



OuyenP12 College Camps Policy

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 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. Ideally, all camps should be submitted to Council for in principle approval in the February or March Council meetings each year.
- Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Principal for approval by the Consultative Committee before being forwarded to College Council. All camps must be approved prior to running. The Principal, in consultation with the Consultative Committee, will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- All approved camps will then be presented to School Council for its approval.
- 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 organising staff member will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass 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 simply for financial reasons. Parents/Carers will be notified well in advance so that those experiencing financial difficulty, who wish for their children to attend a camp, can be 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. However, all camps costs need to be paid before the camp takes place.
- 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 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 to staff at the camp location 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, Assistant Principal and Year Level Coordinator, in consultation with 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 General Office with a final student list as well as posting a copy on the staff excursion notice board.
- 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 first aid kit for each camp. The teacher in charge is responsible for collecting this 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 (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- 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 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)

During the camp

- Students must follow existing school policies.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- In the event of an emergency the Teacher in Charge will follow the School Emergency Management procedures.
- All medication will be held by a designated teacher and administered by that teacher.

Upon returning from the camp

- Permission forms will be returned to the office for filing.
- Mobile phones and first aid kits will be returned
- A camp report will be given to the Principal detailing any staff or students accident and/or misdemeanours.
- The Teacher in Charge will be responsible for preparing a report for the school Magazine and/or Pipeline.

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 College, 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.
- The Teacher in Charge will communicate the anticipated return time with the 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.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide

For further information regarding safety please check the links below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Camps Checklist

EVALUATION

This policy will be reviewed as part of the normal school policy evaluation cycle or more often if necessary due to changes in regulations or circumstances.

Approved College Council Nov 2019: Review 2020

Camps/Overnight Excursions Checklist:

This checklist should be used in conjunction with the Camps/Overnight Excursion application forms and policy guideline.

Camp/Excursion Name:	Dates:
	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.	
Staff have informed that they must comply with relevant policies and procedures and DET Safety Guidelines and correct ratios staff / student are in place. http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx	
I have ensured that Adventure Activities comply with DET Safety Guidelines (Adventure Activities). http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx	
External Providers, if used, have relevant qualifications and have demonstrated that they are registered and hold the required public liability insurances.	
Transport arrangements comply with DET regulations. http://www.education.vic.gov.au/school/principals/spag/safety/Pages/transporting.aspx	
Staff who are not registered teachers have up to date Working With Children Check.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
The 24 hour school contact person has been identified.	
The following documentation has been completed: <input type="checkbox"/> Excursion Approval form containing: <input type="checkbox"/> Detailed itinerary, with locations and contact numbers <input type="checkbox"/> Specific staffing (names) ensuring that both male and female staff are present at camp/venue <input type="checkbox"/> Detailed clothing and equipment list <input type="checkbox"/> A supervision strategy – ensuring that minimum prescribed staffing is in place at all	

<p>times, including a member of staff supervising the bus</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed Risk Management plans <input type="checkbox"/> Emergency response plan including contacts for police, ambulance, doctor, hospital, fire <input type="checkbox"/> Completed medical forms from students and staff attending <input type="checkbox"/> Completed permission forms signed by parents <ul style="list-style-type: none"> <input type="checkbox"/> Student Activity Locator (https://partner.eduweb.vic.gov.au/sites/sal#/) 	
<p>The following groups have approved the program:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Year level coordinator <input type="checkbox"/> Consultative Committee <input type="checkbox"/> College Council 	
<p>The following timelines are strongly suggested for overnight camps and excursions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inform families of camp at least 3 months in advance giving an estimated costing <input type="checkbox"/> At least 2 months before program apply to Consultative Committee and College Council <input type="checkbox"/> Complete DET Student Activity Locator form: https://www.eduweb.vic.gov.au/forms/school/sal/Default.asp 	