

ACTIVITIES, CAMPS AND EXCURSIONS POLICY

OUR VISION

Wild Cherry School strives to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

OUR VALUES

- Fostering a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse, and integrated Steiner curriculum.
- Inspiring the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Developing respect, trust, and caring for themselves, each other, the broader community, and the earth.

PURPOSE

Wild Cherry School offers a range of activities, camps and excursions for students as an integral part of their learning experience.

The Activities, Camps and Excursions Policy sets out the principles and framework governing the Wild Cherry School's approach to these activities. The policy, together with the policy implementation documents listed in this document should be read and understood by all those planning, leading and participating in such activities.

PRINCIPLES

- Activities, camps and excursions arranged by Wild Cherry School have an educational purpose. Wild Cherry School believes that these experiences supplement, enrich and extend students' learning.
- The activities, camps and excursions offered and arranged by Wild Cherry School are fully integrated within the curriculum.
- Wild Cherry School is committed to ensuring the activities, camps and excursions are inclusive; Wild Cherry School ensures such experiences will increase a sense of belonging for all students, including those from differing economic, cultural, religious and linguistic backgrounds.
- Wild Cherry School endeavours to maintain a reasonable balance in the activities, camps and excursions it offers to students, bearing in mind the potential impact of such experiences on the taught curriculum, on parents' financial outlay and on the additional contributions made by staff.
- All activities, camps and excursions will be age-appropriate.

AIMS OF THE POLICY

To set out the framework within which activities, camps and excursions are conducted.

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care
- Education and Training Reform Act 2006

- Education and Training Regulations 2017
- Victorian Registration and Qualifications Authority Minimum Standards: mandated registration requirements
- Child Safe Standards legislation
 - Child Wellbeing and Safety Act (Vic)
 - Ministerial Order 870 January 2016 (Vic)
 - Crimes Act 1958 (amended) (Vic)
 - Betrayal of Trust Report 2014 (Vic)
 - Worker Screening Act 2020
 - Wrongs Amendment (Organisational Child Abuse) Act 2017 (Vic).
- Equal Opportunity legislation
 - Equal Opportunity Act 2010 (Vic)
 - Disability Discrimination Act 1992 (Cwlth)
 - Disability Standards for Education 2005 (Cwlth).

KEY DEFINITIONS

- Wild Cherry School has a duty of care to ensure the safety and wellbeing of students. In discharging this duty, School Leaders, teachers and other school staff are held to a high standard of care regarding their students. The duty requires the School Leaders and teachers to take all reasonable steps to reduce the risk of harm to students wherever and whenever the student is in the care of Wild Cherry School.

It is reasonable to assert that the duty of care expected of teachers on trips and excursions exceeds that of the comparatively safe, predictable and familiar school environment.

The duty is non-delegable, meaning that it cannot be assigned to another party.

The legal and regulatory requirements underpinning the Child Safe Standards must continue to be met in full throughout all such activities:

- Wild Cherry School's duty of care, including Wild Cherry School's duty to meet the Child Safe Standards as set out in Ministerial Order 870, cannot be delegated
- parent volunteer helpers involved in child-related work as defined under the Worker Screening Act 2020 must hold a current Working With Children Check
- parent volunteer helpers must undergo a Police Check
- all those involved in the activity, camp or excursion, whether employed by the school or a volunteer, must read and sign Wild Cherry School's Child Safe Standards Code of Conduct.

- The safety of students is of the highest possible priority, noting that Wild Cherry School will prepare for the possibility of litigation in the event of an injury or incident. All activities, camps and excursions require a detailed risk assessment, including contingency planning for emergencies. Wild Cherry School has developed a risk assessment pro forma to assist staff with this process.

It is important that, as part of the risk assessment, any excursion site is well researched in advance.

The teacher-in-charge of the excursion must check the bushfire risk in the activity location and obtain copies of the Emergency Management Plan for bushfire preparedness. Staff involved in the activity should read the Emergency Management Plan for bushfire first aid.

