

Willaura Primary School

CAMPS POLICY

Rationale:

- Camps are 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 may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Willaura Primary School is fully cognisant of its responsibilities under the **Child Safe Standards** – Ministerial Order 870 – effective from August 1, 2016 and will take all necessary steps to ensure the safety of children on all camps.

Aims:

- To provide all children with the opportunity to participate in a safe, sequential camping program.
- To reinforce and extend classroom learning, provide shared class experiences and a sense of group cohesiveness.
- 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.

Guidelines for Action

- All camps must be approved by the Principal and School Council.
- The Principal or their nominee will ensure that full records are submitted to School Council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal, in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The organising teacher will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date.

Access to Camp

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements,

Ref: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>
<http://www.orc.org.au/>

Child Safe: <http://www.vrqa.vic.gov.au/childsafepages/resources.html>

itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.

- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. Students participating in a school camp may be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be asked to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers and/or the Principal with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list of those attending. In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a **mobile phone** and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. This will be the decision of the Principal. When deciding which parents will attend the Principal will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be taken on camp.
- If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

Refer: [Department Of Education Safety Guidelines for Education Outdoors](#)

- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

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- The Teacher in Charge will communicate the anticipated return time with the School Office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.
- **Child Safe Standards:** the school will request evidence from the camp provider that all staff members have the appropriate WWCC or Police Checks before the camp commences
- At no time during a camp will WPS staff allow any unauthorised adults to interact with students.

Forms and procedures:

- Staff organising a camp should ensure they have checked the most recent DET guidelines for staff to student ratios, risk assessments, etc
- The Principal maintains all records of camps and will inform school council of upcoming camps for approval

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide
For further information regarding safety please check the policy documents below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DEECD Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

EVALUATION

This policy will be reviewed every two years as part of the school's Policy Review Cycle or more often if necessary due to changes in regulations or circumstances.

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

October 2016

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