



## Camps, Excursions, Sporting and Adventure Activities Policy

### 1 Policy Statement

Cabra Dominican College has adopted the SACCS Policy in its entirety.

### 2 Revision Record

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# Camps, Excursions, Sporting and Adventure Activities

## **Policy**



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## 1 Purpose

The purpose of this policy is to articulate the position of the South Australian Commission for Catholic Schools in relation to Camps, Excursions, Sporting and Adventure Activities.

This policy and associated procedures provides a framework for Principals and school leaders to plan and undertake camps and excursions that enable all children and young people to move safely and effectively beyond the school setting to participate in an array of learning experiences offered within the community and natural environment. In addition, the policy and associated procedures aim to ensure that all sporting and adventure activities are conducted with the highest regards for the safety of participants.

This policy and related procedures outline the obligations and procedural requirements of schools particularly, teachers, educators, workers, parents/legal guardians and others.

## 2 Scope of Policy

This policy applies to schools in Catholic Education South Australia (CESA). It is recognised that some separately governed schools may have obligations to governing authorities that need to be fulfilled in relation to the conduct of the undertakings described in this policy.

Excursions involving overseas travel should be planned in line with the [SACCS Overseas Travel Procedure](#) (2018) and the [SACCS Student Overseas Travel Excursions Procedure \(2020\)](#) and read in conjunction with this policy and its supporting procedure.

This policy does not apply to work placements or children and young people attending adjacent campuses and facilities, such as school community libraries/gyms, that is an ongoing requirement of the school curriculum.

It should be noted that, prior to undertaking any excursion, schools that operate Early Education and Care Services for example OSHC, Vacation Care, Long Day Care and Pre-schools, are required to check compliance requirements under:

- [the Education and Care Services National Law Act 2010](#) and [Regulations](#)
- [the South Australian Education and Early Childhood Services \(Registration and Standards\) Act 2011](#) and
- [Section 4 of the Australian Children's Education and Care Quality Authority's \(ACECQA\) National Quality Framework](#)

## 3 Definitions

A camp is an activity organised by a school during which children and young people leave the school to engage in educational and recreational activities overnight.

An excursion is an activity organised by a school (not including work experience) during which children and young people leave the school to engage in educational activities. Adventure activities are included in this definition (regardless of whether they occur at the school or not).

An excursion is a variation to normal activity and is not predominantly recreational.

## 4 Policy Detail

The South Australian Commission for Catholic Schools is committed to:

- Encouraging schools to undertake Camps, Excursions, Sporting and Adventure Activities that support and enrich a range of curriculum areas and provide deep learning experiences to children and young people in a variety of environments.
- Principals and school leaders ensuring the safety and wellbeing of children, young people and workers to conduct Camps, Excursions, Sporting and Adventure Activities with all parties aware of their roles and responsibilities.
- Allowing camps and excursions to be inclusive of all children and young people to ensure that they are given the opportunity to participate. Camps and excursions can provide a unique opportunity for all students to be included in enriching learning experiences that promote the principles of inclusivity.
- Principals and school leaders ensuring that all necessary planning and documentation has been completed prior to the Camps, Excursions, Sporting and Adventure Activities being finalised and approved. This includes appropriate Risk Assessment/Management.
- Principals and school leaders ensuring all relevant Child Protection issues have been addressed along with, where appropriate, RAN-EC training and screening of others, including third party providers.

### 4.1 Duty of care

All CESA staff owe a duty to take reasonable care to protect those children and young people in their care and control from a reasonably foreseeable risk of harm. When this required standard of care is exercised it mitigates against claims of negligence. Refer to [SACCS Duty of Care Policy](#).

In addition to the obligations outlined above, Principals must advise CESA staff (and others, including volunteers) that they have statutory obligations pursuant to section 28 and 29 of the [Work Health and Safety Act 2012 \(SA\)](#) (WHS Act) to:

- take reasonable care for their own health and safety; and
- to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by CESA to allow CESA to comply with the WHS Act; and/or
- cooperate with any CESA policy or procedure relating to health or safety at the workplace that has been notified to them.

