POLICY: CAMPING

Help for non-English speakers
If you need help to understand this policy, please contact the office on 9702 2022.

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 DoE requirements.
- An outdoor camp for Years Four at Arrabri Lodge, East Warburton and Six, Phillip Island Adventure Resort will be provided at different venues. An educational camp will be provided for the Year Five students to Sovereign Hill.
- 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 who are eligible can access the department's Camps, Sports and Excursion Fund. (CSEF)
- 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.
- The Business Manager 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 coordinate the camp and complete the 'Excursion e-learning module' on eduPay.
- The camp co-ordinator will ensure that all camps, bus arrangements and camp activities comply with DoE guidelines. The 'Student Activity Locator' form will be completed by the business manager and forwarded to DoE three weeks prior to the camp departure date.
- The principal is required to complete the 'Principal Approval Form.'
- The 'Risk Register and Emergency Management Plan' is to be completed by the camp co-ordinator in liaison with the business manager.

- 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 'Medical Information for Camp' form.
- Prior to conducting an excursion, the department's requirements and guidelines relating to camps will be rigorously observed. Consideration in planning should include:
    - safety, emergency & risk management , including bushfires or other natural disaster activity in the excursion location. In the event the Bureau of Meteorology forecasts a Catastrophic fire danger rating (FDR) day, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp for any other reason.
    - student preparation
    - student medical information
    - safety guidelines for education outdoors
- The camp co-ordinator is to provide the general office with final student lists in manilla folders including the details of staff attending (mobiles, emergency contacts) as well providing the location of students not attending the camp.
- The school will send notification for clothing requirements.
- Students are not permitted to bring their own supply of food items to camps, apart from a morning tea or lunch break on the way to the camp or unless due to medical reasons.
- Students are not permitted to take electronic devices to camp unless approved by the principal, for example, a medical reason.
- 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. A signed 'Medical Information for Camp' form needs to be provided. The medication will be stored in a safe place at camp.
- Any costs associated with student injury rest with parents/carers unless the department is liable in negligence (liability is not automatic). The school and the department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.
- Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our Administration of Medication Policy and the student's signed Medication Authority Form. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps It is the responsibility of parents and carers to ensure their child/children are in good health when attending camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.
- Parents may be invited to assist in the delivery of camps. The parents will require a Working with Children check (WWC) and complete the Volunteer's Form and read the accompanying policies in the 'Volunteer Pack'. School staff will notify parents/carers of any costs associated with attending. School staff are in charge of camps and parent/carer volunteers are expected to follow teachers' instructions. When deciding which parents/carers will attend, the camp co-ordinator will take into account: any valuable skills the parents/carers have to offer (e.g.first aid etc.) and the special needs of particular students.
- Students with significant and complex behaviours are to have a parent attend camp to support a safe camping program.
- Dietary requirements, based on religious or health reasons, will be accommodated at camp.

- A principal class officer will be in attendance at school whilst the children are returning from camp. The camp coordinator will communicate with this person in regard to the anticipated return time. An approximate return time will be communicated via XUNO.
- Students 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.

ARRANGEMENTS FOR PAYMENTS:

- 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 families will be given sufficient time to make payments for camps. Parents will be provided with permission forms and camp information clearly stating payment finalization dates. Children whose payments have not been finalized by the camp finalisation date will not be allowed to attend unless alternative payment arrangements have been organized with the business manager. Newly enrolled students will be exempted from the payment finalisation date.
- The Business Manager will be responsible for managing and monitoring the payments made by parents through XUNO and will provide organizing teachers with detailed records on a regular basis.
- The Business Manager can also discuss family eligibility for the department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school.

DUTY OF CARE OF STAFF:

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that a camp with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that camps require the teacher to fully comply with DoE guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that school policy is for students to be counted, on a regular basis whilst participating on the camp.
- Arrangements will be made for students not attending the camp to continue their normal program at school under supervision of another classroom teacher.

COMMUNICATION:

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Placed in a school newsletter
- Discussed at staff briefings/meetings as required

POLICY REVIEW AND APPROVAL:

Policy last reviewed	12/8/2025
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	May 2029