Retreats, camps and excursions should increase in complexity, nature and length from Prep to Year 12. They expose students to a variety of experiences and environments; and students acquire knowledge and skills sequentially from year to year.

1. **Educational Outcomes**: Retreats, camps and excursion must have clear educational outcomes, which take into account:
   - the College curriculum
   - the educational needs of students.

2. **Approval**: The Principal will be responsible for approving all retreats, camps and excursions.

3. **Informing Parents**: The Principal must ensure that clear and comprehensive information is conveyed in a timely manner to parents regarding dates, location, cost, travel plans, educational outcomes, supervision and transport arrangements.

4. **Cancellations**: The Principal has sole discretion as to last minute cancellation of retreats, camps and excursions.

5. **First Aid**: Each group requires at least one adult supervisor who has current First Aid and CPR qualifications. A current First Aid Kit, equipped to suit the activities planned, should accompany the group or be within easy access at all times. Any medication belonging to individual students needs to be clearly labelled and packaged by a pharmacist. It must be given to the appointed adult. Administration of analgesics is with parent/caregiver permission only (see Student Medical Form). Students should retain asthma puffers on their person. Throat lozenges and the like are the responsibility of the student.

6. **Adult Supervision**: Age, physical and behavioural impairment of children, and the nature of the activity, will always be considerations in determining levels of adult supervision.

7. **Attendance**: Retreats, camps and excursions are an integral part of the curriculum: attendance is expected and required. Non-participants must produce a written letter from parents or caregivers stating reasons for non-participation. Non-participating students will be supervised at school in an alternative class. Class teachers must provide work for completion by these students during the retreat, camp and excursion time.
8. **Sun-safe**: All teachers or supervising adults are to take suitable sun safe precautions during all retreats, camps and excursions. Please see the Sun Safety Policy for further guidelines.

9. **Communication**:
   - The teacher in charge of every retreat, camp and excursion will ensure that at least one of the accompanying adults is carrying a mobile telephone.
   - The teacher in charge will, prior to the event, investigate mobile telephone coverage of the area in which the retreat, camp and excursion is to take place. If no coverage is available, alternative phone arrangements need to be made.
   - The responsible teacher will contact the Principal and parent/s:
     o in case of injury/illness of a member of the retreat, camp and excursion; when the injury/illness requires treatment away from the excursion site
     o in case of inappropriate behaviour of student and consequences relating to this behaviour
     o to confirm/alter arrival times
   - Parents/Guardians of camp, retreat and excursion participants are to be notified of contact telephone numbers of the camp, retreat and excursion site and a nominated staff member.

10. **Communication with Parents**: As part of the planning and preparation for a retreat, camp and excursion, parents need to be notified of the cost. Parents are to be informed, by letter or meeting; about the activities being planned, the itinerary proposed, which adults will supervise the group and any special requirements (eg sleeping bags, tents etc). Written parental consent, using the College documents, needs to be obtained after relevant information has been shared.

11. **Medical Information/Illness**:
    - Parents will be required to complete the College Permission/Medical Form for students attending a retreat, camp and excursion; including retreats, camps and excursions of less than one day. The supervising College staff member will need to safeguard this information and ensure that it is available for the duration of the retreat, camp and excursion.
    - Should a participant of the retreat, camp and excursion group become ill, the supervising College staff member needs to be informed so he/she can assess the seriousness of the condition. If the condition is serious, qualified medical assistance should be sought from the appropriate body e.g. ambulance, hospital etc. A responsible adult must accompany a student who requires any medical treatment at or away from the camp, retreat and excursion site.

12. **Behaviour**:
    - Each student participating in a school-organised retreat, camp and excursion is expected to behave in an exemplary manner at all times. Supervising adults’ requests and instructions are to be followed and actions which threaten the safety of any participant are to be dealt with assertively and immediately.
    - A student who has difficulty in behaving appropriately may need to be accompanied by a parent who will monitor and manage the student’s behaviour.
• Some students may require special briefing and preparation before being able to participate in a retreat, camp and excursion. Special briefing and preparation will be carried out in consultation with the Principal, parents, College Counsellor and/or Learning Support Teachers. Copies of behaviour management plans will be provided to parents.

