

Outdoor Education, Retreat and Camps Policy

Formulated by College Executive

This policy is to be read in conjunction with the Ave Maria College *Risk Management Policy (2003)*, the Ave Maria College *Occupational Health and Safety Management Policy (2014)* and *Department of School Education (DSE) Guidelines*. [Department of Education and Training - Outdoor Education resources](#); [Outdoors Victoria - risk-management](#); [CEM - supervision of students on outdoor activities](#)

Mission Statement

An *Outdoor Education, Retreat and Camps Policy* should enable students to develop the goodness in themselves and to share in their God-given gifts, in living Gospel values. This occurs through fostering relationships imbued with integrity and compassion. Each young woman will develop as a whole person, striving for excellence in all her endeavours and be inspired to be a critical thinker and life-long learner, contributing to the wider community.

Intentions

Our *Outdoor Education, Retreat and Camps Policy*:

1. Commits the College to establish OED, camp and retreat programs that provide appropriate challenges for each participant.
2. Commits the College to follow risk management strategies that eliminate, as far as possible, any foreseeable risk of injury to any individual participant participating in the program and to anyone who may be affected by the conduct of the activity, such as spectators and other non-school participants.

Consequences

The College will ensure that:

1. There is a coherent approach to Outdoor Education and Camps which fits into the overall college vision and mission.
2. Risk assessment is undertaken for every potential activity and appropriate control measures put in place.
3. The program is managed and organised by appropriately qualified and experienced personnel.
4. Staff roles and responsibilities are allocated and documented clearly.
5. When an external provider is engaged to conduct the activity, the provider is required to
 - present a certificate of currency of insurance
 - guarantee that an Emergency Management Plan is in place
 - provide a written statement that its staff are appropriately trained and qualified
 - provide a written statement that appropriate risk assessment has occurred for the activity
 - be inducted into the College's student management protocols

NB. Any disclaimers within the contract must be brought to the attention of the Principal or the nominated representative of the Principal.
6. There will be no variations to the approved activity unless changed circumstances put students at risk. Authorities must be contacted as soon as possible in response to such a decision.
7. Preparation activities will ensure that participants are exposed to the skills and knowledge required for each activity.
8. Parents and guardians are informed about the activity and provide consent for their daughter's participation, and provide all relevant medical or other information.
9. The school is aware of and incorporates DET / CEM guidelines and information from other professional organisations into the planning of the activity.
10. Equipment and sites have been inspected for their suitability and safety as regularly as required.
11. The activity will not exceed the skill level of each participant.



12. Emergency procedures, including the provision of first aid support, are part of the planning for each activity.
13. Student to staff ratios are determined carefully according to the needs of each group of students and the particular activity, and are in line with the "CEM – supervision of students"
14. Any incidents which occur during an activity are investigated and followed up as appropriate, and records are kept.
15. All documentation related to the activity is archived according to College protocols.
16. The Principal reserves the right to cancel the activity in the event of unforeseen circumstances.

Ratified: Leadership and Management Team

Date: August 2006, May 2017