- All activities, camps and excursions require detailed and timely planning. As with the need for detailed risk assessments, Wild Cherry School should prepare for the possibility of litigation in which the existence of careful planning is likely to be scrutinised. In order to make the planning process efficient and consistent, Wild Cherry School has developed a series of pro formas and checklists to cover the different types of activities undertaken by the school.
- Wild Cherry School has clearly defined procedures for the approval of the different types of activities undertaken by the school.
 - high risk activities and overseas trips requires the approval of the governing Board
 - other trips and excursions involving overnight stays requires the approval of the School Leaders
 - the School Leaders are responsible for overseeing and approving the annual calendar so that Wild Cherry School's overall camps, excursions and incursions program is balanced and that the impact on the curriculum, teaching and learning is not excessive
 - Wild Cherry School has clear procedures that set out the planning and information required before the activity can be approved. For example, Wild Cherry School requires the risk assessment to be completed before approval can be given.
- Wild Cherry School is committed to ensuring that its activities, camps and excursions are inclusive. To that end, Wild Cherry School will plan activities that are within the financial reach of most families and will seek to ensure that the total financial burden over the lifetime of a student in the school is not excessive.
- In planning activities, camps and excursions, Wild Cherry School will name the following:
 - the teacher-in-charge – although it will often be the case that a team of adults is involved in the preparation and supervision of the activity, it is essential that one teacher be named as the teacher-in-charge with direct responsibility for all aspects of the event, including the safety of students. During an overnight or extended activity and when the teacher-in-charge is rostered off duty, the role of teacher-in-charge may be delegated to another named teacher. The teacher-in-charge should carry a school mobile phone and charger at all times
 - the school contact person – the named school contact person located back at the school is on call for the duration of the activity or event, except as specifically delegated when the contact person is rostered off-duty. Arrangements must be made so that the teacher-in-charge is able to communicate with the school contact person, or as delegated, at all times during the event
 - there is reduced need for named personnel in relation to incursions.
- The plans for activities, camps and excursions should state clearly the way in which parent communication will take place, both before and during the activity:

- parent communication relating to the activity or excursion should be channelled through the teacher-in-charge so that parents have a single point of contact
- Wild Cherry School ensures parents have clear information as to the itinerary for the event and the range of activities being proposed. The plans also include contingency arrangements
- specifically, Wild Cherry School sets out its expectations governing the ways in which students may communicate with their parents during the activity or event
- for longer trips and excursions, arrangements are made for real-time communication about the expected return to school so that parents can make plans for meeting and picking up their children.
- High-risk activities are only to be approved where there is a clear educational benefit for students. High-risk activities are always voluntary. The nature of such activities requires even greater attention to be paid to the Wild Cherry School's duty of care, the risk assessment, supervision and staff training.
- Wild Cherry School must obtain the written informed consent of parents in advance of any activity, camp, excursion or trip and have clear procedures to manage that process. The procedures ensure that parental permission is obtained from the person or persons empowered to provide consent, specifically in cases where the custody and/or care of the student is shared between one or more parent and/or guardians.

Wild Cherry School's procedures state clearly what will happen if written consent is not received. In the case of overnight trips, the student will not be permitted to take part unless written consent has been received.

- The signed consent form is a legal document. It must be accompanied by sufficient information to indicate that the parent is aware of the nature of the activity and that he or she gives informed consent for the student to participate. Parents will be provided with information including, but not limited to:
 - the educational purpose of the activity or trip, its link to the curriculum and the ways in which it enhances student learning
 - the location(s), activities, itinerary being planned, including 'free time' arrangements (if any), contingency plans (when applicable)
 - transport details
 - sleeping arrangements (where applicable)
 - safety information, the management of risks and information relating to any high risk activities
 - the names of the teacher-in-charge and the school contact person, the number of adults and the supervision arrangements
 - behavioural expectations
 - clothing requirements or dress code
 - any part of the trip involving indirect or delegated supervision, or any activities in which students will be self-reliant
 - the expected total cost for the trip
 - arrangements being made in response to emergencies, including medical care

- the program of preparation for students
- arrangements and programs planned for those students unable to attend. Wild Cherry School cannot delegate its duty of care. Therefore, consent forms should not include clauses that ask parents to remove their right to sue for negligence, or which require parents to agree that Wild Cherry School cannot be held responsible for an accident or injury in any way.

Normally, separate consent forms are required for each excursion or camp. If there is a series of activities, or similar activities taking place on a regular basis, one consent form at the beginning of the period can cover these, although, where possible, individual dates should be listed.

