

# Camp Policy

## Rationale

Camps provide students with the opportunity of experiencing a sense of achievement through participating in a variety of challenging situations involving contact with the natural environment. The program is structured to support relational learning through the development of social skills, leadership, respect for the environment and enjoyment.

## Policy Statement

It is an expectation that all children attend school camps. Camps assist with the development of resilience, co-operative skills and self esteem.

## Implementation

The Principal is consulted regarding the procedures outlined in the School Reference Guide in conjunction with Safety Guidelines: **Camping and Bush Activities, 1998**. Camps must be accredited by the Camping Association of Victoria in conjunction with DEECD under their Australian Campsite Accreditation Program and meeting requirements on the School Compliance Checklist.

It is essential the leader of the Camp consults Safety Guidelines: **Camping and Bush Activities Manual, 1998** regarding ratios, staff qualifications, first aid procedures, weather conditions and voluntary workers.

A school contact person is to be appointed preferably the Principal or Assistant Principal. A contact system is arranged and known to parents, staff and the Principal. The contact person has full details and timetables of the camp organisation. (i.e. Camp Book).

The Camp Leader is to complete an evaluation form following the camp. Students will also have the opportunity to complete an evaluation form relevant to the camp.

Comprehensive FIRST AID KITS together with a MOBILE PHONE must be taken on the camp. (Consult **Safety Guidelines: Camping and Bush Activities, 1998**).

The Croydon Hills Primary School Activities Approval Form, and Notification of School Activity Form (sent to the Emergency and Security Management Branch), MUST be completed online for approval at least ONE MONTH prior to the camp, having been presented firstly to the Principal and then to the School Council including a list of suitable Parent Helpers where needed. Parents will be notified once approved by the School Council.

All documentation including communications proformas should be submitted to the whole school camp coordinator and to be filed electronically on the admin school server.

## Finance

The camp budget must be drafted and approved by the Camp Co-ordinator in conjunction with the Principal prior to any notices going home to parents. The camp budget must adequately cover all expenses.

Camp Payments may be paid in instalments.

The school will support families with financial difficulties. This is to be discussed with the Principal/Assistant Principal.

## Staffing

At least one staff member is to have prior experience in managing students in a camping environment. Staff are allocated to activities according to their experience and expertise. Educational Support Staff will

be used to support special needs students. Their primary responsibility will be for the special needs students only.

Staffing will include at least one staff member with current Level 2 First Aid qualifications. An Asthma Action Plan and Anaphylaxis Plan are to be filled out by parents prior to the camp. This may involve:

- The parent or trusted adult may be asked to attend the camp with the student if the condition is life threatening
- Prior to the camp, the camp coordinator will liaise with campsite personnel to ensure adequate precautions and safety measures will be implemented
- All attending adults will have knowledge of students with health issues and understand treatments if necessary
- Specific food requirements may need to be supplied by parents.

A staff member is appointed to be responsible for First Aid and for managing individual children's medical requirement.

Camp volunteers may include parents, student teachers or community members with relevant expertise. All resident volunteers require a Police check and a Working with Children Check (WWC). Those wishing to be considered to help on camps will be required to complete the "Selection of Parents to Assist on Camp" form

### **Room Allocation**

Students will find out which room they are in when they arrive at camp.

If there are social issues, the child with the concern will be asked to move to a more appropriate room.

### **Information to Parents**

Term 1 Information Evenings to include the outline of the camping program for that year. Communication with parents, regarding camps is ongoing.

Correspondence to parents must contain sufficient information about the nature of proposed activities to enable them to make an informed decision before signing the consent form.

Students and their Parents are made aware that acceptable standards of behaviour are expected during camp. Children and parents must sign a Camp Behaviour Agreement Form and meet costs of any damage caused as a result of their child's unacceptable behaviour. Parents must provide written consent for their child to be collected from camp at the parent's expense in the event of serious misbehaviour. At the time of the misbehaviour, the Principal is to be consulted and will make the final decision. The Camp Leader must take into consideration the DEECD guidelines.

Parents must provide medical forms and written consent for their child to participate in the school camp and to travel in a private vehicle in the case of emergency situations. The use of private vehicles should be in accordance with 4.4.2.10 Student Safety in School Reference Guide.

## **References**

Safety Guidelines: Camping and Bush Activities, 1998

For further information about student safety and risk management see Section 4.4 and 6. of the online [Victorian Government Schools Reference Guide](http://www.eduweb.vic.gov.au/referenceguide) ([www.eduweb.vic.gov.au/referenceguide](http://www.eduweb.vic.gov.au/referenceguide)).

Working with Children Act 2005



## Review

The Policy will be reviewed as part of the School Review cycle.