The Principal must nominate a teacher-in-charge for any camp or excursion.

To ensure the safety and wellbeing of children, young people and workers, camps or excursions must be conducted with all parties aware of their roles and responsibilities.

### 4.2 Education and early childhood services national law and regulations

Preschools must ensure that there is adequate supervision of children at all times and to take every reasonable precaution to protect children from harm and any hazard or risk likely to cause injury, as per the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\)](#) and the [Education and Education and Early Childhood Services \(Registration and Standards\) Regulations 2011](#). This includes the requirements to conduct a risk assessment (see clause 1.3) before an excursion.

### 4.3 Inclusivity

As outlined in the [Disability Discrimination Act 1992](#) camps and excursions are to be inclusive of all children and young people to ensure that they are given the opportunity to participate. Camps and excursions can provide a unique opportunity for all students to be included in enriching learning experiences that promote the principles of inclusivity.

It is unlawful for a school to discriminate against a child or young person on the grounds of disability, sexual orientation, gender identity or intersex status by denying the child or young person access to, or limiting their access to, any benefit such as a school camp or excursion. For further guidance on supporting gender diverse and intersex children and young people during camps or excursions seek advice from the Learning Diversity and Equity Team at the CEO.

Costs should be structured to ensure that there is no undue financial burden imposed upon individual children or young people or their families. Schools should consider whether financial assistance (eg subsidy or payment plan) will be offered, and this should be communicated to families during the consent seeking process. Parents/legal guardians are liable for the costs associated with their child or young person's attendance on a camp or excursion. If for any reason a child or young person is unable to attend a camp or excursion the school should negotiate with the family reasonable reimbursement of costs paid.

The support needs of children and young people with disabilities or medical conditions, multicultural groups, including racial and religious backgrounds, and transgender and intersex will require careful consideration and consultation with parents/legal guardians. Appropriate support measures should be put into place for these children and young people so they can access the learning experiences available through camps and excursions. All support needs required for the child or young person in the context of the camp or excursion location and proposed activities must be captured within the [Sports, Adventure, Camps and Excursions Risk Management Plan](#).

### 4.4 Disability Standards

The [Disability Standards for Education 2005](#), in particular the Standard for Participation (see Part 5) and the Standard for Curriculum Development, Accreditation and Delivery (see Part 6), strengthen the obligation of schools to, amongst other things, ensure that off-school activities are designed to include children and young people with disabilities by taking all reasonable steps to ensure that the child or young person is able to participate in the courses or programs provided by the school. Schools should, where necessary, make reasonable adjustments to assist the child or young person to participate in the camp or excursion. To determine whether an adjustment is reasonable consider the factors in the definitions section above. Course determination and planning must be undertaken before or alongside the initial planning for the camp or excursion.

If the adjustment is reasonable but would impose unjustifiable hardship (see definitions section above) on the school then it may be considered appropriate for the school not to comply with the requirements of the standards.

Where a course or program necessarily includes an activity in which the child or young person cannot participate, the school may implement a measure to ensure that the child

or young person is offered an activity that constitutes a reasonable substitute or adjustment within the context of the overall aims of the course or program. However, thorough initial planning should reduce the likelihood of this needing to occur. Clause 5.3 of the [Disability Standards for Education 2005](#) outlines other measures that a school may implement to enable the child or young person to participate in the course or program on the same basis as other children or young people.

The concept of inclusivity is further supported by the [Ministerial Advisory Committee: Children and Students with Disability](#) publication [Principles of inclusion for children and students with disability in education and care](#), specifically principle one; ‘all children and students who experience disability have the right to access and participate in education’. These principles are endorsed by all 3 school sectors (Catholic, Independent and Government) and must be taken into consideration when planning and implementing a camp or excursion.

