

SCHOOL CAMP POLICY

PURPOSE:

Kananook Primary School's camping program enables students to further their learning and social skills development in a non-school setting. The camps may have a cultural, environmental or outdoor emphasis and are viewed as a valuable part of a student's educational program. Camps are a means of using different resources to enhance and enrich student learning.

NATURE:

Camps provide different experiences and challenges not normally available to students in a school environment.

Camping refers to the social experience of students living with their peers and supportive adults in an unfamiliar but relaxed environment.

AIMS:

The school aims to provide camp and excursion opportunities for all students so that they may:

- learn in and out of class/school situations
- live and work in groups, outside of home and school environments, over extended periods of time
- further develop social skills such as co-operation, tolerance, communication and individual and group interaction
- further develop their problem solving and life survival skills
- interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- extend their understanding of their physical and cultural environment
- develop an awareness and enjoyment of natural or cultural environments
- develop skills in various activities associated with outdoor education
- be involved in the decision making, planning, preparation and presentation processes associated with these opportunities
- receive direct experience for the implementation of relevant academic programs

RESPONSIBILITIES OF THE PRINCIPAL:

The Principal has a responsibility to:

- supervise the organisation of a camp
- ensure suitable arrangements and provisions are made for the safety of students and adults involved in the camp, especially those with food allergies / anaphylaxis and/or other medical conditions such as asthma
- ensure that sufficient camp staff and teachers have valid and appropriate first aid training, including First Aid training in Anaphylaxis (22099VIC) and the Emergency Asthma Management (22024VIC EAM) course
- ensure camp organisers have completed the Emergency Asthma Management (EAM) course at least every three years
- ensure that parents/guardians complete the Asthma Foundation's School Camp Asthma Action Plan, Asthma Student Health Support Plan and the Department's Confidential Medical Information for School Council Approved School Excursions form.

- ensure that financial costs allow for all students to participate
- ensure that the program is balanced and suitable for the age group
- ensure that Department of Education and Early Childhood Development (DEECD) guidelines are met (see pages 3 and 4 for DEECD policies)
- ensure the program conforms to school policies including social justice
- ensure that all staff have training and development and access to information so that effective programs can be developed
- ensure that staff are familiar with the campsite so that maximum use can be made of the program
- ensure that camps are held as regularly as this policy provides for
- ensures that the chosen campsite meets acceptable safety standards
- provide opportunities for time payment if requested by parents.

RESPONSIBILITIES OF TEACHERS:

The teacher-in-charge must:

- complete the Approval proforma
- submit the Approval proforma to the principal
- submit the Approval proforma to school council before the camp can proceed
- submit a Notification of School Activity form three weeks prior to the camp
- communicate with the camp staff at the time of confirmation and then at least 6 weeks prior to the date any information relating to medical conditions such as anaphylaxis and asthma
- liaise with camp organisers and parents of students with anaphylaxis in regards to suitable menus, ingredients and activities.
- liaise with camp organisers and parents of students with asthma in regards to triggers and other factors
- establish that camp staff are sufficiently trained to manage students with anaphylaxis and asthma
- ensure up-to-date medical information is provided by parents and adequate medication is provided
- ensure that parents/guardians complete the Asthma Foundation's School Camp Asthma Action Plan, Asthma Student Health Support Plan and the Department's Confidential Medical Information

Teachers have a responsibility to:

- provide opportunities for a wide range of educationally valuable outdoor experiences through camps
- ensure that a camp does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval
- draft an annual/biannual program in consultation with all staff so that there is coherence between years and so other school activities can be adjusted
- notify parents of the intent, purpose, venue, date and requirements of camps to be held well in advance
- ensure that all camp fees are received no less than 10 days prior to the event
- ensure DEECD regulations and guidelines are followed
- ensure that when using private cars each child wears an approved seatbelt and the vehicle has Third Party insurance cover
- ensure that all medical information and medication is collected and available
- complete an evaluation of the camp/excursion

- ensure that the chosen campsite meets acceptable safety standards

RESPONSIBILITIES OF STUDENTS:

Students have a responsibility to:

- participate in class planning for the camp
- follow the direction of teachers and parent helpers
- observe school and class rules
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the camp

RESPONSIBILITIES OF PARENTS:

Parents have a responsibility to:

- support the school's program by encouraging their child's participation in camps
- support the camp code of conduct
- notify the school if cost of camp prohibits participation of their child
- provide full up to date medical information to the teacher in charge and any required medication for students with medical conditions
- provide up-to-date information to the teacher-in-charge in regards to any medical conditions
- provide feedback on the camp

RESPONSIBILITY OF SCHOOL COUNCIL:

School councils are responsible for approving overnight excursions, camps, adventure activities, interstate and overseas trips, excursions involving sea or air travel, and excursions involving weekends or vacations. In approving a camp, excursion or trip, school councils must be satisfied that adequate planning and preparation has been taken to ensure the safety and wellbeing of the students involved. The following document must be completed by the teacher in charge of the activity and submitted to school council for approval.

