



Camps Policy and Procedures

14-36 Lesdon Avenue Cranbourne 3977
Email: rangebank.ps@edumail.vic.gov.au

Tel: 5996 8900
Website: <http://www.rangebankps.vic.edu.au/>

BASIC BELIEFS

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps complement, and are an important aspect of the educational programs offered at the school. A camp is defined as an overnight activity which may occur either within the school grounds or beyond the school grounds.

AIMS

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of the student's physical and cultural environment.

GUIDELINES FOR ACTION

- All excursions must be approved by the Principal or his nominee.
- All camps must be approved prior to running. Where a camp proposal has not been submitted, that camp will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The Principal or his nominee(s) will consider the educational outcome of the camp as well as the impact on the school for the proposed date.
- The Principal or his nominee will ensure that all camp, transport arrangements, emergency procedures and staffing comply with DET guidelines. Refer to: [DET Excursion Policy](#)
- Once the camp has been approved all relevant documentation must be completed. This is available from the Principal or his nominee. The teacher in charge of the camp will complete the 'Notification of School Activity' at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp three weeks prior to the camp departure date, and ensure relevant details are entered on the daily planner.
- School Council is responsible for the approval of:
 - Overnight excursions
 - Camps
 - Interstate visits
 - International visits
 - Excursions requiring sea or air travel, weekends or vacations
 - Adventure activities



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The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all camps.

The Principal or their nominee will ensure that full records are maintained regarding the camp.

The Principal or their nominee will ensure that adequate pre-camp planning and preparation, including the preparation of students, takes place.

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying a camp.

The Department of Education and Training (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some students' expenses.

Prior to conducting a camp or excursion, the approval of the School Council or the Principal will be obtained. School Council must approve overnight or adventure activities. The Principal must approve these and other activities.

Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camps or excursions. Students and their parents/ carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

The emergency management process of the school will extend to and incorporate all camps and excursions.

All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

PROGRAM

Prior to conducting a camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be rigorously observed.

Consideration in planning should include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

The Principal or their nominee will ensure that full records are submitted to School Council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.

Prior to conducting any camp, the formal approval of the School Council and Principal will be obtained. In approving a camp, consideration will include:

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- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

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 an excursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalization dates. Children whose payment have not been finalized at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

Teacher Responsibilities:

- A designated "Teacher in Charge" will coordinate each camp.
- The Teacher in Charge must provide the Office with a final student list.
- In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- All students must have returned a signed permission note and payment to be able to attend the camp. Copies of completed permission notes and medical information must be carried by camp staff at all times.
- The school will provide a first aid kit for each camp. The teacher in charge is responsible for making sure, prior to leaving, that first aid kits are part of the camp equipment that is packed.

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- The teacher in charge will communicate the anticipated return time with the office in the case where the camp is returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.
- Parents may be invited to attend a school camp. The decision to take parents will take into account:
 - Any valuable skills the parent may have to offer. e.g. bus licence, first aid etc
 - The special needs of particular students.
- Parents asked to assist at camp are required to have a Working with Children Check and school staff must be confident that the parent will have the skills and attitude appropriate to the requirements of an adult on camp.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp.
- Disciplinary measures apply to students on camps, consistent with the School's Well Being and Restorative Practices policy. In extreme cases the camp staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp.

In such circumstances, the parent/ carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/ carers may collect their child from the camp
- of any costs associated with the student's return which will be the responsibility of the parents/ carers.

Parents of students will be required to sign a commitment to support any such staff decision. This will be included within the camp permissions form.

The school's emergency procedures do include the effects of an emergency on student supervision in the event of camp staff being required to assist injured students or to go for help.

All camp staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.

On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel a camp at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**

Camp groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.



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LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Excursions Approval Pro-forma
- Appendix C: Camps and Excursions Application Pro-forma (3 pages)
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Environment and General Risk Assessment

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

CERTIFICATION

This policy was ratified at the School Council Meeting held at Rangebank Primary School,

on

Signed.....
School Council President

Signed.....
Principal