



School Tours, Camps, Excursions, Adventure Activities

Conditions of Participation and Emergency Procedures

Purpose

To explain to our school community the conditions of participation and emergency procedures for students participating in school tours, camps, excursions and adventure activities.

Conditions of Participation on School Camps/Tours/Excursions

In addition to the Medical Report and General Parent Permission Slip required before students are allowed to attend a school excursion or camp, it is necessary for the **Conditions of Participation**, and the **Emergency Procedures** to be followed in the event of an emergency (illness, accident or gross misbehaviour of a student), to be understood and agreed to by all the parties involved.

Although outside school and school hours, a camp/excursion is an extension of the school curriculum. Students are representing the entire College community and their general behaviour must reflect this. Teachers (and other authorised adults) are fully responsible for the students on a camp/excursion and their instructions must be obeyed to ensure the care and safety of all students.

1. Payment of a deposit is taken as a firm commitment to participate in the camp/excursion/activity. A refund will only be possible if an appropriate replacement is found and/or where no payment has been made for any venue, activity or tuition relating to the event. Where withdrawal from, or misbehaviour on, a camp/excursion incurs cost to the College, such costs will be borne by the parents.
2. Cigarettes, matches, lighters, alcohol or illegal substances are forbidden to be taken, purchased, or used, at any time during the camp/excursion. The possession or use of these items will not be allowed.

A Principal has a legal obligation to ensure school premises and activities remain safe and secure for students, staff and other visitors. This duty arises from both the common law duty of care and from the Work Health and Safety Act 2011.

To give effect to this obligation, students' bags and possessions (which includes student lockers) can be searched if staff have reasonable grounds to believe the student is in possession of:

- illegal drugs
- knives, prohibited, offensive weapons or dangerous weapons
- stolen property
- illegal material such as pornographic magazines or other publications
- mobile phones, iPads, laptop computers or other technological devices which may contain material or images which are illegal, offensive or otherwise inappropriate or which evidence illegal, offensive or otherwise inappropriate conduct, for example a film of students fighting.

Unless impractical or because the immediate safety or wellbeing of students or other persons is at risk, searches for knives, prohibited, offensive or dangerous weapons should be conducted by the police. If staff have reasonable grounds to suspect the student possesses items or material referred to previously, and they refuse a search to take place, police will be called.

3. Unacceptable behaviour will not be tolerated. Depending upon the circumstances parents will be contacted and the student may be sent home or be required to be collected.
4. No student is allowed to move beyond the supervision boundaries for an activity or site. Parents will be contacted and the student will be sent home.



School Tours, Camps, Excursions, Adventure Activities

Conditions of Participation and Emergency Procedures

5. On camps students must be in their allocated sleeping area by 10.30pm each night and lights out will be required by 11.00pm, unless otherwise directed by the supervising teachers. Under no circumstances are male students to be in female sleeping areas or female students in male sleeping areas/tents/rooms. Depending upon the circumstances parents will be contacted and the student may be sent home or be required to be collected if this occurs.
6. In the event of an emergency which necessitates their return home, such as the serious accident or illness of a student, or totally unacceptable behaviour by students the following procedures will be adhered to:

In conjunction with the Teacher-in-Charge, the Principal will decide on appropriate action. The Principal shall inform the parents. The following priority order will be given:

- I. The parent shall be required to collect the child.
- II. The child shall return home with supervision on public transport, eg: bus, plane, etc. This shall be organised by the College, where possible.
- III. Where it is not possible for a parent to collect the child, a teacher may be directed to accompany the student(s) home. In this event, a teacher will be sent from school to join the camp/excursion for the remainder of its duration. If the loss of the teacher results in an unsatisfactory student/teacher ratio at the camp, the teacher sent from the College may accompany the student(s) home.

NB - All costs will be borne by the parents.

Please give the College your support and help to make our camps and excursions safe, enjoyable and fulfilling an experience for all involved.

Sarah Burns
Principal

Katie Johnson
Assistant Principal

School Tours, Camps, Excursions, Adventure Activities - Conditions of Participation and Emergency Procedures

(Events and activities vary throughout the year. Details of events will be published on Compass, including parent/guardian consent for each activity).

I have received, read and agree to the Conditions of Participation and the Emergency Procedures.

Student's Name: _____ Year _____

Student's Signature: _ _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _ _____

DATE: ____/____/____