



Carrum Primary School 3385

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Camp Policy

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, co-operation and tolerance.

Implementation:

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
- The School Council will ensure that all school Camps are maintained at a reasonable and affordable cost, and comply with all DEET requirements.
- The school Newsletter will provide parents with approximate dates and costs associated with the following year's camps.
- All Camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal 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. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous Camp will be unable to participate in the Camping program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT) who are involved in Camps.
- The designated "Teacher in Charge" of each Camp will ensure that all Camps, bus arrangements and Camp activities comply with Department of Employment, Education and

Training guidelines. The “SAL- Student Activity Locator” will be completed and submitted online to the Department of Employment, Education and Training three weeks prior to the Camp departure date. All students will be 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.

- Classroom teachers will be given the first option to attend Camps.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each Camp.
- All of the staff will carry mobile phones.
- 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 may be invited to assist in the delivery of school Camps. When deciding on 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 comply with ‘Working with Children’ legislation.
- Parent volunteers may be required to pay the accommodation and meals cost of the Camp.
- 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. If the unsatisfactory behaviour continues, the child will then be excluded from Camp. 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.
- All Camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include:
 1. The educational aims and objectives of the Camp.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.

The above information will be provided to the Principal at least a week before the School Council meeting date.

Emergency procedures;

- The school’s emergency procedures include the effects of an emergency on student supervision in the event of camp, staff being required to assist injured students or to go for help.
- All camp staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on camp.
- On days of extreme fire danger or total fire ban, the principal may need to cancel a camp at short notice. Where a camp is not cancelled, special fire safety precautions will be implemented.

Appendices:

Appendix A: Environment and General Risk Assessment

Evaluation:

- This policy will be reviewed regularly as part of the school's three year review cycle.

This policy was ratified by School Council on 21/11/2017

Due for review November 2020

General Camp/Excursion Risk Assessment

This form is to be completed as part of the planning process for all camps and excursions.

| | | |
|---------------|--------------|---------------------------|
| Class: | Date: | Teacher In Charge: |
|---------------|--------------|---------------------------|

| | Dangers Factors which could lead to each inherent risk eventuating | Risk management Strategies Strategies to reduce risks |
|---|--|---|
| PEOPLE Attributes people bring to an activity eg/ skills, physical fitness, health, age fears, number | | |
| EQUIPMENT Resources that impact on the activity e.g. clothing, footwear, teaching equipment | | |
| ENVIRONMENT Factors that impact on the activity e.g. weather, terrain, water | | |

Critical incident management (emergency procedures) – contact the school for assistance.

If a student is lost-ensure all other students and staff are safe. Contact the school principal who will contact Emergency Management and the appropriate authorities.

If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.