



SOPHIA
MUNDI

The Inner City Steiner School P-12

Excursions and Offsite Activities Policy

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1. Policy

1.1 Background

The Outdoor Education Programme is a major feature of Sophia Mundi's curriculum. Students may spend a number of weeks each year off-campus in various environments that provide opportunities to develop independence and skills in the outdoors. Many Outdoor Education activities contain inherent elements of risk, including canoeing, surfing, horse riding and bushwalking. Careful planning, risk assessment and adherence to procedures minimises the possibility of injury to participants.

This policy is provided to assist teachers in meeting their duty of care responsibilities to students. As such, this policy must be read in conjunction with the school's Duty of Care policy. Other relevant policies include the Emergency and Critical Incident, Mobile Phone, Sustainability and Behaviour Management.

1.2 Definitions

1.2.1 *Outdoor Education Programme*

The combined sum of all over-night excursions undertaken by students as offered under the Sophia Mundi Steiner School curriculum. A list of such excursions is included in appendix A.

1.2.2 *Duty of Care*

A duty imposed by the law to take care to minimise the risk of harm to another.

1.2.3 *Emergency*

An event, actual or imminent, which:

Endangers or threatens to endanger life, property or the environment; and

Requires a significant and co-ordinated response.

1.2.4 *Excursion*

Any student-learning activity conducted off the site of the school at which the student is enrolled, that is organised or managed by a member of teaching staff employed under section 237 of the School Education Act 1999 and has the necessary approval(s).

1.2.5 *Student*

A child enrolled at Sophia Mundi Steiner School.

1.2.6 *Teaching Staff*

Any person required to be registered to undertake duties as a teacher.

1.3 Relevant Legislation or Authority

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Working with Children Act 2005

2. Procedures

2.1 Student Attendance at Camp

Attendance at all school camps is compulsory and is deemed to be an essential part of the school curriculum. Students are expected to participate fully in the outdoor education curriculum and attend every day of a camp programme. Arriving late or departing early from an outdoor education camp affects the non-attending student and impacts group cohesion and dynamics.

The only acceptable reason for absence from any aspect of the outdoor education programme is medical as evidenced by a signed doctor's certificate issued prior to or during the camp. Non-attending students will be expected to attend school and asked to either complete a project on the place that the class is visiting or perform other work as deemed appropriate by the school. Students opting not to attend the compulsory outdoor education programme without a signed doctor's certificate will call into question ongoing enrolment at the school.

Costs for camps are planned as if all students are in attendance. There will be no reimbursements available for non-attending students.

2.2 Staff Attendance at Camp

At least one Sophia Mundi teaching staff member must attend each school outdoor education camp. This ensures that pastoral care, Steiner philosophy, a connection to the school, behavioural management and a strong curriculum link are provided. Where a class is separated into two groups, each group requires a Sophia Mundi teaching staff member.

2.3 Approval to Conduct Camp

Faculty is responsible for the approval of all individual camps within the Outdoor Education programme. In granting approval, faculty will consider the following:

- Camp contribution to the wider school curriculum
- Planning and organization arrangements in place
- Student safety, welfare and supervision arrangements in place
- Experience and qualifications of camp staff
- Camp cost is relative to its educational benefits
- Consent of Parent or Guardian

2.4 Consent of Parent or Guardian

A student may only participate in the Outdoor Education Programme on receipt of written consent from a parent or legal guardian. Consent shall include:

- For overnight excursions, authority for the school to have the student in its care after normal school hours.
- For day excursions, authority for the school to take the student out of the school environment.
- Informing the school of medical conditions or allergies of the student.
- Authority for the school to perform emergency medical treatment for the student.
- Acceptance of financial costs of the excursion.
- Authority to send the student home in the event of extreme breaches in standards of behaviour.

Parents must be given sufficient information about the nature of the camp, the risks involved and the degree of supervision, to enable them to make an informed decision and to ensure the school obtains a proper consent. Financial costs over and above compulsory camp levies will be identified clearly at the beginning of the school year.

2.5 Medical Notification

It is essential that staff have complete and accurate medical information on students participating in the outdoor education programme. Prior to each camp, confidential medical, asthma and allergy information forms must be completed by the student's parents/guardians. In the special circumstances of class 9 where there are numerous camps during the year, one medical form will be required per semester only, with the parent/guardian and student indicating any medical updates in between.

