

EXCURSIONS, CAMPS AND STUDENT ACTIVITIES POLICY

Purpose

This policy guides the Damascus College program of excursions, camps and student activities.

Scope

This policy applies to all excursions, camps and student activities organised and conducted for students at Damascus College.

Definitions

Excursions are supervised learning activities that are organised for student's off-campus.

Camps and retreats are activities that involve at least one night away.

Student activities include but are not limited to religious days, celebrations, retreats, reflections and sports days.

Policy Statement

It is the policy of this College that:

- Excursions, where appropriate, will be provided across all learning areas to complement classroom learning and provide diverse learning opportunities;
- a variety of off-campus activities including excursions, camps and student activities are offered as part of the school program, and attendance is essential;
- Damascus College maintains the highest safety standards and duty of care;
- the College will provide and seek relevant documentation for the excursion, camp or student activity;
- parents/guardians will provide informed consent and other relevant documentation as requested by the College;
- all compulsory excursions and camps will be funded through general school revenue;
- voluntary excursions and camps will generally be self-funded, and require permission of the Principal;
- the Principal has absolute discretion to withhold permission for particular students to attend an excursion, camp or student activity, where reasonable grounds exist;
- for excursions and student activities the College will be sensitive to the desirability of having a balance of gender among the staff accompanying the students;
- for Camps involving students of both genders, the supervising adults will have a balance of genders;
- all excursions, camps and student activities must be entered into EMS360 and authorised by the Approvals Committee;
- all excursions, camps and student activities must be conducted within the relevant guidelines of the Department of Education and Early Childhood Development and Catholic Education Commission of Victoria including staff-student ratios and risk assessments; and
- All student activity off campus must be entered into the Student Activity Location (SAL) within the emergency management of the CEVN website.



Consequences

Damascus College will provide relevant and well-planned opportunities for excursions, camps and student activities that reflect the Learning and Teaching goals as set out in the Damascus College Strategic Directions 2016-2020.

Responsibilities

The Principal and the Leadership Team have overall authority for the implementation of this policy.

Legislative Context

Occupational Health and Safety Act 2004 (as amended).

Equal Opportunity Act.

Privacy Act.

Associated Documents

Catholic Diocese of Ballarat, Catholic Education School Operations Manual (CECV)

Department of Education and Early Childhood Development.

Damascus College Ballarat Occupational Health & Safety policy

Damascus College Ballarat Learning and Teaching Policy

Damascus College Strategic Directions 2016-2020.