

POLICY STATEMENT

CAMPING

PURPOSE:

A camping program from grades 3 to 6 will be provided as an integral part of the school curriculum. The purpose is to develop independence and socialisation skills and for children to personally challenge themselves and grow in confidence as a result.

OBJECTIVES:

- To encourage educational, creative, recreational, social, emotional and physical development in a safe supportive camp situation.
- To complement the development of interpersonal relationships with peers and teachers in a non-school setting.
- To involve the students in a variety of challenging, interesting and enjoyable activities.
- To provide a varied and quality camping program at a reasonable cost to parents.

GUIDELINES FOR IMPLEMENTATION:

APPROVAL:

The camping program will range in duration from a stay of two nights to a maximum stay of four nights at an accredited camp venue chosen according to DET guidelines. Camps and parents selected to attend the camps must be approved by School Council. The final acceptance of volunteer helpers is subject parents holding a Working With Children's Card (WWCC) signing of the School's Child Safety Code of Conduct and the holding of other qualifications or specific skills (such as First Aid, bike riding skills, etc.). The decision as to who attends camp will be at the discretion of the camp coordinator and the Principal.

STAFF

Dates for camps will be planned by staff and spread throughout the school year to alleviate expense for families. The dates will be entered on the staffroom yearly planner as soon as possible. Timelines will be planned to coordinate with other school activities and timetables will be altered as necessary to accommodate the changes in staffing and management that will take place at school. All staff members from grades 3-6 attending camp will meet regularly to discuss their roles and responsibilities and their expected participation. At the camp's completion, participating staff will evaluate the camp program and will provide feedback for future reference.

COORDINATOR:

Bookings for camp will be made well in advance, preferably in the preceding year, by the year level coordinator. Adequate camp planning and preparation must take place and where possible camp activities should be chosen on recommendation and after thorough investigation. The coordinator will be responsible for overseeing the planning and organisation of the camp, in accordance with DET guidelines. The camp coordinator will liaise with the Business Manager to ensure

that all costs are accurately assessed when budgeting for the camp. These will include all deposits made in the previous year and the costs for all attending adults. The camp coordinator will:

- write the camp dates on the school calendar and in the school diary upon completion of the booking.
- gain approval for the camp from School Council at least 6 months prior to camp.
- present request for School Camp Approval to School Council which includes Camp Details and a Risk Management Plan.
- liaise with the Business Manager on the costings and charges to parents of the camp.
- Send to parents a payment schedule at least 1 term prior to camp.
- Complete the Camp Planning sheet (Appendix A) which includes a camp checklist 4 weeks prior to camp.
- Send a Parent Camp Assistance response form (Appendix B) to parents if student/adult ratios cannot be met by current staff members.
- Enter camp details online on DET Student Activity Locator.

PARENTS:

Parents are to be regularly informed of camp developments throughout the planning months. Parent assistance will only be considered when student/adult ratios cannot be met by current staff members. Student /adult supervisory ratios are established by DET and for the smooth running of the camp, these will be adhered to at all times. Selection of parents attending camp will be chosen using the following criteria:

1. Completion of a Parent Camp Assistance response form.
2. Parent must hold a current Working with Children's Check and have signed the School's Child Safety Code of Conduct.
3. The gender profile of the camp.
4. Priority will be given to parents who have not attended previously.
5. Appropriateness of the parent attending considering their child's independence.
6. First Aid certificates and experience.
7. Related involvement with large groups of children in out of school activities, outdoor education or sporting experience.

The final decision on parent attendance will be authorised by the Principal who may consider special circumstances.

All necessary contact numbers will be available from the school office or the Principal in the case of an emergency.

STUDENTS:

Every effort will be made to encourage all students to attend. Structured payment plans will be made available where possible. The principal may exclude a student from participating in a camp if his or her behaviour is not considered to be at an acceptable standard or where their own safety or that of other students cannot be guaranteed.

ALCOHOL: No alcohol is to be consumed by any adults for the duration of the school camp.

SMOKING: Smoking is not permitted in accordance with DET guidelines.

TRANSPORT:

For emergency purposes a car and a mobile phone will be taken to the camp venue. Only buses or coaches that are equipped with seatbelts will be used to transport students to camp.

MEDICAL:

Two teachers will be nominated to be responsible for the administration of medications while on camp. All medications administered on camp must be handed in to the designated teachers, with the child's name and full instructions clearly labelled, using the medication Authority Form (Appendix C). These medications will be kept in a designated medications box. A logbook will be used to record the medication that is administered. Each entry must be signed by the two nominated staff members. The permission slips with indemnity and medical forms (including management plans) must be carried on the camp. These are the responsibility of the designated staff members. On the student permission form parents will be asked whether they give permission for their child's medical information to be shared with adults at the camp, e.g., Asthma Plans. These forms will be retained by the school for a specified period after the camp has taken place.

EVALUATION:

Evaluation of this policy will be carried out by the Education Committee as part of the Education Committee's cyclic review process, in three years time, or beforehand, if a significant issue arises.