2.6 Staff to Student Ratio

All elements of the Sophia Mundi Outdoor Education programme are required to meet the Department of Education minimum standards for student supervision. Each camp or group will be supervised by a minimum of two staff, one of whom must be employed as a teacher by Sophia Mundi Steiner School (State qualified, VIT registered, Police check). Minimum standards vary in the event of students with disabilities, impairments or special needs.

Minimum staff to student ratios are:

- Base Camp: 1:10
- Bushwalking/Orienteering: 1:6
- Horse Riding: 1:6 (with a minimum of 2 riding qualified and experienced staff)
- Canoeing: 1:6 (boats)
- Sea Kayaking: 1:6 (boats)
- Swimming: 1:10 (Staff must hold Surf Rescue Certificate)

2.7 Staff Roles Responsibilities and Experience

2.7.1 *Outdoor Education Coordinator*

The Outdoor Education Coordinator is responsible for the development and administration of the Outdoor Education Programme including:

- Upholding and maintaining the ethos of Sophia Mundi and the Outdoor Education Programme
- Planning and budgeting of the outdoor education programme
- Safety Management, Emergency Procedures
- Parental consent forms
- Organisation of individual camps including briefings for staff, students and parents; accommodation; transport; food; equipment; packing.
- Promotion of the overall programme

2.7.2 *Outdoor Education Teacher*

The Outdoor Education Teacher is responsible for delivery of individual camps. The Outdoor Education teacher has specific responsibility for:

- Curriculum delivery
- Pre-camp briefings
- Place Knowledge
- Bush Awareness
- Transport – Driving
- Skill Implementation
- Camp-site set-up
- Safety

- Daily Programme
- Activity Management and supervision
- Camp Rules, Discipline & Pastoral Care

Required qualifications and experience:

- Knowledge of activities and place to be visited in the Outdoor Education Programme
- Knowledge and upholding of Steiner Education Philosophy
- Bachelor of Arts (Outdoor Education) or equivalent
- Wilderness First-Aid /Remote Area First Aid or equivalent experience
- Heavy Vehicle Licence (& Drivers Certificate if required)
- Surf Rescue Certificate or equivalent

2.7.3 Outdoor Education Assistant

Outdoor Education Assistants are responsible for assisting the Outdoor Education Teacher in the delivery of individual camps. Ideally students will know the Outdoor Education Assistant (preferably employing the same assistant for the whole year). Assistants have responsibility to assist outdoor education teachers in:

- Curriculum delivery
- Place Knowledge
- Bush Awareness
- Skill Implementation
- Camp-site set-up
- Safety
- Daily Programme
- Activity Management and Supervision
- Camp Rules, Discipline & Pastoral Care

Required qualifications and experience:

- Remote area First-Aid or Level 2 Workplace First-Aid
- Car Licence
- Knowledge of place to be visited and activities in the Outdoor Education Programme
- Knowledge and upholding of Steiner Education Philosophy

2.7.4 Guardian / Class / Subject Teacher (in attendance)

Class and Subject Teachers form a link to school and provide necessary insights into each student. Class teachers are responsible for assisting the Outdoor Education Teacher in the delivery of individual camps. Teachers have responsibility for:

- Delivery of curriculum
- Camp Rules, Discipline & Pastoral Care

2.7.5 Guardian / Class Teacher (not in attendance)

Class Guardians support the Outdoor Education Program before and after a camp. They assist students to prepare for camp and translate into meaning after the event. Class Guardian responsibilities include:

- Delivery of curriculum
- Collection of Medical and Parental Consent Forms
- Organisation of Tent Groups
- Organisation of Cooking Groups
- Informing Outdoor Education Teacher of specialty needs
- Class work link before and after camp
- Student Preparation

The Outdoor Education programme at Sophia Mundi is designed to expose Students to unfamiliar environments, activities, and experiences. To ensure their experiences are educationally rewarding, it is essential that prior to outdoor education camps, students are prepared educationally, physically, and psychologically.

Outdoor Education staff need to be aware of students' abilities and needs to ensure maximum camp participation. Some programmes may need to be modified to meet this objective.

