

	<p>FRANKSTON PRIMARY SCHOOL</p> <p>Camp Policy</p>	<p>Developed 2018 Review: 2021</p>
---	--	--

RATIONALE

School camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis that complement learning and teaching, and are an integral aspect of educational programs offered at school.

PURPOSE

The purpose of this policy is to:

- Provide all children with the opportunity to participate in a sequential camping program
- Provide shared class experiences and a sense of group cohesiveness
- Reinforce, complement and extend learning opportunities beyond the classroom
- Provide a program that delivers social and physical skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- Provide a program that promotes self-esteem, independence, teamwork, resourcefulness, leadership, judgment, cooperation and tolerance

IMPLEMENTATION

1. Pre-Planning Information & Guidelines

- A camp is defined as any activity involving at least one night's accommodation – and are subject to specific planning guidelines and approval by School Council
- A sequential camping program will be developed across the school
- The school will only use residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA) for overnight camps
 - A ratio of 1:10 will be adhered to for all camps – unless conducting any outdoor adventure activities that require a smaller ratio under DET guidelines
- The Principal is responsible for the conduct of all camps and must ensure that all components comply with the DET Policy on the Schools Advisory Guide
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements

- A planning and approvals process will be undertaken, in accordance with DET policy and requirements – this takes into consideration the following:
 - Camp venues must be assessed and selected based on their safety and suitability for the activities proposed
 - Safety, emergency and risk management – including:
 - (a) Assessment of camp risks
 - (b) Procedures in the event of an emergency
 - (c) Arrangements if camps or certain camp activities need to be cancelled or recalled (eg. severe weather conditions)
 - (d) First aid requirements
 - (e) Any other measures necessary for student and staff safety and welfare
 - Informed consent from parents and carers
 - Adequate student and staff medical information
 - Appropriate staffing and supervision
 - Student preparation
 - Reasonable adjustments planned for re student behaviour/students with a disability
- All adults attending camp must have a current Working with Children’s Check registered with the school
- Only buses with seatbelts may be booked and travelled on to, during and from camp
- DET will be notified of any approved school camp at least six weeks beforehand through the online Notification of School Activity form

2. Planning & Approval Guidelines

- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher-in-Charge must familiarise themselves with the planning requirements and proformas required to be filled in for documentation as a part of the planning process
- As part of the planning process, the Teacher-in-Charge must meet formally with the Principal and Business Manager to outline a Planning Summary
- The Teacher-in-Charge will meet formally with the Principal to seek ‘in principle’ approval for the camp
- If the Principal’s ‘in principle’ approval is granted, detailed planning should commence as per the planning requirements
 - This must include a *completed Proforma for all Excursions and Activities Requiring School Council Approval* <http://www.education.vic.gov.au/Documents/school/principals/safety/approvalform.docx>
 - This must include an online Notification of School Activity from completed - [Student Activity Locator](#)

3. Duty of Care

All school staff attending the camp owe a duty of care to the students. This means that they must ensure that reasonable steps are taken to prevent any reasonably foreseeable harm to students. This duty is non-

delegable, which means that it cannot be delegated to external camp or education providers, parents or volunteers. The designated Teacher-in-Charge has ultimate responsibility for all students in their care.

In addition the nominated Teacher-in-Charge must:

- Know the exact location of students at all times including during travel
- Maintain a record of telephone contacts for the supervising staff and volunteers attending camp
- Know who the school contact person is and their phone numbers before and during working hours
- Have a copy of the names of family contacts for all students, staff and volunteers attending camp
- Have copies of the parental approval and medical advice forms for those students attending camp
- Maintain a copy of the completed approval form submitted to school council

4. First Aid

Consideration will be given to medical requirements of students participating at camps.