- Pro forma for activities requiring school council approval can be found at <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/planning/approval.htm>

For guidelines and advice related to camps, excursions and adventure activities provided by the Department, see:

- [School Policy and Advisory Guide](#)
- [Safety Guidelines for Education Outdoors](#)

School council members should also refer to the [School Councils](#) page in the Safety Guidelines and may wish to use the [School council checklist](#) to ensure that the council has met all its obligations for a proposed excursion.

DEECD POLICIES (reference: School Policy and Advisory Guide - Student Safety)

- 1. Online Notification** - schools are required to complete the online notification of school activity form for school camps. School approved camps must be entered into

the Student Activity Locator (SAL) at least 3 weeks before the activity using the online notification for at www.eduweb.vic.gov.au/forms/school/sal

- 2. Planning and Approvals** - all camps are planned and approved in accordance with Department policy and requirements. All camps requiring school council approval must meet the requirements of the Safety Guidelines for Education Outdoors.
- 3. Staffing and Supervision** – schools must ensure camps are appropriately staffed in relation to experience, qualifications, skills, size of the group, activities etc.
- 4. Student Preparation and Behaviour** – schools must ensure students are adequately prepared for camps and that the disciplinary measures are appropriate and consistent with the Effective Schools are Engaging Schools – Student Engagement Policy Guidelines and the school’s own student engagement policy.
- 5. Student Medical Information** – a confidential medical form must be completed by parents or carers. The teacher in charge must take the forms on the camp and leave a copy of the forms at school.
- 6. Safety, Emergency and Risk Management** - Principals must ensure that appropriate emergency and risk management planning is undertaken for camps

DEECD POLICIES (reference: School Policy and Advisory Guide -Student Health)

- 1. Anaphylaxis Management in Schools** - The teacher-in-charge and parent of Anaphylactic student are to conduct a Risk Assessment and Minimisation Plan in regards to the camp activities 6 weeks before the camp, then the teacher-in-charge needs to communicate and discuss this plan with camp organisers.
- 2. Asthma Management in Schools** - Parents/guardians are to complete the Asthma Foundation’s School Camp Asthma Action Plan and Student Health Support Plan. Schools are to ensure those staff with a direct student wellbeing responsibility such as nurses, PE/sport teachers, first aid and camp organisers have completed the Emergency Asthma Management (EAM) course at least every three year. Schools are to provide equipment to manage an asthma emergency in their asthma first aid kits.
- 3. Sun protection** - protect staff and students from harm caused by overexposure to ultraviolet (UV) radiation.

IMPLEMENTATION:

- Camps will usually be organised for students in Years 3 – 6
- Camps will be on a two- year rotation, so children do not attend the same camp twice.
- Locations for school camps can be decided on a yearly basis.
- The total cost of each camp should provide ‘fair value’ to families.
- An approximation of a camp’s total cost will be provided as early as possible.
- A non-refundable deposit will be required by a specified date to guarantee a child’s place on camp.
- Final payments will be required by a specified date prior to departure.
- A limit shall be placed on the amount of spending money taken by children to camps, appropriate to the venue.
- Children are not permitted to leave camps to visit with family friends or relatives.
- Children will not need phone cards, mobile phones or money for phone calls unless prior permission has been given by the Camp Co-ordinator.
- All parental forms shall be checked by a staff member to ensure that all appropriate information, as well as all required signatures, has been provided.

- All camps must have School Council approval.

STAFFING CAMPS:

Staff to student ratio is set as per Government guidelines (1:10)

Camp staff will be selected in the following order.

1. from members of the teaching staff
2. from teacher/integration aides
3. from student teachers attached to our school

If parents/guardians are required to satisfy the above ratio, the following selection criteria will be used:

- holder of a Police Check
- experience in managing children outside the family eg. Coach, Scout Leader
- relevant qualifications such as First Aid, Anaphylaxis Training, Asthma Training, Outdoor Education or Environmental qualifications.
- parent/carer of a student with a severe / life threatening medical condition
- gender balance of camp staff

NB. Being the first to convey availability does not form part of the selection criteria.

EVALUATION:

Opinions from staff in attendance, students and parents will be sought as part of an evaluation following a camp. The Camping Policy will be reviewed regularly as part of the whole school cyclic review process.

Ratified by School Council 2012