



## CARLTON NORTH PRIMARY SCHOOL CAMP POLICY

### RATIONALE:

The school's goals for the camp program include:

- enabling students to further their learning and social development in a non-school setting.
- providing all children with the opportunity to participate in a sequential Camp program.
- providing shared class/ cohort experiences and a sense of group cohesiveness.
- providing a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- providing a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, judgment, cooperation and tolerance.
- supporting student transition between grade levels

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

### IMPLEMENTATION

- The annual camp program will consist of:

<ul style="list-style-type: none"><li>• <b>Prep</b></li></ul>	<ul style="list-style-type: none"><li>• Students participating in an evening BBQ or a breakfast and designated activities.</li></ul>
<ul style="list-style-type: none"><li>• <b>Year 1</b></li><li>• <b>Year 2</b></li></ul>	<ul style="list-style-type: none"><li>• Students participating in an evening meal &amp; designated activities.</li><li>• Students participating in an evening meal &amp; designated activities followed by overnight sleep at school.</li></ul>
<ul style="list-style-type: none"><li>• <b>Year 3 and Year 4</b></li></ul>	<ul style="list-style-type: none"><li>• Camp of 1 or 2 nights.</li></ul>
<ul style="list-style-type: none"><li>• <b>Years 5 and Year 6</b></li></ul>	<ul style="list-style-type: none"><li>• Camp of 2, 3 or 4 nights.</li></ul>

- School camps will be maintained at a reasonable and affordable cost, and comply with all DEECD requirements/regulations.
- Students will not be excluded from camps due to financial hardship. Parents 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/tour activities.
- 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.

- 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.
- Staff members will constitute the majority of adult supervision at camp/tour.
- **As an important part of building independence it is not intended that** parents participate at school camps. Parents may be allowed to attend if their child has special needs. The Principal will make this decision on a case by case basis.
- All adults participating in the camps program will be required to have obtained a Working with Children (WWC) check or have VIT registration.
- Parents 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.
- 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.
- If a child becomes unwell while on camp, parents may be requested to collect their child from the camp. The Teacher in charge will make this decision.
- Only buses and other vehicles with seatbelts will be used unless otherwise agreed to by School Council.
- All camps will be budgeted for with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs, date and location of individual camps as soon as practicable.
- All families will be given sufficient time to make payments for individual camps. Parents 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
- The staff member responsible for booking the venue must ensure it is accredited by a DEECD-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.
- The Teacher in charge will ensure that parents are informed of all camp/ details through information sent home. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.
- 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 one month before the camp departure date (*refer to Appendix One*).

- The Teacher in charge will be responsible for ensuring that the “NotificationofSchoolActivity”form ([www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://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 three weeks prior to the Camp departure date.
- All students are 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. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- 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.
- Where staff/students attending camp are due to return after the end of the school day a senior staff member will be in attendance at school until their return. The Teacher in charge will communicate with this person in regards to the anticipated return time.
- 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.

## **EVALUATION**

This policy will be reviewed in 2016 or earlier if required.

## **LINKS AND APPENDICES**

Links which are connected with this policy are: [DEECD Excursion Policy](#)

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

This policy was ratified by School Council August 2014

# Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

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:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abseiling               | <input type="checkbox"/> Base camping                  | <input type="checkbox"/> Bushwalking            |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing   |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing          |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling            |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming               |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> 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

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

**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 or other external providers.

The parent consent form should include a statement advising parents 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.