

## **CAMP POLICY 2017**

### **Rationale:**

A camp is defined as any overnight activity. 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. Camps complement and are an important aspect of the educational programs offered at the school.

### **Aims:**

- To develop an understanding that learning is not limited to school hours and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students.
- To further develop social skills such as cooperation, tolerance and communication.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

### **Implementation:**

- At all times, when planning student camps, student safety will be of paramount importance. This policy is linked to the school Emergency Management Plan, the Bushfire Management Plan and the Critical Incident Plan. These three documents work together to ensure the safety of all students and staff.
- All camps must be approved by the Principal with full documentation (including completed risk assessments) being presented to School Council for formal approval (see pro forma "Approval Proforma for all Excursions and Activities Requiring School Council Approval").
- A designated Teacher in Charge will coordinate each camp.
- The Teacher in Charge must provide the School Administration Office with a final list of all attendees.
- In the case where a camp involves a particular year level group, the organising teacher will ensure that there is an alternative program available for those students not attending camp.
- All students must have returned a signed permission note and full payment to be able to attend the camp. Copies of completed permission notes and medical information must be carried by staff at all times, with an additional copy being left at the School Administration Office.
- The school will provide a first aid kit for each camp. The teacher responsible for medication must collect medication required while on camp from parents on the day of camp departure, with full documentation attached. This teacher is also responsible for recording and dispensing of all medication.
- The Teacher in Charge will communicate the anticipated return time with the School Administration 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 telephone the School Administration Office to receive an updated anticipated return time.
- 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. Decisions relating to alternative payment arrangements will be made by the Principal, in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for camps. Parents will be provided with permission forms and incursion information clearly stating payment finalisation dates. Students without payments finalised prior to camp will not be allowed to attend, unless alternative payment arrangements have been organised with the Principal.
- All parents currently holding a valid Health Care Card, will be encouraged to apply for the Camps, Sports & Excursions Fund (CSEF), which contributes \$125.00 per student towards the cost of camps, sporting events or excursions/incursions.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified in their child is in danger of losing the privilege to participate in camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge. Both the parent and the student will be informed of this decision prior to camp.
- Disciplinary measures apply to students on excursions consistent with the **School Engagement Policy**. In extreme cases, the camp staff, following consultation with, and the approval of, the Principal, may determine that a student should return home during a camp. In such circumstances, the parent/carer will be advised:
  - of the circumstances associated with the decision to send the student home
  - of the time and place the parents/carers must collect their child, and
  - that any costs associated with the student's return will be the responsibility of the parents/carers
- The school's emergency procedures do include the effects of an emergency on student supervision in the event of camp staff being required to assist injured students or to go for help.
- The Principal will ensure that all camp, transport arrangements, emergency procedures and staffing comply with DET guidelines; refer to **DET Camp Policy**.
- Camp activities need to be logged with DET. The Teacher in Charge will complete the "Notification of School Activity" available online (see Camp Planning) three weeks prior to the excursion date, and ensure relevant details are entered on the daily planner.
- All attending staff must complete a medical form with a copy for school and one for the Teacher in Charge of Medication, to be taken with student medical forms.
- School Council is responsible for the approval of:
  - Camps, including all activities during the camp (in line with DET guidelines)
  - Interstate visits
  - International visits
  - Adventure activities (in line with DET guidelines)

**Appendix:**

- School Camps Budget & Authority Form
- Approval Proforma for all Excursions and Activities Requiring School Council Approval
- DET Risk Rating Matrix
- Risk Register
- Application form for Camps, Sports & Excursion Fund (CSEF)

**To be read in conjunction with:**

- Student Engagement Policy
- Emergency Management Plan
- Emergency Bushfire Management Plan
- Critical Incident Plan

**Evaluation:**

This policy will be reviewed on an annual basis.

This policy was last ratified by School Council on 23<sup>rd</sup> March 2017

SC President