

Camps Policy

St Albans East Primary School

Date: June 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.

Aim

- 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.

Implementation

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 at least 4 months 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 Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with Department of Education and Training (DET) guidelines. All approved camps will then be presented to School Council for their approval.
- 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 four weeks prior to the camp departure date, and pass the notification on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.

Access to Camp

- All efforts will be made not to exclude students 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. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- 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 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 and Assistant Principal, Director of Wellbeing, 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 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 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 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.
- Office staff 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 General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will ensure the Teacher in Charge has access to 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 Teacher in Charge will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- 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).
- At the end of the camp a profit and loss statement must be completed with approval from the business manager.
- All permission forms must be placed within the assigned yellow envelope and filed with the office.

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.
- 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.
- 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.
- LINKS AND APPENDICES (including processes related to this policy)

Forms <http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx>

- Emergency response
- Medical information
- Parent consent
- Planning summary
- Risk profile
- Risk Register
- School council approval
- Staff qualification

Evaluation

This policy will be reviewed as part of the three-year review cycle

Review Year

2018