

## 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 Occupational Health & Safety Policy

Damascus College Learning and Teaching Policy

Damascus College Strategic Directions 2016-2020.