Students and parents will be provided with information about the camp well in advance including the nature of the camp, the venue, food, clothing and equipment. They will also be briefed on the specific requirements for their positive participation, menu planning, navigation, safety procedures, expected behaviour, and essential outdoor skills and knowledge.

2.8 Student Code of Conduct

2.8.1 Smoking, Drugs & Alcohol

No Student is permitted to consume alcohol, smoke or take un-prescribed drugs during the Outdoor Education programme. Students and parents will be informed of this before departure and warned that any student who fails to comply will be disciplined and immediately returned to school or home at the parents cost.

2.8.2 Electronic Devices & Mobile Phones

No Student is permitted to bring electronic devices or mobile phones on the Outdoor Education programme. These devices are often used as an 'escape' by adolescents and young students and, as such have a negative impact upon the experience of being in the Australian bush and detract from the community ethos that the programme nurtures. Students and parents will be informed of this before departure and warned that any student who fails this policy will be disciplined and the device confiscated as prescribed under the school's Mobile Phone policy.

2.8.3 Food Packaging

In line with the school's Sustainability policy, our camp programme aims to:

- Remove advertising and commercialism from our experiences
- Reduce waste to an absolute minimum.
- Educate Students to minimise packaging in their everyday lives.
- Encourage Students to think in an environmentally conscientious manner.

Excessively packaged foods are inconsistent with these aims. Students from Class 9 and above will be encouraged to remove unnecessary packaging from their food items and eventually eliminate unwisely packaged goods from their diet.

2.8.4 Student Behaviour

Students and parents will be made aware of the standards of behaviour expected during outdoor education camps and that while on camp disciplinary measures will apply consistent with the school's Behaviour Management policy.

2.8.5 Consequences of Misbehaviour

In extreme breaches in standards of behaviour, outdoor staff may determine that a student should return home during a camp. In such circumstances, the parent will be advised of the:

- Circumstances associated with the decision to send the Student home
- Time when the parent may collect the Student from the camp, or the anticipated time that the Student will arrive home.

Consideration will be given to the age and maturity of the student when travel arrangements are made. Parents will be responsible for any costs associated with the student's return.

2.9 Emergency Procedures

Emergencies that occur during the Outdoor Education programme are subject to the general provisions of the school's Emergency and Critical Incident Management Policy.

In the event of an emergency during the Outdoor Education Programme, the Outdoor Education Co-ordinator will contact the Principal or in his absence the faculty chair. The Principal will:

- Gather all necessary facts from Outdoor Education Staff on location including number of students involved, current condition and location of students, actions already taken (services notified) and likely next events and timeframe
- Notify appropriate authorities, teachers and ancillary staff as appropriate.
- Inform parents or guardians of the situation and debrief upon arrival back at school.
- Establish recovery room within school for affected students and a waiting room for parents.
- Arrange counselling for parents, staff and Students as appropriate.
- If necessary respond to the media.

2.10 Emergency Contact Numbers

2.10.1 Outdoor Education Phone

School Phone [REDACTED]

Julian Hill [REDACTED]

Jennifer Gibson [REDACTED]

2.10.2 Emergency Contact Person

Sophia Mundi (BH) 9419 9229

Jennifer West [REDACTED]

Police/Fire/ Ambulance 000

When contacting either Parents or the school's Emergency Contact person, do not rely on voice-mail messages. If for whatever reason parents cannot be contacted directly by Outdoor education staff, the Emergency Contact Person must be advised.

In any emergency a detailed incident report form must be filled out by the Outdoor Education Staff and delivered to the Principal.

2.11 Emergency Response

2.11.1 Risk Assessment

Outdoor Education staff are highly trained and aware of the potential risks, perceived and real, that are present in the places and activities that occur on the Outdoor Educational programme. Defining and assessing all risks associated with the Outdoor Education programme is not practical or possible. Selective risk assessments will be performed in advance of the camp on a case-by-case basis.

