PURPOSE

The school’s camping program enables students to further their learning and social skills development in both a school and non-school setting. Camps may have a cultural, curriculum, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. The program aims to develop initiative and responsibility in children whilst fostering independence and interpersonal skills.

Our camping policy aims to:

- Provide all students with the opportunity to participate in a sequential camping program.
- Provide shared class experiences and a sense of group cohesiveness.
- Reinforce and extend classroom learning.
- Provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- Provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgment, cooperation and tolerance.
- Extend students’ understanding of their physical and cultural environment.

GUIDELINES

- The program is developed sequentially throughout the school:
  1. Prep – breakfast at school
  2. Grade 1 – activities afternoon and picnic dinner
  3. Grade 2 – extended excursion
  4. Grade 3 and Grade 4 – 3 day / 2 night camp – away from school at an accredited camp
  5. Grade 5 and Grade 6 – 5 day / 4 night camp – away from school at an accredited camp.

Approval

- All camps require School Council approval. This approval is sought at a scheduled meeting at least six weeks prior to the departure date. Information presented to the School Council will include:
  1. The educational aims and objectives of the camp.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures to be followed to ensure the safety of the children.
  6. Details on the number of students excluded from camp.
  7. Alternative program for students not attending camp.

The above information will be provided to the Principal at least a week before the date of School Council meeting.

The School Council will ensure that all school camps comply with all external Department of Education and Early Childhood Development (DEECD) requirements, including accreditation requirements.

The appropriate camp planning documentation must be completed for School Council.
Costing
- Information booklets at the beginning of the year will provide parents with approximate dates and costs.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and 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 with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents are required to pay a deposit followed by two or three instalments. Final payment will be made two weeks prior to the camp. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT) who are involved in camps.

Camp planning procedures
- The ‘Teacher in Charge’ will follow the schools camp planning procedures and documentation requirements.
- The designated ‘Teacher in Charge’ of each camp will ensure that all bus arrangements and camp activities comply with DEECD guidelines.
- In making arrangements for camp the ‘Teacher in Charge’ will ensure that: timetable of activities, staff responsibilities, accommodation, duty groups, emergency management procedures are accounted for.
- The school will provide AUSTSWIM trained teachers to attend camps where there are aquatic activities.
- Parents are invited to assist on school camps. When deciding which parents will attend, the Grade level team will take into account:
  1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc.
  2. The need to include both male and female parents.
  3. The special needs of particular students.
The final selection will be made in consultation with the Principal.
- Parents selected to assist with the camping program will be required to undertake a National Police Records Check and/or Working With Children’s Check
- The ‘Office of Emergency Management - Notification of School Activity’ will be completed online three weeks prior to the camp departure date.
- The ‘Teacher in Charge’ will ensure that all documentation is arranged in the camp information folders. One folder will be provided for each bus travelling to camp. An additional folder will be provided for school use.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards to the anticipated return time.

Parental permission
- Parents will be required to provide a written permission for their children to attend the camp. The permission will include the following consent forms:
  1. parent consent
  2. medical consent
  3. emergency transportation
4. student behaviour
5. photography
6. horse riding (where applicable).

- Parents will be provided with information that details:
  1. Details of the camp venue
  2. Dates
  3. Information regarding the relationship between camp and the unit of work being studied
  4. Details of activities being undertaken
  5. Staffing
  6. Clothing and equipment list
  7. Payment information – including dates for payment instalments.

- Parents are expected to complete all information related to their child’s medical history on the ‘Confidential Medical Information’ form.

- Only students who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if their child is at risk of losing their invitation to participate in a camping experience due to poor behaviour at school. 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, in consultation with the classroom teacher and parents.

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

Medical information & planning
- A staff member will be designated as the ‘Camp First Aid Officer’.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid qualified teacher on each camp
- All medical information provided by parents will be recorded on the ‘Camp Medical Database’.
- Students who indicate on their camp medical form or have a school asthma action plan will receive school camp asthma action plan for completion.
- Prior to the camp all children receive a ‘Camp Medication/Authority Dosage’ form. All medication to be taken on camp will be handed to the ‘Camp First Aid Officer’ on the morning of departure.
- All medications administered on camp will be in accordance with the ‘Camp Medication/Authority Dosage’ form. Any additional medications will be recorded on this form.
- Any adults (staff or parents) attending camp will be required to complete a ‘Medical Information’ form.
- The parents of children with special dietary needs will be contacted. In some cases the parents will make contact directly with the camp to discuss requirements.
- A staff member will be designated to organise and monitor all dietary requirements.