

Outdoor Education and Camps Policy

Formulated by Leadership and Management Team

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 (2009) and Department of School Education (DSE) Guidelines.

Mission Statement

An Outdoor Education and Camps Policy should enable students: "to achieve their true potential through the range of opportunities and activities we offer."

Intentions

Our Outdoor Education and Camps Policy:

1. Commits the College to establish 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 school philosophy.
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. 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.
5. Staff roles and responsibilities are allocated and documented clearly.
6. There will be no variations to the approved activity unless changed circumstances puts students at risk. Authorities must be contacted immediately in response to such a decision.
7. Preparation activities will ensure that participants are practised in 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 DSE 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.
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.
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