent and their health practitioner
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7. Minimum staff to student ratios

The adult to young person ratio must reflect safe practice. As such, the Principal and leader must use minimum supervision ratios as outlined below.

For activities not included in this procedure, it is the responsibility of the Principal and leader to determine a safe ratio, considering the following:

- Ratios provided for in the sporting and adventure activities standard
- Suggested ratios for similar activities
- Reasonably foreseeable hazards.

Unless provided for in relation to a particular activity being undertaken on a camp or excursion, there must be 1 teacher-in-charge. The principal must ensure compliance with the following minimum ratios, noting that a risk assessment may indicate that additional supervision or adult-to-child ratios may be required to ensure children and young people's health and safety:

School	Number of Staff
Reception to Year 2	1:6
Year 3 – 7	1:10
Year 8 - 12	1:15

	School	Number of Staff
Tent Camping	Reception to Year 2	1:6
	Year 3 - 12	1:10