## 4.5 Child protection

All workers for the purpose of this policy and associated procedures are mandated notifiers pursuant to the [Children and Young People \(Safety\) Act 2017](#) and must be made aware of their obligations to report a reasonable suspicion that a child or young person is, or may be, at risk to the Child Abuse Report Line 131 478 or through the [online child protection reporting system](#).

Staff must also be aware and implement their obligations in accordance with the:

- [Catholic Archdiocese of Adelaide Safeguarding Children and Young People Policy](#)
- [Reporting Harm of Children and Young People Procedure \(2020\)](#)

All people working or volunteering with children and young people on a school site or with a school program are required to undertake mandatory training related to their child protection responsibilities. The training ensures an understanding of roles and responsibilities in keeping children and young people safe, as well as reporting of reasonable suspicion that a child or young person may be at risk. For camps and excursions mandatory training extends to all CESA employees and volunteers attending the camp or excursion but does not include a third party provider of an activity or service where the nature of the camp or excursion is a time limited once-off activity where teachers provide constant supervision. In the situation of a camp or excursion with an overnight stay, given the extended time and added risk, it is not considered a once-off activity and in such a case a third party provider of a camp or excursion is required to undertake mandatory training. In most instances Responding to Abuse or Neglect – Education and Care (RAN-EC) is the required training.

Screening requirements for CESA employees, volunteers, third party providers and external providers (workers) are provided in the [Screening and Verification Authority Working with Children Guidelines](#).

## 4.6 Risk management

Camps and excursions are an extension of the workplace as defined in the WHS Act. This includes transportation to sites and activities conducted while at the camp or excursion. To ensure children and young people and staff are safe, planning must commence by identifying hazards and managing risks with regard to health, safety and

wellbeing in accordance with CESA's camps and excursions procedure, before the camp or excursion takes place and must occur before the Principal gives approval.

The identification and management of risks on camps and excursions should be undertaken using the [Sports, Adventure, Camps and Excursions Risk Management Plan](#). Where a recurring camp or excursion has an existing risk management form, this may be reviewed and implemented for the current activity, if the details remain the same and the controls have been implemented and are effective in reducing risks to an acceptable level.

Schools must ensure a risk assessment has been completed prior to seeking parental consent.

## 4.7 Incident reporting

All workers attending a camp or excursion must be made aware of their obligation to report incidents to the teacher-in-charge. The teacher-in-charge must contact the Principal as soon as practicable to ensure reporting of injuries and critical incidents in accordance with CESA protocols on critical incident management.

## 4.8 Parents or legal guardians on camps or excursions

Where parents or legal guardians request to accompany their child or young person to provide specific one to one support, the request may be considered by the Principal. However, no parent or legal guardian must be expected to accompany their child and the child or young person's participation must not be dependent upon their support. If the parents' or legal guardians request is deemed appropriate and if the adult is a suitable person, those adults will be considered a volunteer and must comply with the requirements of CESA's [Procedures for Engaging and Inducting Volunteers](#). When considering such a request the Principal must note that the presence of the parent or legal guardian does not diminish the school's duty of care for that child or young person or others in attendance at the camp or excursion and all provisions of this policy and the camps and excursions procedure still apply.

## 4.9 School based contact person

There must be a school based or delegated contact person for all camps and excursions. This person must be a school leader, be contactable at all times for the duration of the event and have copies of all relevant documentation including relevant health and personal care plans and a copy of the [Sports, Adventure, Camps and Excursions Risk Management Plan](#), which incorporates the emergency management plan.

See section 5.2.8 of the Camps and Excursions Procedure for more detail.

## 4.10 Bushfire prone areas

Camp or excursion planning must consider bushfire danger. At the outset, schools should avoid planning camps or excursions in high bushfire danger areas during the summer months, particularly in the period between November and April, in favour of safer venues or times. If a bushfire is burning prior to departure and is likely to threaten the intended camp or excursion site, the camp or excursion must be cancelled. Similarly, if during a camp or excursion, if a bushfire poses a threat, the



activity must be cancelled and plans made to safely evacuate all involved.

