

CAMPS POLICY

Policy Statement

The school's goals for the camp program include:

- enabling students to further their learning and social development in a non-school setting
- providing shared class/cohort experiences and a sense of group cohesiveness
- providing a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, judgment, cooperation and tolerance
- providing a safe camp experience for all students

Aim

To provide guidelines which allow the achievement of the school's goals for the camp program.

Guidelines/Implementation

The annual camp program will consist of:

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| Foundation | Students participating in a breakfast and designated activities. |
| Year 1 | Students participating in an evening meal & designated activities. |
| Year 2 | Students participating in an evening meal & designated activities followed by overnight sleep at school. |
| Year 3 and Year 4 | Three day outdoor activity program |
| Years 5 and Year 6 | Three day outdoor activity program |

Planning

- A designated Teacher in charge will be appointed whose responsibility will be to oversee the organisation, finances and program for the camp, make key decisions where necessary and accept ultimate responsibility for the camp.
- The staff member responsible for booking the venue must ensure it is accredited by a DET-recognised accreditation provider and be satisfied of the following about the venue:
 - The suitability of accommodation/meals and the safety of the site
 - Location of adult sleeping quarters (must be in close proximity to student sleeping quarters)
 - Availability of activities that are challenging, age level appropriate and in close proximity to main area of camp
 - Availability of activities that support the educational goals of the school's camp program
- If necessary a visit by staff should be arranged prior to booking. A reference from another school that has used the camp within the previous 12 months may also be used when choosing a venue.
- When selecting the date for the camp, the teacher in charge will consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

- The teacher in charge will ensure that parents/carers are informed of all camp/ details through information sent home. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.
- When planning for camp arrangements, gender based segregation will generally be avoided. In the case of unavoidable segregation on the basis of gender, the school will respect the student's gender identity and/or preference by allowing student choice and non-gendered options will be provided wherever possible.
- Only buses and other vehicles with seat belts will be used unless otherwise agreed to by School Council.
- Where staff/students attending camp are due to return after the end of the school day the Principal will be in attendance at school until their return. The teacher in charge will communicate with the Principal in regards to the anticipated return time.
- The teacher in charge will ensure a folder containing the following documents is to be left at the school:
 - Copies of Student medical forms
 - Parent permission forms (copy is to be taken on camp)
 - Numbers of emergency contacts for staff participating in the camp.
 - Camp operators contact names and numbers.
 - Transport company contact names and numbers
 - Names of all students attending.
 - A copy of the camp booklet, including details of all activities.

Risk Management

- An assessment of camp risks will be undertaken in accordance with Department guidelines - Planning – Managing Risk, which includes consideration of risks across the entire excursion (including transportation, bushfire risk, activities undertaken and excursion venues).
- Venue managers and activity providers should be consulted in the preparation of the school's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to inform the school's risk assessment process.

Approvals

- All camps require School Council approval. The teacher in charge will be responsible for presenting the completed School Council approval proforma and all attachments (including a risk management plan that considers the bushfire risk) to School Council via the Principal for consideration at a scheduled council meeting at least six weeks before the camp departure date (*refer to Appendix A*).
- The teacher in charge will be responsible for ensuring that the "Notification of School Activity" form (www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp, password required) is completed and forwarded to the Emergency and Security Management Unit at least six weeks prior to the Camp departure date.

Payment and Permission

- All camps will be budgeted for with detailed and accurate costing presented to the Principal.
- Parents/carers will be notified of the exact costs, date and location of individual camps as soon as practicable.
- Parents/carers will be given sufficient time to make payments for individual camps.
- Parents/carers will be sent final reminder notices at least a fortnight before the camp departure date requesting them to finalise payment.
- The school Administration will provide the teacher in charge with records of camp payments on a regular basis. The teacher in charge will be responsible for requesting payment updates from the school administration and following up any non-payments with the Principal.

- Parents/carers are required to provide written permission for their child to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form. Parents/carers should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.

First Aid and Distribution of Medication

- The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone and a first aid kit and student specific medical requirements.
- All practicable endeavours will be made to employ a paramedic to attend camps. In the absence of a paramedic, a teacher with Level 2 First Aid training will be the designated leader of First Aid for the duration of the camp.
- The cost of employing a paramedic, or casual relief teacher to replace a staff member, will be incorporated into the camp cost to parents/carers.
- If a child becomes unwell while on camp, parents/carers may be requested to collect their child from the camp. The teacher in charge will make this decision.
- The attending paramedic or designated First Aid teacher will be required to:
 - Have access to the medical details of all students who attend
 - Highlight students with specific medical needs including allergies and medication and communicate to other supervising adults as necessary.
 - Oversee the administration of medication.
 - Attend to all students who are in need of medical attention.
 - Record details of treatment of any illnesses and accidents as well as the administration of medication. This information is to be given to the General office upon return.

Duty of Care and Supervision

- All school staff attending the camp or excursion owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty can not be delegated to external camp or education providers, parents or volunteers. The designated Teacher in Charge has ultimate responsibility for all students in their care. The Teacher in Charge must brief all staff attending camp on their duty of care obligations prior to departure.
- All adults participating in the camps program will be required to have obtained a Working with Children check or have VIT registration.
- Prior to the camp or excursion, the school will ensure parent/carers are aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.
- The Principal and the teacher in charge will ensure that during camps, the school fully complies with DET guidelines, including staff: student ratio compliance. It is a school’s responsibility to be aware of these guidelines and to ensure that all students are appropriately supervised.
- Prior to the commencement of the camp, the Principal and teacher in charge must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students.
- Supervision on camps and excursions can be provided by others including volunteer parents, campsite staff, specialist instructors and pre-service teachers.
- Most camps must:
 - Be under the direct control of a teacher with at least one other excursion staff member present
 - Have enough teachers to maintain appropriate control of the excursion and each activity
 - Have teachers comprising at least half of the excursion staff
- If crossing roads, students are to use designated crossing points where available. Staff are to walk to the middle of the crossing to ensure visibility and that students cross in a safe and orderly manner.

- Teachers will ensure head counts are conducted at regular intervals throughout the camp, particularly during transitions between spaces, vehicles and activities.
- The teacher in charge or designated teacher of a camp will carry a mobile phone at all times.
- The teacher in charge will have access to all confidential medical forms and permission notes with contact details via Compass and camp permission forms. The important part of this is that the teacher, whilst outside of the school with students has the required information to make contact as needed.
- As an important part of building independence it is not intended that parents/carers participate at school camps. Parents/carers may be allowed to attend if their child has significant additional needs. The Principal will make this decision on a case by case basis.

Student Participation

- Students will not be excluded from camps due to financial hardship. Parents/carers experiencing financial difficulty, who wish for their child/ren to attend, 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.
- Students who do not attend camp are required to attend school. For students remaining at school, appropriate instruction will be provided. Where possible, the instruction received at school will have a correlation to the camp activities.
- Parents/carers will be notified if their child is in danger of losing their invitation to participate in a camp/tour experience due to unsatisfactory behaviour at school. If the unsatisfactory behaviour continues, the child may then be excluded from camp/tour. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and parents/carers.
- Parents/carers 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.
- Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.
- Principals will ensure that appropriate emergency and risk management planning is undertaken for students with disabilities attending excursions and camps.

Emergency Notifications and Communications

- In the event of an emergency, to ensure information is provided to emergency services, CNPS will notify the:
 - DET of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#). A user guide has been developed to help schools complete the online form, see: [Student Activity Locator - User Guide](#)
 - [Department of Foreign Affairs and Trade \(DFAT\)](#) of overseas travel plans so that DFAT can help staff and students remain safe and secure while overseas.
- Parents/carers will be advised of the telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
- The school will make arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion will be made.
- Consent forms will remain at the school with the designated school contact person and copies of each form will be taken on the camp by the teacher in charge.

- In the event of an emergency, accident or injury;
 - staff on the excursion will:
 - take emergency action as documented in the excursion and camp's emergency and risk management plan
 - follow DET's emergency management (bushfires) procedures for off-site activities for all excursions
 - immediately notify the school principal
 - the principal will make arrangements for the Department's Security Services Unit to be telephoned on 9589 6266.

Fire Danger or Ban

- The Principal will review planned excursions ahead of forecast days of significant fire risk or total fire ban days and liaise with DET about whether the excursion or camp should be cancelled.
- On days determined Code Red by the Emergency Management Commissioner, all camps in the CFA fire district determined Code Red must be cancelled.
- If an excursion is not cancelled, special fire safety precautions may be required, depending on the location.
- When required, CNPS will follow DET's emergency management (bushfires) procedures for off-site activities for all excursions.

Links and Appendices

Links which are connected with this policy are:

[DET Excursions and Camps](#)

Fire Danger Rating: http://www.cfa.vic.gov.au/fm_files/attachments/warnings_and_restrictions/Fire-Danger-Ratings-Brochure-Apr-2017.pdf

Appendix A: Approval Proforma for all Excursions and Activities Requiring School Council Approval

Evaluation

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by School Council on 6 September 2017.

APPENDIX A

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Training

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion. Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template
Download from the [Safety Guidelines for Education Outdoors](#) website at:

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

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

* Date(s):

Name of teacher-in-charge:

* EDUCATIONAL PURPOSE

| |
|--|
| |
|--|

PROGRAM DETAILS

* Program outline, including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

* Overnight accommodation

Type of accommodation

- Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the adventure activities that have been planned to occur during the program:

- Abseiling Base camping Bushwalking
 Canoeing/kayaking - low Challenge ropes course - high Challenge ropes course
 Cycling Horse riding Indoor rock climbing
 Orienteering Rafting Rock climbing
 Sailing SCUBA diving Snorkelling
 Snow activities Surfing Swimming
 Water skiing Windsurfing Other:

The conduct of each activity will comply with the requirements outlined in the Safety Guidelines for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

* Transport arrangements

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

| Budget | |
|--------------------------------------|--|
| <i>INCOME</i> | <i>EXPENDITURE</i> |
| Student Fees <i>Other income:</i> | Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i> |
| Total income: | Total expenditure |

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
 - Completed staffing details proforma
 - Risk management plan
 - Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
 - Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

| Name | Signed | Date |
|------|--------|------|
| | | |

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

| Name | Signed | Date |
|------|--------|------|
| | | |

Approved and minuted at a school council meeting on _____
School Council President:

| Name | Signed | Date |
|------|--------|------|
| | | |

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents/carers or other external providers.

The parent consent form should include a statement advising parents/carers if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.