



CAMPING PROGRAM POLICY

1. RATIONALE:

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

2. AIMS:

- 2.1 To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- 2.2 To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- 2.3 To reinforce and extend classroom learning.
- 2.4 To provide a program that promotes self-esteem, resourcefulness, independence, leadership, cooperation and tolerance.
- 2.5 To further develop their problem solving and life survival skills.
- 2.6 To extend understanding of their physical and cultural environment.

3. IMPLEMENTATION:

- 3.1 A designated 'Teacher in Charge' will be responsible for arranging the Year Level Camp and must be familiar with the department's Safety Guidelines for Outdoor Education at <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx> website. They must meet with the Principal to discuss the proposed camp which must gain principal approval.
- 3.2 Detailed planning must then occur, all the formal record keeping must be completed and approved by the Principal or Assistant Principal who will ensure that all camps, transport arrangements, emergency procedures and staffing comply with DEECD guidelines.
- 3.3 In organizing camps teachers will refer to and follow the Schools Camping Guidelines and Checklists which are available on S drive.
- 3.4 The School Council must approve all camps. A School Council Approval Form must be completed and submitted to the School Council for their approval prior to the activity.
- 3.5 The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program' for overnight camps
- 3.6 A risk assessment will be completed for each camp. This Risk Assessment must be taken to the campsite and contain telephone numbers of all emergency services.
- 3.7 Teachers will provide the Principal/Assistant Principal with copies of camp notices prior to issue.
- 3.8 A copy of all forms sent to parents will be provided to office staff at time of issue.
- 3.9 The Teacher in Charge will complete the 'Notification of School Activity' at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp at least three weeks prior to the departure date, and ensure relevant details are entered in diary and portal.
- 3.10 Camps will be provided for students in Years 3 to 6.

- 3.11 The emergency management process of the camp will be communicated to school staff and be followed by students and staff as required.
- 3.12 Mobile phones will be taken by staff for communication and in case of emergencies and a contact list will be provided by the Teacher in Charge for all staff.
- 3.13 It is expected that classroom teachers in the year levels will attend camp.
- 3.14 On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel a camp or activity at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented as per Risk Assessment.
- 3.15 A senior staff member will be in attendance at school whilst the children are returning from school. The Teacher in Charge will communicate with this person in regards the anticipated return time.

4. Access to Camp.

- 4.1 All families will be given at least one term to make payments for camps with parents given notice of the camp in Term 1 including dates and approximate costs to assist with budgeting.
- 4.2 All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- 4.3 All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty are invited to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- 4.4 All families will be given sufficient time to make payments for individual camps. Children whose parents have not made full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- 4.5 The child/children of any family who has not met the required payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalized.
- 4.6 Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- 4.7 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation other attending teachers, will make this decision. The principal will be informed of this action. Costs incurred will be the responsibility of the parent.

5. Organisation

- 5.1 The correct ratio of adult supervisors to children for all activities will be met. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision. Available on S drive/Excursions and Camp.

- 5.2 Organization of activities, food, equipment, staffing and student management procedures, must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- 5.3 All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- 5.4 Parents may be invited to assist in the delivery of school camps at the discretion of teachers. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. first aid, etc), gender balance and special needs of particular students. Parents attending camps must have a current Working With Children check.
- 5.5 The teacher in charge will ensure all camp staff are aware of special medical issues or medication requirements of any student.
- 5.6 First Aid Kits must be taken on camp and taken on any off base activities e.g. hikes.
- 5.7 One staff member will be designated to take responsibility for collecting and administering student medication and maintaining appropriate medication registers.
- 5.8 Students not attending a camp will be placed in another class and have an appropriate learning program provided by the class teacher.

6. BUDGET:

All costs of camps are to be borne by the parents/guardians of the children.

7. EVALUATION:

The policy will be reviewed on a regular basis.

LINKS AND ASSOCIATED DOCUMENTS (including guidelines related to this policy)

Documents which are connected with this policy are saved on S:drive/Excursions and Camps

- Student Activity Ratios
- RPPS Excursions, incursions and camp planning forms and checklists.
- Risk Management Assessment Form
- School Council Approval Form
- Missing Student Flowchart

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)
- [DEECD Excursion Policy](#)

This policy was last ratified by School Council in2012
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