**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 learnings.
- 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/Evaluation:**

- A camp is defined as any activity involving at least one night’s accommodation, including sleep overs at school.
- The program will be developed sequentially throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- An edition of the school newsletter will provide parents with approximate dates and costs associated with the year’s camps. 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 Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager on a case-by-case basis.
- 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.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the organising teacher and other key members must meet formally with the principal, to present the principal with a planning summary, to discuss the proposed camp, and to seek ‘in principle’ support for the event.
- If the principal’s approval is granted, detailed planning should commence and should include a site visit and a risk assessment.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the principal and present him/her with all documentation, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online Notification of School Activity form then be submitted three weeks prior to the activity.
- When presenting information to School Council, organising staff must be aware that Council will consider the following:-
  - What is the purpose of the camp and its connection to student learning?
Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?

Is an appropriately trained member of staff able to provide first aid?

Have staff members who are not registered teachers completed a Working with Children Check?

Is the location of staff and students throughout the camp including during travel known?

Is a record of telephone contacts for supervising staff accompanying the camp available?

Is a record of the names and family contacts for all students and staff available?

Has a copy of the completed camping forms been submitted and approved?

Will the online notification of school activity form be submitted three weeks prior to the excursion?

Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council’s requirements.

School Council requires that a report be tabled after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.

Classroom teachers will be given the first option to attend camps.

The school will provide a mobile phone for 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 supervision 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 Check.

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. Students on a level 2 or 3 contract will be unable to attend the camp.

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.

The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website:


as well as the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

To be read in conjunction with the “Excursions” policy.

The implementation of this policy will be evaluated by the school council curriculum/policy sub committee as part of our school’s three year review cycle or when a new issue arises.

Forms

All staff members organising excursions will need to fill in the attached forms and return them to office staff for the Online notification process to be completed.

Review Date:

This policy will be reviewed by the curriculum/policy sub committee in July 2012, or when a significant change or incident occurs.

This policy was last ratified by School Council in July 2009