

# Camp Policy



## **Basic Beliefs:**

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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 involving at least one night's accommodation.

## **Aims:**

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- To provide children with the opportunity to participate in a camp program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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 develop an understanding that learning is not limited to school, and that valuable, authentic and powerful learning takes place in the real world.
- To extend understanding of their physical and cultural environment.

## **Implementation:**

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### **1 Finance**

- 1.1 The program will be developed sequentially throughout the school.
- 1.2 The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- 1.3 The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- 1.4 The school will provide parents with approximate dates and costs associated with the following year's camps.
- 1.5 All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 1.6 All efforts will be made not to exclude students simply 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.
- 1.7 Children whose parents do not make full payment by the due date, and who have not made alternative arrangements with the Principal will not be eligible to attend.

- 1.8 All parental consent and medical forms must be completed, signed and returned by the designated date.
- 1.9 Any family who has not met the required payment for a previous camp that their child attended will be unable to participate in the camp program until this payment is finalised.

## **2 Staff**

- 2.1 The camp co-ordinator will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- 2.2 The budget for each school camp will be developed by the camp coordinator taking into account the cost of accommodation, transport and replacement of teaching staff.
- 2.3 The camp co-ordinator will complete all the documentation that will be presented to school council for approval at a council meeting preceding the camp.
- 2.4 The camp co-ordinator will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 4 weeks prior to the camp departure date.
- 2.5 The camp co-ordinator will provide the office with a final student list and relevant documentation.
- 2.6 The camp co-ordinator in consultation with class teachers will ensure that there is an alternative program available for those students not attending the camp.
- 2.7 The school will provide a Level 2 First Aid Teacher on each camp.
- 2.8 The school will provide a mobile phone for all camps.
- 2.9 The first aid officer will prepare the first aid kit for camp.
- 2.10 The designated First Aid Teacher on camp is responsible for collecting the first aid kit prior to leaving.
- 2.11 The First Aid Teacher will refer to the NPS Anaphylaxis Management Policy to ensure all risk minimisation and safety strategies are undertaken prior to and during camp.
- 2.12 The First Aid Teacher on camp will ensure that student medication forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student. This includes asthma, allergies, and anaphylaxis plans and equipment.
- 2.13 The first aid officer will take responsibility for administering student medication if required (following the medical information supplied by parents).

## **3 Parental Involvement**

- 3.1 Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, the camp co-ordinator and teachers attending will take into account skills offered, gender balance and special needs of particular students.
- 3.2 Parents selected to assist with the camps program will be required to undertake a Working with Children Check.
- 3.3 Parent volunteers may be required to pay the accommodation and meals cost of the camp.

## **4 Children On Camp**

- 4.1 Only students that have displayed safe and responsible 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. If the unsatisfactory behaviour continues, the child will then be excluded from attending camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- 4.2 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The camp co-ordinator, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

## **5 School Council**

- 5.1 All camps require School Council approval.
- 5.2 The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event.

## **6 Evaluation:**

- 6.1 This policy will be reviewed as part of the school's three-year review cycle.

### **LINKS AND APPENDICES (including processes related to this policy)**

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Links which are connected with this policy are:

- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

Appendices which are connected with this policy are:

- Appendix A: Guidelines for teachers planning a camp
- Appendix B: Parent Consent Form
- Appendix C: Student Medical Information Form
- Appendix D: Medical Information Form
- Appendix E: Pro-forma for school council approval for all camps
- Appendix F: Risk Management Assessment Form
- Appendix G: Notification of school activity

This policy was last ratified by School Council: