



CAMPS POLICY

BASIC BELIEFS

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.

AIMS

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

GUIDELINES FOR ACTION

- All camps must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp two terms in advance of the start date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or nominee. The Principal will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- Organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines and are approved by the principal.
- The School office will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date.
- The organising teacher will ensure that relevant details are recorded by the Assistant Principal for daily organisation purposes.
- The organising teacher will update the Compass Calendar following approval.

Access to Camp.

- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Principal or nominee. Decisions relating to alternative payment arrangements will be made by the Principal.

- 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.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid a fortnight prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules. The decision to exclude a student will be made by the Principal. Both the parent and the student will be informed of this decision prior to the camp.
- 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 with a principal class officer, will make this decision. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organization of activities 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.
- A risk assessment is to be completed for all camps by the organising teacher when submitting documents for school council approval.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative learning program available for those students not attending the camp.
- The school will provide a first aid kit for each camp. The teacher in charge is responsible for collecting this prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities, the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care and this must be reflected in the completed risk register.
- All transport (including teacher vehicles) must be included in camp costings. Teachers will not be permitted to transport students or other staff without prior approval from the principal and presentation of full vehicle insurance policy. The expectation is that all supervising staff are to leave with students from school and return to school.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the school, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff with appropriate swimming qualifications to enable safe supervision.

Refer: [Safety Guidelines for Education Outdoors](#)

- The principal will be responsible for monitoring the Fire Danger Ratings for each camp and excursion and ensure it is safe to proceed
- Principals may need to review planned excursions ahead of forecast days of significant fire risk or total fire ban

days and liaise with the region about whether the excursion or camp should be cancelled.

- If an excursion is not cancelled, special fire safety precautions may be required, depending on the location.
- When required, schools must follow their Emergency Management Plan and the Department's emergency management procedures for off-site activities for all excursions and camps.
- On days determined Code Red by the Emergency Management Commissioner, all camps and excursions in the CFA fire district determined Code Red must be cancelled.
- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Principal will ensure that all staff and parents attending camp have valid VIT or Working with Children Checks.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours. A message regarding changes to arrival times is to be placed on Compass.
- As part of the planning for camps and excursions acknowledgement and risk management planning for bushfires will be taken into consideration including travelling to and from the camp or excursion.
- Planning must cover arrangements if the camp or excursion needs to be cancelled, recalled or altered. Communication is to be shared using the Compass portal.
- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion or camp must be made (Compass and phone contact).
- Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion or camp by the teacher in charge.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide

For further information regarding safety please check the policy documents below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
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EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

