



## **POLICY: CAMPING**

### **PURPOSE**

The camping program enables students to further their learning and social skills development. Camps may have a cultural, environmental, outdoor or curriculum focus and are an important aspect of the educational programs offered at our school. A camp is defined as an activity involving at least one night's accommodation.

### **AIMS**

- To provide children with the opportunity to participate in a safe camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend school curriculum.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, getting along, resilience, organisation, confidence, persistence and tolerance.

### **IMPLEMENTATION:**

- The school council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- An outdoor camp for Years Four and Six will be provided at different venues.
- All camps will require school council approval. Approval will be sought in December prior to the camps.  
The school council is to be provided with the following information when seeking approval:
  1. The approximate cost per head for each camp, based on previous year cost
  2. Procedures to be followed to ensure the safety of the children
- Parents will be notified in the February school newsletter and year level newsletter of the camp dates, venue and approximate cost.
- Parents will be notified of the exact costs and other relevant details of individual camps no less than four weeks prior to payment being required.
- 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 invited to discuss their individual situation with the principal/business manager. Decisions relating to alternative payment arrangements may be made by the principal on a case-by-case basis.
- Parents will be sent reminder notices or verbal notification prior to the closing date for total payment. Payments must be made by the designated date, unless alternative arrangements have been made with the principal.
- Administration staff will be responsible for managing the payments made by parents and will provide the camp coordinator with detailed records on a regular basis.
- A budget will be allocated each year that will cover the casual replacement teacher (CRT) cost of replacing teaching staff who are attending camps.
- The camp co-ordinator will ensure that all camps, bus arrangements and camp activities comply with DET guidelines. The "Notification of School Activity" form will be completed and forwarded to the DET three weeks prior to the camp departure date. All students will be required to provide written permission from their parents to attend the camp, a Code of Conduct for camp, as well as a completed "Confidential Medical Information for School Council Approved Excursions" form.
- The camp coordinator will ascertain if the camp location and or excursion location is in a bushfire zone which will be recorded on the 'Notification of School Activity' form.

- The school will send notification for clothing requirements.
- The teachers from participating classes will be given the first option to attend camps. Teachers attending are to travel on a bus unless an emergency vehicle is deemed as necessary.
- Students not attending will be accommodated at school for the duration of the camp.
- The school will provide the opportunity for teachers to update their first aid skills and will provide the appropriate number of Level 2 First Aid qualified people in accordance with departmental regulations on each camp.
- A participating staff member will record, monitor and supervise all medication to be taken by students whilst at camp. The medication will be stored in a safe place at camp.
- Dietary requirements, based on religious or health reasons, will be accommodated at camp.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The camp coordinator will communicate with this person in regards to the anticipated return time. An approximate return time will be communicated via Skoolbag.
- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the camp committee will take into account:
  1. Any valuable skills the parents have to offer.
  2. The need to include both male and female parents for gender equity.
  3. The special needs of particular students.
  4. A parent representative from each class where possible.
- Parents selected to assist with the camping program will be required to hold a current Working with Children's check.
- 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, as determined by the Student Code of Conduct. 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.
- 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, will make this decision. Costs incurred will be the responsibility of the parent.
- At a school council meeting, prior to the camp departure date, the following information will be presented: -
  1. The names of all adults attending.
  2. Travel arrangements and costs.
  3. Detailed venue information and an itinerary of events.

**REVIEW:**

This policy will be reviewed in 2022.

**APPROVED BY COUNCIL:**

**21/5/2019**