

# WPS – CAMP POLICY

**For Period:  
May 2017 – May 2020**

## **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. A camp is defined as any activity that involves at least one night's accommodation.

## **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 provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- 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.
- To further develop student's problem solving and life survival skills
- To extend understanding of student's physical and cultural environment

## **Implementation:**

Prior to conducting a camp, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- Safety, Emergency & Risk Management , including Bushfires
- Student Preparation
- Student Medical Information
- Safety Guidelines for Outdoor Education

*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.*

- All camps must be approved by the Principal and School Council.
- All camps must be on the accredited camps list.
- All camps must provide a risk assessment for all activities.
- The principal or their nominee will ensure that full records are submitted to 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 organise a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to information being sent home to families. This decision will be made by the Principal or Assistant 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 and/or Assistant Principal, in consultation with organising teachers, will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The Teacher in Charge will complete the “Notification of School Activity” online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) four weeks prior to the camp departure date, and ensure relevant details are recorded in the school electronic diary to be then entered on the daily absence board.
- All approved camps will then be presented to School Council for their approval.

### **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 Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager 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, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation 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 and Assistant Principal in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp.
- Parents will be requested 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 a member of the leadership team, 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 the organising teacher with detailed records on a regular basis.
- Parents will be given at least one term’s notice of upcoming camps and these events will be listed in the newsletter and on the Skoolbag app.
- Spare copies of notices will be placed in the school foyer and uploaded to the website.
- ALL deadlines for permission notes and payment will be one week prior to the event. There will be no exceptions to this rule UNLESS parents have approached the school for a payment plan and have begun paying off the event.
- One week before the deadline, families who have not returned reply slips and/or money will receive a RED ALERT reminder.
- The teacher in charge must provide the Office with a final list of students attending camp.

- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp. The organising teacher will also provide a list of these students to the Office with their allocated grade and teacher who will be supervising the students who are not attending. The organising teacher will ensure that he/she has liaised with all staff involved in the relocation.
- 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. When deciding which parents will attend the organizing teacher 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 organising 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 first aid trained staff member will be designated to take responsibility for administering student medication, if require. (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 provided to Wandong Primary School, and 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.
- 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.
- 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 encouraged to access to Skoolbag app or Facebook for camp updates.

### **Evaluation:**

- This Policy will be reviewed every three years as part of the Wandong Primary School cyclic policy review process.

### **CERTIFICATION**

- This policy was adopted at the School Council meeting held at Wandong Primary School on 8th day of May 2017.
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| <ul style="list-style-type: none"> <li>• Signed:<br/>School Council President</li> </ul> | <ul style="list-style-type: none"> <li>• Signed:<br/>School Principal</li> </ul> |
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