



## 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 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. The proposed camping program for a calendar year will be presented to school council at the preceding November/December meeting.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The Principal 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) prior to the camp departure date.
- All approved camps will then be presented to School Council for their approval.

### **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 with the Business Manager or Principal. Decisions relating to alternative payment arrangements will be made by the Principal, on an individual basis.
- 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 prior to leaving. Copies of completed permission notes and medical information must be accessible to all staff at the camp.
- 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 are expected to abide by all camp rules. Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to themselves or others. The Teacher in Charge will consult with Principal before making 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.
- The Business Manager 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 Office with a final student list. They will also include details of arrangements for student's not attending.
- The organizing teacher in consultation with other staff will ensure that there is an alternative program available for those students not attending the camp.
- The school will ensure that a mobile phone and first aid kit are available 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 organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and the special needs of particular students. If remaining positions are available after using this criteria opportunities will first be provided to parents who have not had an opportunity to participate in a recent school camping experience. A "lucky draw" may need to be used to determine such positions.
- 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.
- 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 attending with appropriate swimming qualifications to enable safe supervision.

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

- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher and an adult with first aid qualifications in attendance where possible.
- 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 when camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they will receive a SMS message with updated anticipated return time.

#### **Links which are connected with this policy are:**

[DEECD Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

**Appendices which are connected with this policy are:**

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Guidelines for teachers planning a camp or excursion

**EVALUATION**

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

This policy was last ratified by School Council on....

17<sup>th</sup> June 2014

This policy is due for review in 2015

## Appendix A: Pupil / Teacher Ratios

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p><b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Bass Camping</b></p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p><b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6</p> <p>2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p><b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools</p> <p>1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	

## **Appendix B: Guidelines for teachers planning a camp**

### **1. Introduction**

Camps need to be planned well in advance.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving camp, consideration by the principal and/or School Council needs to include:

- whether the camp meets the outlined Camp Policy "aims"
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in a camp. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion

- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the camp by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, camp staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

## **2. Planning**

Forward planning takes into consideration whole school demands.

Planning should include:

- a clear aim
- costing – transport, accommodation, food, activities
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- camp approval forms to be completed
- arrangements for students not attending

## **3. Preparation**

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers
- ensuring parent helpers have a current Working With Children Card and have read and signed the Volunteers Protocol

- preliminary classroom activities
- collection of money
- arrangement for school cheque, medical information, precautions and First Aid kit