

CAMPS POLICY

This policy was last ratified by School Council on June 2015

RATIONALE

We run a Camps Program to help students in grades 3-6 develop self-reliance and social skills. Our Camps Program is designed to provide students with experiences that they may not encounter through their regular school and family lives. All of our camps have a focus on team building, getting along and challenging yourself. Our grade 3-5 camps also have a focus on outdoor education whilst our grade 6 camp has a focus on getting to know Melbourne and building confidence to find your way around.

GENERAL PRINCIPLES / IMPLEMENTATION / RESPONSIBILITIES

- ◆ Our camps program is as follows:
 - Grade 3 – Overnight stay at Queenscliff
 - Grade 4- Overnight stay at Anglesea
 - Grade 5 – Three days and 2 nights at Halls Gap
 - Grade 6- Three days and 2 nights in Melbourne.

- ◆ The school camping program outlined above encompasses a series of carefully graded and planned out of school experiences.

- ◆ The Principal is responsible for the conduct of all camps. Planning details must be provided in advance by Year Level co-ordinators to enable the principal to consider arrangements and recommend a camp. Before final arrangements are made, details of each camp / overnight stay must be presented to and approved by School Council.

- ◆ Teachers are responsible for the following considerations prior to the camp:
 - The purpose of the activity within the Curriculum
 - Appropriateness of the venue
 - The safety and welfare provisions for students and staff
 - The experience and competence of staff relevant to activities being undertaken
 - The legal requirement of student supervision and duty of care
 - Total cost of camps.

- ◆ All camps must comply with DEECD guidelines. *This includes a ratio of at least 1 adult to every 10 students.*
- ◆ Permission and medical authority forms are to be signed by parents / guardians and taken with the class teacher on the camps.
- ◆ A First Aid Kit and a mobile phone must be taken by designated staff on all camps.
- ◆ Adults attending camps must include a person with current Level 2 First Aid qualifications.
- ◆ Keeping Camps Affordable for Parents:
 - When selecting and planning a school camp, keeping the costs to a minimum should be a major priority, to encourage greater participation.
 - Camp costs are to be covered by the parents but financial assistance may be given at the discretion of the Principal.
 - Parents are to be made aware of camp dates and estimated costs well in advance to give parents as much time as possible to find the money for camps.
 - Camps are to be spread across the school year to make it easier for parents with more than one child in grades 3-6 to find the money for camps.
- ◆ The Co-ordinator must complete the excursion approval form and risk management assessment which is then filed in the office prior to the camp.
- ◆ Satisfactory arrangements to provide for students remaining at school during the absence of staff accompanying a camp, need to be in place prior to that camp.
- ◆ Given duty of care responsibilities and Student Code of Conduct expectations, the Principal may exercise discretion in allowing students to participate in camps.
- ◆ Details of the proposed camp must be entered via the designated DEECD website to the Office of Emergency Management.
- ◆ Where practical, fully catered camps should be booked before the end of the preceding year.
- ◆ Lead up and follow up activities should complement the camp.
- ◆ During camp weeks, employment of Casual Replacement Teachers and/or rearrangement of specialist teacher timetables will occur, to meet staffing requirements.

EVALUATION

This policy will be reviewed in 3 years' time.