- The teacher-in-charge must have access to up-to-date student medical information and an individual health care plan where appropriate for each student. In giving consent to participate in the activity, camp or excursion, parents should be required to confirm that:
 - the medical information held by the Wild Cherry School is up-to-date
 - medications and instructions for use are provided
 - dietary requirements (medical rather than food preferences) are specified
 - permission is given for the teacher-in-charge to take action in a medical emergency. The information for parents must set out the range of actions and decisions available to the teacher-in-charge and how the cost of those will be met.
- It is unlawful for Wild Cherry School to discriminate against a student on the grounds of disability by denying the student access, or by limiting the student's access to a Wild Cherry School activity, camp or excursion. Wild Cherry School has a responsibility to make reasonable adjustments where necessary in order to ensure that all students are able to participate fully in all school programs.
- Wild Cherry School's policy with regard to supervision for activities, camps and excursions will normally be covered within Wild Cherry School's more general Supervision Policy. That being said, supervision will be explicitly addressed in the planning and in the risk assessment for the activity.

Under their duty of care, teachers bear greater responsibility for the supervision of students than do support staff members, parents or other volunteers.

Wild Cherry School's duty of care requires it to ensure that students are appropriately supervised during the activity, camp or excursions:

- Wild Cherry School is responsible for setting its own policy with respect to supervision ratios, taking into account the age and maturity of the students, the nature of the activity (e.g. overnight trips, high risk activities, etc.) and the size of the group. The Supervision Policy should specify the circumstances under which it is acceptable (if ever) for the activity, camp or excursion to be supervised by:
 - i. one teacher only
- an appropriate gender balance of supervising staff should be maintained in broad proportion to the gender balance of the students participating in the activity. Where it is planned that the activity will not have mixed gender supervision, specific parental permission should be obtained
- Wild Cherry School will specify the circumstances under which a parent, support staff member or volunteer may accompany the excursion, stating clearly whether or not the parent, support staff member, or volunteer is included in the supervision ratio or not. The procedures will also state clearly

that accompanying parents, support staff members or volunteers are to be under the direction of the teacher-in-charge

- Wild Cherry School considers and plan which type of supervision is required for the specific activity:
 - ii. direct supervision
 - iii. general supervision
 - iv. indirect supervision
 - v. activities in which students are self-reliant.

Planning for different types of supervision will depend on the age of students, their maturity, the nature of the activity, location preparedness, etc.

- Wild Cherry School sets clear guidelines for when the child (or other family member) of a supervising teacher, parent or member of the support staff is a participant in the activity. Such an arrangement should not be considered an automatic right for the parent concerned; the guidelines should specify that the School Leaders are responsible for such a decision.
- Planning for the activity, camp or excursion must include details of all travel arrangements. Contingency travel arrangements should be made for extreme weather and emergencies. Information for parents should set out clearly:
 - the circumstances under which it may be necessary for a student to return early due to illness or poor behaviour, and information as to who will cover this additional cost
 - the circumstances under which the use of private vehicles with staff or parent driving will be permitted
 - whether or not student participants will be subsidising staff travel costs and to what extent.
- Wild Cherry School has a duty of care to ensure that members of staff involved in the activity, camp or excursion have the appropriate level of training. Training needs should be identified in the planning for the activity and in the risk assessment. Particular attention must be paid to:
 - first aid training, including training in the management of anaphylaxis
 - training for high-risk activities
 - training for the use of safety equipment.

Documentary evidence of such training is essential.

- Students and their parents must be fully briefed as to behavioural expectations whilst travelling, as well as during the activity, camp or excursion. Students and parents are required to sign a code of conduct (or equivalent) as a pre-condition for participating in the activity, camp or excursion.

The procedures for dealing with incidents of serious misbehaviour, for example arrangements for the student to be excluded from the activity, will be included in the information given to parents during the consent-seeking process.

- Wild Cherry School creates and retain records and documentation that support the activity, camp or excursion. Written records and documents will include:

- the planning process
- the risk assessment
- a written record of the approval by the governing Board or by the School Leaders
- an account of the preparation of students for the activity
- the training provided for members of staff.