13. **Lost Child:** Students need to be closely supervised at all times. The supervising College staff member should:
   • Brief students, prior to the camp, retreat and excursion about how not to become lost
   • Discuss with participants aspects of becoming lost which are relevant to the circumstances eg being lost in a crowded store, losing your way in the bush etc.
   • Be aware of dangerous situations and ensure that suitable systems are in place eg headcounts, buddy systems etc
   • Take appropriate action if a student becomes lost:
     o Ensure the safety of the rest of the group
     o Take action to locate lost student
     o Inform Principal, parents and appropriate authorities if necessary

14. **Transport:** The school when hiring buses will ensure that there are sufficient seats to cater for the number of people travelling (apart from short trips within the local area). When private vehicles are used, the Principal or organising teacher should satisfy themselves that vehicles are reliable and registered and that the driver is licensed adequately for the type of vehicle. This may involve asking to view the driver's licence and doing a visual inspection to check for obvious defects e.g. bald tyres, cracked windscreen, sufficient number of seatbelts. If private vehicles are to be used permission must be sought from parents/caregivers.

15. **Volunteers:** Volunteers chosen to accompany students should be selected according to expertise they have, relevant to the planned activities. They must be instructed prior to departure regarding their role, any hazards that might be encountered and the precautions to be taken. Volunteering adults and parents require a Bluecard for camps, retreats and excursions longer than one day.

16. **Briefing/Debriefing:**
   • Prior to the retreat, camp and excursion, students should be given a briefing concerning venues to be visited, the potential hazards and the precautions to be taken, behaviour expectations at the venue and during transport.
   • Following the retreat, camp and excursion time should be made to discuss and evaluate various aspects of the retreat, camp and excursion, both with the students and with other participating adults.

17. **Costing:**
   • The organising College staff member needs to be aware that retreats, camps and excursions are an added cost to families, and as such should ensure the activity provides value for money. A proposal to the Principal should include cost per child
   • Arrangements can be made through the College Office for costs to be paid in instalments
   • Parent volunteer costs may be covered in the overall budget of the excursion
• Fundraising, to subsidise retreats, camps and excursion costs, must be approved by the Principal
• Spending money needs to be limited to an amount commensurate with the nature of the retreat, camp and excursion and the age of students. Depending on the age of students, a supervising teacher may be responsible for the collection, distribution and safekeeping of student’s personal money
• Receipts must be kept and passed on to the Finance Officer, for expenses paid for and made in relation to the retreat, camp or excursion. College requirements regarding order numbers apply.

18. **Time Lines for Planning:** For excursions that are more than half a day in length but not requiring overnight accommodation, the Excursion Application Package must be lodged with the Principal as early as possible but at least a fortnight prior. For those retreats, camps and excursions requiring overnight accommodation, a longer planning and notification period is required.

19. **Whole School Overview:** It is suggested that in addition to day time retreats and excursions, students are offered the experience of “away from home” retreats, camps and excursions. Below are guidelines current for 2010, but may change over time.
   Year 3 – overnight within the College grounds
   Year 4 and 5 - 2 nights away from Dalby area
   Year 6 and 7 – more than 3 nights away from Dalby area for example Canberra Tour
   Year 8- 2 nights away from Dalby area (camp and retreat)
   Year 9- to be advised
   Year 10-2 nights away from Dalby area (camp and retreat)
   Year 11-2 nights away from Dalby area (camp and retreat)
   Year 12-2 nights away from Dalby area (retreat)

20. **Risk Management:** The Principal must be satisfied that health and safety risks associated with the nature and location of the excursion have been addressed. Retreats, camps and excursions are planned and conducted using risk management principles. A detailed risk management plan is contained in the Excursion Application Package and must be completed by the teacher in charge, prior to the submission of the package to the Principal.
   • Identify hazards pertaining to the retreat, camp and excursion activities or location
   • Consideration of the educational justification for introducing the hazard
   • Assessing the potential for risks associated with hazards (ie how likely it is that something will go wrong and how serious the consequences would be if something did go wrong)
   • Implementing appropriate control measures to eliminate or reduce the risk to acceptable levels
   • Monitor and review the effectiveness of these actions and recommend changes to improve future retreats, camps and excursions.

**Attachments**

Retreat Camp and Excursion Procedure Final
a. Excursion Application Package – one day or less in local area contains excursion details form, budget form, student list/payments form, sample parent letter, permission/medical form, accident report

b. Excursion Application Package – overnight or out of Dalby area contains excursion details form, checklist, costing form, student list/payments, sample parent letter, permission/medical form, accident report

c. Excursion Policy for the Toowoomba Catholic Education Systemic Schools