Further information can be found in the annual CESA circular to Principals on Bushfire Response Planning issued every year in October.

#### **4.11 Consent (including waivers)**

To ensure legal obligations are met all schools are required to use the approved consent form that outlines all necessary information (the form proper must not be altered however additional information can be attached). All schools must ensure the following:

- That a child or young person is not taken outside of the site premises on a camp or excursion unless written authorisation has been provided. Organisers of any activities outside the site grounds or beyond school or preschool hours must obtain the written consent of parents/legal guardians or adult students prior to obtaining approval for the activity to take place.
- This policy is accessible to parents/legal guardians when seeking their consent.
- The authorisation/consent given to a parent/legal guardian states the prescribed information (see the Camps and Excursions Procedure for further details).
- The authorisation/consent must be submitted by a parent/legal guardian to a site staff member/teacher-in-charge no later than a week prior to the scheduled camp or excursion.

Ultimately the Principal is responsible for ensuring the required consent is obtained prior to the conduct of any camp or excursion and that all relevant information is provided to the parent/legal guardian.

Consent forms should not include a waiver clause that states the site or CESA cannot be held responsible for an accident or injury to the child or young person. Where a school is required to sign waiver forms for children or young people in order to secure a booking for a camp or excursion, please contact the CESA People, Leadership and Culture section for advice. In addition, please note:

- A school or school staff member cannot and must not sign a waiver on behalf of a child or parent;
- An individual teacher asked to sign a waiver for their own personal participation in an activity can do so, but needs to make their own decision about this; and
- A school should not sign a general waiver which might affect the School's rights and responsibilities without first seeking legal advice, to do so may have adverse consequences for insurance.

#### **4.12 Planning a camp or excursion**

The Principal must ensure that all necessary planning and documentation has been completed prior to the camp or excursion being finalised and approved.

#### **4.13 Alcohol, drugs and smoking**

The health, safety and welfare of children, young people and staff during a camp or excursion must not be compromised by unsafe/inappropriate behaviour.

The consumption of alcohol, illicit drugs or prescription medication that impair judgement, by supervisory team members or children and young people on camps and excursions is not permitted.

CESA employees on camps or excursions remain on duty even during rest and relaxation periods, and in an emergency are required to take responsibility for children and young people at short notice.

A camp or excursion activity and its facilities are an extension of the school. Therefore smoking, including the use of electronic cigarettes is not permitted on premises at any time. This includes inside buildings, tents, structures and outdoor areas. At no time should workers smoke in the presence or view of children and young people.

Instances of children or young people being suspected of possessing, or being under the influence of, alcohol or illicit drugs should be managed using school and CESA protocols.

Instances of staff being suspected of possessing, or being under the influence of, alcohol or illicit drugs in breach of the Code of Conduct may lead to disciplinary action which may include termination of employment.

## 5 Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Catholic Education Offices	Catholic Schools
Assistant Director, People Leadership and Culture	Principal
Manager, System Safeguarding and Development	School Board (or Equivalent)

## 6 Related Documents

The following documents are to be read in conjunction with, and are additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CEO policy, procedure or support document.

- [SACCS Duty of Care Policy and Procedures \(2020\)](#)
- [Procedures for Engaging and Inducting Volunteers \(2019\)](#)
- [SACCS Reporting Harm of Children and Young People Procedure \(2020\)](#)
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- [Student Overseas Travel Excursions Procedure \(2020\)](#)

- [Camps, Excursions, Sporting and Adventure Activities Procedure \(2020\)](#)
- Education and Care Services National Law Act 2010
- [Sports, Adventure, Camps and Excursions Risk Management Plan.](#)

## 7 References and Attribution

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## 8 Revision Record

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