

MORDIALLOC COLLEGE

CAMPS POLICY

Rationale:

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 may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

Aims:

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students
- To provide shared class and year level experiences, team building and a sense of group cohesiveness
- To reinforce and extend classroom learning
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance
- To further develop students problem solving and life survival skills
- To extend understanding of the physical and cultural environment

Guidelines:

- All camps must be approved by the Principal and School Council. The Principal or their nominee will ensure that full records are submitted to 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
- Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal and PCC for approval. All camps must be approved prior to running. This decision will be made by the Principal in consultation with the PCC and School Council. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines
- The Assistant Principal will complete the "Notification of School Activity" online at <https://www.eduweb.vic.gov.au/forms/school/sal/Default.aspx>
- 3 weeks prior to the camp departure date and ensure relevant details are recorded in the Daily Organisational Diary and Compass events manager
- All approved camps will then be presented to School Council for their approval

Access to Camp:

- 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

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will be made by the Business Manager in consultation with the appropriate staff, on an individual basis

- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times
- 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, or Director of Wellbeing, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent
- 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
- The 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
- ***The cost to parents of each Camp should cater for the need of CRT coverage for staff. Other funding sources for CRT coverage may be from the specific program budget such as "Advance" or similar programs***

Organisation:

- A full Risk Assessment (including Bushfire Plan) must be completed as part of the proposal to School Council
- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide the organising teacher/s with detailed records on a regular basis
- The teacher in charge must provide the General Office with a final student list through Compass
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp

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- The teacher in charge will ensure a mobile phone and first aid kit is taken to camp
- For high risk Outdoor Education activities the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student
- One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners (refer the First Aid Policy and Distribution on Medications Policy)

Site Safety:

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College and be taken on camp.
- At least one staff member on camp will be Level 2 First Aid qualified
- If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision
- Where possible, a car will be available at camp to transport sick/injured students to receive non-life threatening medical treatment

Safety Guidelines for Education Outdoors:

- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible
- The teacher in charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures
- On days of extreme fire danger or total fire ban, the Principal or nominee may need to cancel a camp at short notice. Where a camp is not cancelled, special fire safety precautions will be implemented
- The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours or are running late. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time

Departmental resources:

For further information regarding safety including staffing ratios please check the following resources:

- DET Excursion Policy
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- Safety Guidelines for Education Outdoors
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle

This policy was last ratified by School Council in

August 2016