



# Camps

## Policy

Policy review team members: Richard Barren, Brett Bell, Bev Harvey, Donna Wheatley, Christine Down, Maxine Short, Carolyn Coldrey, Nicole Chester, Javette Westlake and Hayley Gregory

This policy was last ratified by School Council on 24/08/2015

### 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.

### 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

### Implementation:

The steps below in the implementation phase, must be completed 12 months prior to the camp.

- 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 well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- Staff wishing to organise 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. The Principal in consultation with leadership, will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines. (<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>)
- The Teacher in Charge of the camp 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.

### Access to Camp

- 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 before the payment due date, with the Principal, Student Wellbeing Manager or Business Manager. Decisions relating to alternative payment arrangements will be made in consultation with the appropriate staff, on an individual basis.
- A camp payment reminder will be communicated two weeks prior to the payment due date.
- Final camp payments must be made by the set due date.
- 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,



permission and medical forms and clearly stated payment finalisation 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 prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Attending camp is a privilege open to all students who consistently display appropriate, responsible behaviours. In line with DET policy, schools can withdraw student privileges as a consequence of breaching classroom or school behavioural standards. The specific privileges that are withdrawn will vary between schools and even students at the same school, however they may include things such as representing the school at inter-school sports or attendance at a school event.

When withdrawing privileges as a disciplinary measure, schools should ensure that:

- the withdrawal is time limited,
  - the reasons for and period of the withdrawal is clearly communicated to the student,
  - the student is made aware of the behaviour standards expected in order for the privileges to be re-instated and,
  - consideration is given to the impact on the student's engagement (i.e. where the withdrawal of a privilege may contribute to a student's risk of disengaging from school, strategies are put in place to maintain student engagement during the withdrawal).
- 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 member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

### **Organisation**

- Teacher in charge of camp needs to ensure that the camp is placed on the yearly school calendar, well in advance
- All food, equipment, staffing, organisation 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.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the Office with a final student list.
- In the case where a camp involves a particular class or year level group, the organising teacher, in consultation with leadership, will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered, gender balance and special needs of particular students.
- Parents attending camp, must have an up-to-date Working with Children Check.
- For high risk Outdoor Education activities the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The classroom teacher will ensure that if a student requires medication on camp, a Medication Authority form is completed by the parent.
- 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.
- A full copy of all student and teacher medical forms will also be left at the school office, in case of an emergency.
- One staff member will be designated to take responsibility for administering student medication if required (as outlined in our school's First Aid and Medication Policy and in addition to 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 attending with appropriate swimming qualifications to enable safe supervision.
- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- A list of protocols and expectations will be made available to parents attending camp prior to leaving and all discipline issues arising on camp should be immediately referred to Mt Eliza Primary School staff members.
- A Tiqbiz notification will be sent out to parents, upon safe arrival of students at camp.
- The teacher in charge will communicate the anticipated return time with school office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

### Evaluation:

This policy will be reviewed as part of MEPS two year review cycle in September 2017