

CAMPING

POLICY

Rationale:

- The school's camping program enables students to further their learning and 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.

Aims:

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences 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.

Implementation:

Prior to conducting a camp, the Departments requirements and guidelines relating to camps or excursions, will be rigorously observed. Consideration in planning should include: Consideration in planning should include;

[Safety, Emergency & Risk Management](#) , including Bushfires

[Student Preparation](#)

[Student Medical Information](#)

Safety Guidelines for Education Outdoors

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DE&T requirements.
- Early in the school year the school newsletter will provide parents with approximate dates and costs associated with the year's camps.
- All camps will be budgeted for with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis with the idea of mutual exchange to be used where possible.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.

- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- The designated “Teacher in Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with Department of Education and Training guidelines. The “Notification of School Activity” form will be completed online at <https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp> at least three weeks prior to the camp departure date. All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form.
- Classroom teachers will be given the first option to attend camps.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a First Aid Teacher on each camp.
- A mobile phone will be available at all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the camps committee will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working With Children’s check. The school will pay for the associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- 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.
- All camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
 1. The educational aims and objectives of the camp.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Details on the number of students excluded from camp.
 7. Alternative program for students not attending camp.
- The above information will be provided to the Principal at least a week before the School Council meeting date.
- Students travelling outside Portland will be on buses with seatbelts.
- The school will budget \$1000 for Grade 5/6 camp and \$1000 for the Grade 3/4 Camp. Where possible parents Club will provide \$4000 over 2 years for the Grade 5/6 camps.
- Camp organisers will need to complete a Camp Evaluation form. This form will need to be presented to School Council within 6 weeks of the camps completion.

Program:

- Grade 2 Sleepover
- Grade 3 Two night / three day camp.
- Grade 4 Two night / three day camp.
- Grade 5 Four night / five day camp.
- Grade 6 Four night / five day camp.

Evaluation:

- This policy will be reviewed and as part of the school's three-year review cycle.

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

June 2019

Camp Risk Management Assessment Form

Section 1 –Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high impact		
Very high, High and moderate likelihood /Very high,		

high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		

<p>Environment</p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>		
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Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

Camp Evaluation

Venue:
Staff on Camp:

Date:
Grade Level:

Rate the following from 1 to 10.
1 being very poor - 10 being outstanding

Transport:

Food:

Accommodation:

Social Experience:

Team Building:

Student Cohesion:

Comments:

Highlights of Camp:

Bolwarra Primary School



“Nothing is Impossible”
Academic Excellence

Recommendations for next Camp:

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