



School Camps Checklist

(Including Interstate Travel)

Corpus Christi Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This checklist is designed as a prompt and tool to support compliance and best practice. It is not designed as a substitute for the Excursions, Camps and Travel Policy or the associated procedures. These documents must be read in conjunction with this checklist.

School:

Camp:

Date and Time:

Teacher in Charge:

| Procedure Reference | Action | Y/N or NA | Date | Comment |
|-------------------------|--|-----------|------|---------|
| 1 | Risk Assessment completed including a clear communication plan and actions for Emergency or Critical Incidents | | | |
| 1.11 | Camp information placed into Student Activity Locator | | | |
| 2.1–2.8, 4.4. 4.10–4.13 | The venue is appropriate for the safety and accessibility of all students | | | |
| 2, 4.10 | All relevant 3rd party provider and venue requirements have been addressed | | | |
| 3 | Informed consent sought and obtained for all students attending | | | |
| 3.1, 4.14 | All additional requirements – clothing, footwear, food, sun protection etc. have been communicated to both students and parents/guardians/carers | | | |
| 4.1 | Updated medical information sought from parents/guardians/carers | | | |
| 4.2–4.4 | All camp staff are familiar with the medical status of students, particularly with respect to epilepsy, diabetes, | | | |

| | | | | |
|-------------------------|---|--|--|--|
| | asthma, anaphylaxis, and heart conditions | | | |
| 4.2, 4.6, 4.15–4.16 | All camp staff are familiar with students who may require additional supports, including students with behavioural issues, and are aware of the support strategies for these students | | | |
| 4.3–4.5 | Staff attending have appropriate first aid and/or CPR qualifications and/or water qualifications | | | |
| 4.2.1 | Staff attending camp have immediate access to medical information | | | |
| 4.2.2 | Relevant staff remaining at school have immediate access to medical information | | | |
| 4.6 | Appropriate First Aid kit(s) and student medication taken | | | |
| 4.15–4.16 | The accessibility needs of all students and staff have been conducted and reasonable adjustments made and documented | | | |
| 1.4–1.10, 2.4, 4.5–4.14 | Staff, volunteers and third party providers are aware of purpose of the camp, their roles and responsibilities, risk assessment and mitigation strategies (including attendance checks) | | | |
| 1.7, 2.3, 4.8 | All volunteers have been trained as per CECV Guidelines for Engaging Volunteers in Catholic Schools and comply with the requirements of the Working with Children Check Policy | | | |
| 4.11–4.12 | Supervision ratios are appropriate | | | |
| 4.14 | Students have all been briefed on expectations, organisational arrangements, safety and emergency procedures, the roles, and responsibilities of staff | | | |
| 5 | Review has been undertaken | | | |