

Camp Policy

Status: Ratified by School Council
September 2013

Rationale:

Camping is considered to be a valuable part of Rolling Hills Primary School's program. It is valued as an end in itself as it provides a certain unique set of values and opportunities that justify its inclusion in the curriculum. Camping provides each child with the opportunity to gain knowledge, experience and a sense of achievement through a variety of challenging situations in a non-school setting, while at the same time developing social skills, a sense of responsibility and independence.

Aims:

- To provide educational experiences that enhance the classroom program.
- To provide all students with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness by instilling a sense of responsibility toward others and an awareness of the need for team building within the camp environment.
- 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 and/or outdoor pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, judgement, cooperation, tolerance and a greater awareness of the environment.
- To provide Camps/Tours annually unless an alternative is agreed upon.
- Promote healthy staff/student relationships and improve student attitudes to school and their work.

Guidelines:

Schools Policy and Advisory Guide:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning>

AusVELS Curriculum documents

Implementation:

1. The Principal will be responsible for the implementation and supervision of this policy and ensure that all camps and excursions are conducted within government and School Council guidelines.
2. The Camp Coordinator will ensure the Camp, bus arrangements and Camp/Tour activities comply with DEECD guidelines.
3. The "Notification of School Activity" form will be completed and forwarded to DEECD and to the Office of Emergency Management three weeks prior to the Camp/Tour departure date.
4. Teachers should take particular care to comply with the requirements for camps/excursions that are set out in the Schools Policy and Advisory Guide.
5. The Camping Coordinator at each level will take responsibility for the planning, preparation and implementation in collaboration with School Council, staff and parents.
6. Planning is to be undertaken in accordance with AusVELS guidelines including Physical, Personal and Social Learning and the Schools Policy and Advisory Guide including risk management covering all aspects of the camp
7. School Council has the ultimate responsibility for approving plans, arrangements and costs
8. The camping program will be developed sequentially and planned as a progression of socialisation experiences and camping activities, commencing in Foundation and to Level 6.
9. Camp venues will be organised biannually to provide new experiences for each year group of a particular AusVELS level. All students from Levels 2-6 will be given the opportunity to attend a sleep-over or school camp.

The following program is suggested as a guideline to be adapted as the need arises:

Foundation	Students participating in a breakfast and designated activities.
Level 1	Dinner and games at school.
Level 2	Combined dinner and designated activities with an overnight sleep at school on the same night as Level 1
Level 3 and Level 4	Camp or Tour of 1 or 2 nights
Level 5 and Level 6	Camp or Tour of 4 nights

Policies

10. The participation of class teachers with their own class is a major factor in the success of a camping program and it is anticipated that each class teacher will be involved in the program.
11. Staff members will constitute the majority of adult supervision at Camp/Tour.
12. Parents may be invited to participate in camps and to assist in supervision. When recommending which parents will attend, the School will take into account:
 - ◆ Any valuable skills the parents have to offer, eg. First Aid.
 - ◆ The need to include both males and females.
 - ◆ The special needs of particular students.
 - ◆ Parents selected to assist with the external Camps program will be required to have a current Working With Children check (undertake a DEECD Police Records check).
13. Camps involve teachers in added responsibility and care for students. Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the Camping program. If, in the opinion of the Principal, any student constitutes a danger to themselves or others, because of misbehaviour or incident, that child may be excluded from the camp at any time. 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 may then be excluded from Camp/Tour. The decision to exclude a student will be made by the Principal/Assistant Principal, in consultation with the camp co-ordinator and the classroom teacher.
14. Parents will be requested to collect their child from Camp if their child exhibits behaviour that is considered unacceptable. The Camp Coordinator, in consultation with the Principal/Assistant Principal, will make this decision. Costs incurred will be the responsibility of the parent.
15. BUDGET
 - ◆ Cost should be kept to a minimum, however, the Camp Level Coordinator must ensure that camps are carefully costed to avoid a financial loss.
 - ◆ Costs are to be met by parents who will be given the option of paying the full amount or by installments.
 - ◆ Students will not be excluded from Camps/Tours for financial reasons. Parents experiencing financial difficulty, who wish for their child/ren to attend, will be required to discuss their individual situation with the Principal or Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant Principal on a case-by-case basis.
16. Students who do not attend camp are required to attend school. For students remaining at school appropriate instruction will be provided. Alternative placements and work will be stipulated in the week prior to the Camp/Tour.
17. The overall cost of the Camp/Tour will include funding for the cost of replacement teachers (CRTs) should they be required.
18. Buses fitted with seat belts will be a priority when transporting children to and from camp.
19. The Sun Smart policy must be adhered to on school Camps. (Refer to Sun Smart Policy)
20. The school Administration will provide classroom teachers with detailed records of Camp/Tours payments on a regular basis. The Camp Coordinator will be responsible for requesting payment updates from the school administration and provide this for classroom teachers.
21. Classroom teachers will be responsible for reminding students of payment requirements and bring to the attention of the Camp Coordinator any payment issues.
22. Classroom teachers of the students attending will be given the first option to attend Camps/Tours.
23. All students will be required to provide written permission from their parents to attend the Camp/Tour, as well as a completed "Confidential Medical Information for School Council Approved Excursions" form.
24. The school/camp will provide a Level 2 First Aid Teacher on each Camp/Tour. This teacher will be the designated leader of First Aid for the duration of the Camp/Tour. The designated First Aid teacher will be required to keep:
 - The medical details of all students who attend.
 - Highlight students with specific medical needs including medication.
 - Oversee the administration of medication.
 - Attend to all students who are in need of medical attention.
 - Record details of treatment of any illnesses and accidents as well as the administration of medication.
25. Prior to selecting a venue, a visit by staff/parents should be arranged (unless otherwise agreed) to assess:
 - Suitability of accommodation
 - Location of adult sleeping quarters (must be in close proximity to student sleeping quarters)
 - Availability of activities that are challenging, appropriate to age level and in close proximity to main area of Camp.
 - Safety of the site, and/or
 - Seek a reference from another school that has used the Camp.

Policies

26. Parents will be informed of all Camp/Tour details through a variety of means such as letters sent home and newsletter articles. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.
27. Where staff/students attending Camp/Tour are due to return after the end of the school day a senior staff member will be in attendance at school until their return. The Camp Coordinator will communicate with this person in regards to the anticipated return time.
28. All Camps/Tours require prior School Council approval before confirmation of the booking. Information presented to the School Council will include:
 - The educational aims and objectives of the Camp/Tour.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Procedures followed to ensure the safety of the children. (*refer to Excursion Manual and supporting documents*)
29. Details of names of all adults attending, their expertise and experience to be provided to School Council one month prior to the Camp/Tour.
30. The above information will be provided to the Principal at least a week before the School Council meeting date.
31. A folder containing a copy of the following documents is to be left at the school:
 - Student medical forms and parent emergency contact numbers.
 - Staff and parents participating in Camp/Tour emergency contact numbers.
 - Camp/Tour contact names and numbers.
 - Names of all students attending.
 - A copy of the Camp booklet, including details of all activities.
32. Reflections will be undertaken after each camp will be made as part of the process to make future recommendations.

Evaluation

A major review of this policy will form part of the school's three-year cycle. A minor review will occur annually.

References:

- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning>
- <http://www.eduweb.vic.gov.au/edulibrary/public/curricman/support/3-3.pdf>