

## **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 complement, 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 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 promotes self-esteem, independence, problem solving, cooperation and resilience.
- To extend students' 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.
- A camp proposal form (including risk assessment) must be completed by the 'Teacher in Charge' and given to the Principal for approval. All camps must be approved prior to running. The Principal in consultation with appropriate staff 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.
- The principal or nominee 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) four 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 with the Principal.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, 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.
- Only students who have displayed acceptable 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 and Assistant Principal in consultation with the

class teacher and the organising 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.

- 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**

- 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 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.
- 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 teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues and 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 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 in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures. **Bushfire Risk Assessment must be completed prior to any camp.**
- 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. 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 each strategic cycle or more often if necessary due to changes in regulations or circumstances.