An assessment of the medical needs of students going to camp will be conducted by the School Nurse in consultation with parents and the Assistant Principal, and will be communicated to the Camp First Aid Coordinator and Teacher-in-Charge. Information will include:

- Any known medical conditions or allergies
- Any medications required
- Any medication condition which may prevent a student from participating in a particular activity

5. Payments

- Parents shall be informed of dates and costs associated with the following year's camps as early as possible to allow sufficient time to make financial payments and notified of all other relevant details of individual camps as soon as practicable
- 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 required to discuss their individual situation and alternative payment plans with the Principal. Decisions by the Principal will be made on a case-by-case basis
- Students whose parents do not make full payment by the due date, or who have not made alternative arrangements with the Principal, may not be eligible to attend
- Students whose parents have not met the required alternative payment for a previous camp may not be able to participate in the camping program until the outstanding payment is finalised

6. Students with Disabilities

Students should not be denied attendance to any camp because of disability or medical condition. Parents and carers will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the camp.

Appropriate emergency and risk management planning must be undertaken for students with disabilities attending camps.

7. Student Behaviour

Students are required to display sensible, reliable behaviour on school camps. Parents will be notified if a child is in danger of losing their invitation to participate in a camp due to poor behaviour decisions. The decision for a student to not participate in the camping program will be made by the Principal, in consultation with Assistant Principal, classroom teacher and the Teacher-in-Charge and Parent.

Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe to themselves or others, or the child becomes unwell. The Teacher-in-Charge will make this decision in consultation with the Principal. Costs incurred will be the responsibility of the parent.

8. Emergency and Risk Management

- The appropriate emergency and risk management planning must be completed by the Teacher-in-Charge of the camp and undertaken in line with DET guidelines through the Camp Planning Requirements proformas, and be overseen by the Principal.
- All camp staff and volunteers must be familiar with the emergency procedures for each camp – and should be explained as soon as practicable after arrival
- In the event of a medical emergency, accident or serious injury at camp, or whilst travelling to or from the camp, the Teacher-in-Charge will call 000 immediately. The Teacher-in-Charge will then make contact with the Principal who will immediately advise DET Security Services Unit – ph: 9589 6266. The Teacher-in-Charge will contact the parent/s following the phone calls to 000 and the Principal. In consultation with the Principal, the Teacher-in-Charge will follow DET procedures in relation to reporting serious injuries and emergency management.
- The specific roles and responsibilities of each staff member and volunteer must be clarified and understood by all staff and students prior to commencement of the camp

Related Links and Policies

- [DET School Policy Advisory Guide – Excursions and Activities](#)
- [Student Activity Locator -](#)
 - [Adventure Activities](#)
 - [Parent/Carer Consent](#)
 - [Planning and Approvals](#)
 - [Safety, Emergency and Risk Management](#)
 - [Student Medical Information](#)
 - [Student Preparation and Behaviour](#)

DEVELOPED	2018
PRINCIPAL	Renee Kennedy
SCHOOL COUNCIL PRESIDENT	Chad Wilson
EVALUATION	This policy will be reviewed as part of the school's three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.

Appendix 1 School Camp Initial Planner

Teacher in Charge	
Excursion Dates	
Year Level	
Description – type of camp activities will take place	
Camp approved as provider?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of students proposed	
Number staff attending Dedicated First Aid Officer Number volunteers attending	
Working With Children Check for all volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Risk Assessment completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Planning Complete:	Teacher in Charge: _____ Principal: _____

Appendix 2 School Camp Costing Planner

Please see Camp Costing Planner from Principal or Business Manager

Appendix 3 School Council Approval Form

Approval Proforma for all Excursions and Activities Requiring School Council Approval

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

*** EDUCATIONAL PURPOSE**

PROGRAM DETAILS

* Program outline, including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

* Overnight accommodation

Type of accommodation

Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--|--|---|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES

A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).



*** Transport arrangements**

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

*** Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.

This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.

- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name Signed Date

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name Signed Date

Approved and minuted at a school council meeting on _____

School Council President:

Name Signed Date

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.