2.11.2 Outdoor Educational programme Planning

When assessing an outdoor programme and/or location the following needs to be taken into account:

- What is relevant to the specific age / class?
- What kind of experience will meet the needs of the specific age?
- What place is appropriate?
- What activities are appropriate for the age / class and place?
- What time of year is most suitable for the age / class, place and activity

Appendix B contains specific bushfire emergency procedures

Appendix A Outdoor Education Programme Overview

CLASS	Camp no.	NAME	TYPE	LENGTH	TOTAL DAYS
Class 3	Camp 1	Sleepover	Basecamp	1 day	4 days
	Camp 2	Balnarring Beach	Basecamp	3 days	
Class 4	Camp 3	Walkerville	Basecamp	4 days	8 days
	Camp 4	Upper Yarra	Basecamp	4 days	
Class 5	Camp 5	Melville's Caves	Basecamp	5 days	10 days
	Camp 6	Buandik	Basecamp	5 days	
Class 6	Camp 7	Central Victoria	Basecamp	5 days	10 days
	Camp 8	Hattah lakes	Basecamp	5 days	
Class 7	Camp 9	Barmah Forest	Basecamp / Horse riding	5 days	10 days
	Camp 10	Yarra River	Semi-journey / Bike riding	5 days	
Class 8	Camp 11	Glenelg River	Canoeing Journey	5 days	10 days
	Camp 12	Falls Creek	Basecamp / Skiing	5 days	
Class 9	Camp 13	Cape Liptrap	Bushwalk Journey	3 days	36 days (40 days)
	Camp 14	Cape Otway	Bushwalk Journey	3 days	
	Camp 15	Kooyoora	Bushwalk Journey	(4 days)	
	Camp 16	Hattah	Bushwalk / Canoe	7 days	
	Camp 17	Nungatta	Journey	12 days	
	Camp 18	Herring Island	Basecamp / Faming	1 day	
	Camp 19	Barmah	Canoe Journey	4 days	
	Camp 20	Grampians	Minimal Gear Bushwalk	5 days	
	Camp 21	Beach Day	Bushwalk Journey Celebration	1 day	
Class 10	Camp 22	River, I Follow River	Canoe Journey	7 days	12 days
	Camp 23	Surveying OR Climbing	Basecamp	5 days	
Class 11	Camp 24	Where the River Meets the Sea	Sea kayak Journey	7 days	12 days
	Camp 25	Botany	Basecamp	5 days	
Class 12	Camp 26	Astronomy	Basecamp	7 days	7 days

Appendix B Bushfire Emergency Procedures

Procedures prior to Departure

- A copy of the camp or excursion plan must be lodged by the Outdoor Ed coordinator with the Education Administrator and filed in the Administration Office prior to departure. The plan should include a detailed itinerary and contact telephone numbers.
- Details of each camp or excursion should also be entered into the Student Activity Locator (SAL) database. This database involves password access available through Independent Schools Victoria and is managed by the Emergency and Security Management Unit (ESMU). The ESMU operates 24/7 and can be contacted on (03) 9589 6266.
- The Outdoor Ed coordinator should review National fire Danger ratings by monitoring CFA, DSE and DEECD websites and media services for information. Camps or excursions should not proceed if the group is planned to be located in or travel through an area forecast to be in the Code Red (Catastrophic) rating.
- The Outdoor Ed coordinator should make appropriate transport arrangements to ensure transport options are available to relocate or recall the group should a Code Red day be called.

Procedures post Departure

- For each day of camps or excursions taking place in the bush fire season (terms 1 and 4 in Victoria), the Educational Administrator will review the CFA, DSE and DEECD websites for evidence of forecast Code Red days. In the event a Code Red day is forecast, the Educational Administrator should immediately advise the PRINCIPAL and Outdoor Ed coordinator.
- The Principal may also receive an SMS warning predicting Code Red fire danger days. In the event the PRINCIPAL receives such a warning, he will immediately advise the Outdoor Ed coordinator.
- Should a Code Red alert be forecast after departure and it is safe to do so, students and staff should be transported out of the affected the night before the alert if possible or if unavoidable, on the morning of the Code Red day.
- For all camps or excursions, the Outdoor Ed co-ordinator will familiarise students with safety procedures for dealing with bush fire emergencies at that particular location as soon as practical after arrival. Evacuation protocols need to be communicated and trialled as appropriate.
- In the event of a bush fire emergency, the Outdoor Ed co-ordinator and Teacher on Duty will assume the roles of Incident Controller and First Aid Officer respectively. These roles as defined in the Emergency plan. The Incident Controller must inform the Principal immediately of any bushfire emergency for off-site support and assistance.