



Catholic Education Office
Archdiocese of Melbourne

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30 January 2015

**CIRCULAR TO PARISH PRIESTS AND PRINCIPALS OF CATHOLIC SCHOOLS IN
THE ARCHDIOCESE OF MELBOURNE AND LEADERS OF RELIGIOUS
CONGREGATIONS**

Overnight Accommodation at Residential Campsites

MAIN POINTS

- Schools using residential campsites for overnight accommodation are advised to use accredited venues.
- Lists of accredited campsites can be found at these links:
 - [ATAP](#) (Australian Tourism Accreditation Program) – Camp and/or Adventure Activity Accreditation (select *Accredited Camp* and *Adventure Activity Provider* under business type).
 - [NARTA](#) (National Accommodation Recreation Tourism Accreditation) Accredited Camps.
- Residential campsites are purpose-designed sites that have permanent facilities such as dormitory accommodation, kitchen, showers, toilets and adventure recreation options. Residential campsites do not include Victorian government residential schools or accommodation-only venues such as caravan parks, hotels/motels or ski lodges.
- Schools are advised to have appropriate procedures in place for managing offsite activities including logging on the Catholic schools [Student Activity Locator](#) (SAL) on the CEVN website <http://cevn.cecv.catholic.edu.au> under *Emergency Management / Student Activity Locator* at least three weeks prior to any planned camp or excursion.

ACTIONS REQUIRED

- Schools must ensure residential campsites used for overnight accommodation are accredited with a government-recognised accreditation provider.
- Schools must complete the Catholic schools online [Student Activity Locator](#) (SAL) on the [CEVN website](#) at least three weeks prior to any approved camp or excursion.

ADDITIONAL INFORMATION

- School-owned or controlled residential campsites must be accredited with [ATAP](#) or [NARTA](#), if the school uses it for overnight camps.
- Some tourism programs accredited by ATAP do not cover accreditation for Camp and/or Adventure Activities. Schools will need to ensure that these sites are also appropriately accredited for these activities.
- For more information on Overnight Accommodation at Residential Campsites refer to the Catholic Education Commission of Victoria Ltd (CECV) [SAL User Guide](#) on the CEVN website under *Finance, Legal, Operations* for assistance on this function.
- For further information, see the Victorian Department of Education and Training (DET):
 - [School Policy and Advisory Guide – Venue Selection – policy on residential campsites](#).

- [School Policy and Advisory Guide – School Camps, Plantations and Teacher Housing – policy on school-owned or controlled campsites.](#)

CONTACT/ENQUIRIES

- For all enquiries, please contact Mr Harry Allard, Emergency Management Officer, Catholic Education Office Melbourne, on 9267 0228 or via email hallard@ceomelb.catholic.edu.au.

A handwritten signature in black ink, appearing to read 'Stephen Elder', with a horizontal line underneath.

Stephen Elder
EXECUTIVE DIRECTOR OF CATHOLIC EDUCATION