During the activity, the teacher-in-charge is responsible for creating and retaining records, including:

- records of communication with parents, including a record of any telephone calls
 - staff and/or student illness and/or injury
 - records of all first aid interventions
 - student misbehaviour.
- The consumption of alcohol and non-prescription drugs by staff and volunteers during camps and excursions is, at best, unwise, and could lead to allegations of negligence and consequential loss of WorkCover rights. It is not unreasonable for Wild Cherry School to take the view that members of staff during camps and excursions have a 24/7 responsibility for the care and safety of students; in light of this view, the consumption of alcohol and non-prescription drugs by staff and volunteers are banned during camps and excursions.

SCOPE

The application of this Policy is relevant to the Board, School Leaders, College of Teachers and to school staff, students and parents involved in planning and participating in activities, camps and excursions.

ROLES AND RESPONSIBILITIES

- The Board is responsible for:
 - reviewing and approving the Annual Activities, Camps and Excursions Plan
 - approving high-risk activities
 - ensuring the school's activities are non-discriminatory and inclusive
- The School Leaders are responsible for:
 - the preparation of the Annual Activities, Camps and Excursions Plan, including information about the ways in which these activities are integral to the curriculum, the groups of students and staff involved and headline costs
 - ensuring the Annual Plan takes into account the potential impact of such experiences on the taught curriculum, on parents' financial outlay and on the additional contributions made by staff
 - the approval of each activity following a review of the detailed planning and risk assessment



- Wild Cherry school's Supervision Policy, including the setting of supervision ratios for different types of activities, camps and excursions
- Wild Cherry School's policy in relation to the participation in the activity by family members of the supervising staff
- Wild Cherry School's Alcohol, Smoking and Drugs (staff) Policy.
- The teacher-in-charge is responsible for all aspects of the activity, including:
 - planning the activity, camp or excursion
 - the risk assessment
 - student safety
 - overseeing bushfire preparedness
 - emergency and contingency plans
 - identifying, managing and recording staff training needs
 - communications with parents and with the named school contact
 - holding student medical records and individual health plans
 - making decisions when an emergency arises, including those relating to the medical treatment of injured and ill students
 - directing supervising staff, including non-teaching staff members and volunteers
 - directing any accompanying family members
 - making and retaining records of the activity, including, specifically, records of phone calls to parents and records of first aid interventions, accidents or other incidents.
- Supervising staff are responsible for:
 - their individual duty of care to students
 - following the direction of the teacher-in-charge
 - supervising students as directed
 - being aware of emergency and contingency plans and their roles within those.

LINKS TO OTHER POLICIES

- Duty of Care
- Child Safe Standards Policy
- Curriculum Framework Policy

- Behaviour Management Policy
- Student Code of Conduct
- Equal Opportunity Policy (Students)
- Student Wellbeing Policy
- First Aid Policy
- Distribution of Medicines Policy
- Anaphylaxis Management Policy
- Emergency Management Plan
- Private Vehicle Use Policy
- Record Management Policy
- Volunteers Policy
- Alcohol, Smoking and Drugs Policy (Staff)
- Supervision Policy

COMMUNICATION OF THE POLICY

- Wild Cherry School will publish information relating to the camps and excursions program, including the cost of these activities so that parents can plan ahead.
- Wild Cherry School will communicate the Activities, Camps and Excursions Policy to students, staff and parents who are planning or participating in such activities.

POLICY IMPLEMENTATION DOCUMENTS

- A core document governing Wild Cherry School's overarching program of activities is the Annual Activities, Camps and Excursions Plan. The plan includes the entire school program, including information about the ways in which these activities are integral to the curriculum, the groups of students and staff involved and headline costs. The plan serves as an embodiment of Wild Cherry School's philosophy with respect to activities, camps and excursions, as well as being an information document to help families and for staff to plan ahead. It is recommended that this document forms the basis for a report to the governing board.
- The other key document required to implement this policy will include procedures, checklists and pro forma, such as:
 - Excursion and Trip Planning Pro Forma
 - Risk Assessment Pro Forma
 - Approval Procedures
 - Parent Information Pro Forma
 - Parent Consent Procedures



- Parent Consent Pro Forma
- Teacher-in-Charge Checklist.

POLICY REVIEW

The governing Board will review the Activities, Camps and Excursions Policy biennially.

Date Approved: 25 August 2022

Date for Review: 25 August 2024