



**Strathmore**  
PRIMARY SCHOOL No.4612

*Strive to Achieve*

## CAMPING POLICY

### RATIONALE

Strathmore Primary School recognises the benefits to be gained by students when engaged in appropriate and relevant camping experiences that supplement and extend the work of the classroom. The Strathmore Primary School camping program enables students to further their learning and social skills development in a non-school setting. Camps are selected because of their educational, environmental and outdoor emphasis. Camps are an important aspect of the educational programs offered at Strathmore Primary School as they enhance and extend on classroom activities and are integral to a variety of curriculum areas. A camp is defined as any activity that involves at least one night's accommodation.

### AIM

The camping program at Strathmore Primary School aims to:

- Provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students
- Provide shared class experiences and a sense of group cohesiveness
- Reinforce and extend classroom learning and extend understanding of the physical and cultural environment
- Provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits and learning in particular curriculum areas
- Provide a program that promotes the school's Values Education of community belonging, integrity, tolerance, perseverance, responsibility, respect, resilience, self-esteem, resourcefulness, independence, leadership, judgement and cooperation
- Provide opportunities for students to experience and practise interesting activities which foster self esteem, confidence and peer support
- Develop an awareness of differing environments and expectations
- Develop skills through providing challenging, and sometimes unusual, experiences
- Develop positive attitudes which encourage acceptance of diversity and differences

## IMPLEMENTATION

- 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. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- 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 School office will complete the "Notification of School Activity" online four weeks prior to the camp departure date, and pass on to school leadership to ensure relevant details are recorded in the Daily Bulletin and on our Flexibuzz calendar.
- All approved camps will then be presented to School Council for their endorsement.
- Early in the school year, team overviews will provide parents with approx. camp dates.
- Parents will be notified of the exact costs and other relevant details (including staffing, location, dates, mode of transport and proposed program) of individual camps as soon as practicable, with the opportunity to pay by instalments.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost and that they comply with all DET requirements.
- Risk assessments of camp activities will be completed prior to camp and submitted with other camp documentation to school leadership. Risk assessments will be made available to be viewed by School Council.
- Information presented to the School Council will include: -
  1. Educational aims and objectives of the camp.
  2. Names of all adults attending
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.
  6. Number of students attending and not attending camp.
- Only camp sites accredited with "Australian Camps" (<http://www.auscamps.asn.au/>) and who possess risk assessment documentation will be used.
- A copy of all camp documentation will be kept at school during the camp.
- 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 the anticipated return time.

### **Access to Camp**

- All efforts will be made not to exclude students simply for financial reasons. Eligible families may access the "Camps, Sports and Excursions Funds" (CSEF) provided through DET. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case 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.
- Children whose payments have not been finalised at least two school days before the departure date will not be able 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 the outstanding 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.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger 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 Assistant Principal, camp organiser and classroom 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.

## **Organisation**

- All students will be required to provide written permission from their parents to attend the camp, as well as a completed "Confidential Medical Information for School Council Approved Excursions" form plus current Asthma Plans as per 'Asthma Friendly School Guidelines' and medical action plans e.g. Anaphylaxis.
- All food, equipment, staffing, organization 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 organising teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list.
- 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.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.

- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the Principal and organising teacher will take into account:
  - Valuable skills the parents have to offer
  - The need to include ensure an effective ratio of male and female adults
  - Special needs of particular students
- Parents selected to assist with the camps program will be required to undertake a criminal records check / working with children check.
- For high-risk Outdoor Education activities the staff member organizing 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.
- A staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners). Where possible a qualified paramedic/nurse will be employed to attend camp.

### **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 school, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance, plus a fully qualified paramedic.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the Principal or his/her delegate when camps are returning out of school hours.
- Parents will be notified via Flexibuzz if there is any change to the anticipated return time.

### **Appendices that are connected with this policy are:**

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

### **EVALUATION**

This policy will be reviewed as part of the school's on-going review cycle. It is anticipated that the policy will be reviewed after four years of implementation, however, changes as deemed necessary by the school's leadership and/or changes in Departmental terminology may necessitate that the policy is reviewed at an earlier time.

**THIS POLICY WAS LAST RATIFIED BY SCHOOL COUNCIL ON ..... 21<sup>ST</sup> AUGUST, 2017**