



CAMPING Policy

Purpose:

An annual school camp is 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 have different environmental and outdoor emphasises.

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 reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, co-operation and tolerance.
- To extend understanding of students' physical and cultural environment.

Guidelines:

- Camp organiser, in consultation with the Principal and appropriate staff, will consider the educational outcomes, cost and impact on the school program before approval is given. (See Appendix A)
- All camps must be approved by the Principal and School Council.
- The camp organiser will ensure that full records are submitted to School Council regarding the camp well in advance of the starting date of the camp. (No camp will occur unless the formal record keeping has been completed and approved.)
- The Principal in consultation with the camp organiser will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The camp organiser will complete the "Notification of School Activity" online at:
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp

Access to Camp:

- No student will be excluded from camp due to financial reasons. Parents/guardians experiencing financial difficulty, who wish their children to attend camp are able to discuss alternative arrangements with the camp organiser and Principal. Alternative payment arrangements will be made on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including costs, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, permission and medical forms and clearly stated payment finalisation dates.
- All families will be given sufficient time to make payments for camp.
- Camp deposits are non refundable.
- All money must be paid prior to camp unless special payment arrangements have been made with the Principal.
- All parental consent and medical forms must be completed, signed and returned one week prior to the camp

- All signed parental consent and medical forms are to be photocopied by the camp organiser prior to the camp. One copy is to be given to school administration and the other copy is to be taken on camp.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. (Parents/guardians will be notified if their child is in danger of losing the privilege to participate in camp due to poor behaviour at school.)
- The decision to exclude a student will be made by the Principal, Welfare Co-ordinator and camp organiser. Both the parent/guardian and the student will be informed of this decision prior to the camp.
- Parents/guardians will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The camp organiser, in consultation with the school leadership team, will make this decision.

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Camp Organisation:

- All food, equipment, organisation of activities and student management procedures must be addressed prior to the camp.
- Parents/guardians must notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring payments made by parents/guardians. They will provide the camp organiser and parents/guardians with regular payment updates.
- Camp organiser must provide the office with a final student list prior to departure for camp.
- Camp organiser will ensure there is an alternative program for those students not attending camp.
- School will provide a first aid kit for camp. Camp organiser is responsible for collecting this prior to leaving.
- The camp organiser will ensure that student medical forms are available at the camp site and all camp staff are aware of special medical issues or medication requirements for any student.
- One staff member will be designated to take responsibility for administering student medication.

Camp Site Safety:

- All safety requirements must be considered and adequately resolved prior to the camp.
- A designated Camp Organiser/Teacher In Charge will co-ordinate each camp.
- The camp organiser will ensure all students and staff attending the camp are aware of the evacuation and emergency procedures.
- The camp organiser will communicate the anticipated return time with the school office where the campers are returning out of school hours. Parents/guardians will be informed prior to the students leaving for camp. They may ring the school office to receive an updated anticipated return time.

Evaluation:

This policy will be reviewed as part of the schools' four year review process.

This policy was ratified by the School Council on

18th August 2015

APPENDIX A:

PRO-FORMA FOR SCHOOL COUNCIL APPROVAL FOR ALL CAMPS

This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date.

CAMP LOCATION & PHONE:

Name of Camp: _____

Name of nearest town: _____

Address of Camp: _____

Telephone of Camp: _____

Type of camp accommodation:

Mote	Chalet	Hotel	Bunkhouse
Canvas	Other		

CAMP DATES / TIMES:

Dates of Camp: _____

Leave school at : _____ am/pm Date: _____

Arrive back at school: _____ am/pm Date: _____

No of days of camp: _____

Is this camp in school time only: YES NO

STAFF INCLUDED:

Camp Organiser: _____
(Teacher In Charge)

No of extra staff to meet safety ratios:

Male: _____ Female: _____ Total: _____

STUDENT NUMBERS / AGE:

Actual names are NOT required when this approval application goes to School Council.

Boys: _____ Girls: _____ Total: _____

Age range of students: _____ to _____

Cost of camp (per student): \$ _____

METHOD OF TRAVEL:

Travel to camp: _____

Travel back to school: _____

Travel while at camp: _____

Are staff member's cars involved? YES NO

If YES, complete the details below:

	STAFF MEMBER NO 1	STAFF MEMBER NO 2
Car Owner		
Type of Car		
Reg Number		
Insured		
Insurance Co		
Signature		

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff members driving buses? YES NO

If buses require drivers to have endorsed licences, list staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIREY DATE

NOTE: All buses booked for camp must have seat belts.

CERTIFICATION:

- As Camp Organizer / Teacher In Charge, I certify that the particulars in this application are true and correct.
- I am aware of the Department of Education & Training safety precautions and ratios required for camps.

Signed: _____ Date: _____

Camp Organiser