School Camps Checklist

(Including Interstate Travel)



Our Lady of the Assumption 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	Dat e	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 conditionsasthma, anaphylaxis, and heart conditions4.2, 4.6, 4.15-4.18All 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 studentsImage: Conditional supports, including students with behavioural issues, and are aware of the support strategies for these studentsImage: Conditional supports, including students with behavioural issues, and are aware of the support strategies for these studentsImage: Conditional supports, including students with water qualifications and/or water qualifications and/or water qualificationsImage: Conditional supports, information4.2.1Staff attending camp have imformationImage: Conditional support imformationImage: Conditional support imformation4.2.2Relevant staff remaining at school have immediate access to medical informationImage: Conditional support imformationImage: Conditional support imformation4.15-4.16Appropriate First Aid kit(s) and student medication taken adjustments made and documentedImage: Conditional areages imformationImage: Conditional areages imformation1.4-1.10, 2.4, 4.5- A.14Staff, volunteers and third assessment and mitigation sategies in Catholic Schools and comply with the requirements of the WorksImage: Conditional areages imformation1.7, 2.3, 48All volunteers have been trained as per CECV Guidelines of ter Check PolicyImage: Conditional areages imformationImage: Conditional areages imformation1.1-1-12Supervision r				
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