CAMPS POLICY

RATIONALE
The school’s camping program enables students to further their learning and 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.

AIMS
- To provide all children with the opportunity to participate in a sequential camping program from Years 3-6.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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.

IMPLEMENTATION
- A camp is defined as any activity involving at least one night’s accommodation.
- The program will be developed sequentially throughout the school from Year 3 - Year 6.
- The School Council will ensure that all school camps are approved and maintained at an affordable cost, and comply with all DEECD requirements.
- The classroom and school newsletter will provide parents with dates and costs associated with the following year’s camps.
- All camps will be budgeted for at the end of Term 3 with detailed and accurate costing presented to the Business Manager. 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 will be sent reminder notices 2 weeks before the camp departure date reminding them of the need to finalise payment. 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.
- Where adult/student ratio is higher than the teacher numbers, parents of students will be invited to place their expression of interest in writing, and forward to the Year Level Camp coordinator for consideration. Consideration will be based upon areas of need, support to staff, expertise and interest.
- The Year Level Coordinator will:
  - Ensure Year level camp is approved by School Council in its February Meeting.
  - 12 months prior - book camp venue and write in school diary. Write an order form with approx cost.
  - 6 months prior - Complete a complete costing of camp and submit to Office Manager.
  - 6 months prior - book coaches with seat belts. Write up in order book.
  - 10 weeks prior initial letter home to parents outlining camp - where, when, who, cost etc).
  - Organise and confirm staffing - including CRTs [CRTs should be part of the budget]
  - 4 weeks prior - hold meeting with students to explain/discuss camp venue, cabins, food.
  - 4 weeks prior – hold an evening meeting with parents.
  - 2 weeks prior – The office and camp will need to know definite numbers.
  - 1 week prior - send home a reminder letter to parents and confirm buses.
  - The 3 following notices must be distributed:
    - a. school permission note and overriding letter
    - b. confidential medical information for camps form (see Appendix) – appoint staff member to be responsible
    - c. what to bring checklist
- Ring camp with any special dietary requirements, birthdays.
- Organise students into cabins, ensuring kids get put with some friends.
- Contact parents with children with special needs emotionally/physically.
- Ensure all permission/medical forms have been collated.
- On the morning of the camp: mark roll, take travel sickness items, first aid pack should be ready, collect all medication from parents clearly labelled, collect bags of lollies, ensure that children have their morning tea and lunch out of their main bag.
- The school will ensure mobile phone are taken by staff for all camps.
- A member of the Leadership team 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.

- Pick up procedures when arriving at school, after camp
  - Buses will park within the school grounds.
  - For safety and duty of care, teachers in charge will be located in an agreed/central location (communicated to families during the Parent Camp Information evening and/or other means of communication), wearing a yellow vest for easy location.
  - Teachers in charge will mark the class roll, per the parent approaching the teacher directly.
  - Where students are not picked up, parents will be contacted or after care arrangements made.
  - Teachers in charge are to remain at school until all students have been picked up by parents.
  - ‘Push notifications’ via electronic means, i.e. Tiqbiz will be used to notify parents of more precise pickup times if required.

- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, the camps committee will take into account –
  - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - The need to include both male and female parents.
  - The special needs of particular students.
  - Parents selected to assist with the camps program will be required to ensure they have a current Working with Children’s Check. The school may pay for the associated costs.

- 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 and/or per the discretion of the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents.
- 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 classroom teacher.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

- Staff are to complete the online Students Activity Locator (SAL) for all camps and excursions at least three weeks before the activity commences so that the location and numbers of the staff and students on camps and excursions are available to the Department and the Emergency Services should an emergency arises.
- All camps require School Council approval. This approval is sought at February Meeting. Information presented to the School Council will include:
  - The educational aims and objectives of the camp.
  - The names of all adults attending and their expertise and experience.
  - Travel arrangements and costs.
  - Venue details and an itinerary of events.
  - Risk analysis report and the procedures followed to ensure the safety of the children.
  - Details on the number of students excluded from camp.
  - Alternative program for students not attending camp.

EVALUATION
This policy will be annually at the conclusion of the school’s camps program, and as part of the school’s three-year review cycle.

CERTIFICATION
This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, August 2013.
Appendix: Confidential Medical Information for Camps

This information is intended to assist the school in the case of any medical emergency. All information is held in confidence. Under the Information Privacy Act 2000 and the Health Records Act 2001, schools have a duty to protect the privacy of the individual with regard to their personal and health information. All the personal and health information collected by this form will be kept confidential and only used for the purpose of providing appropriate care of your child. Health information is asked for so that staff can properly care for the student and withholding health information that may be required can put the student’s health at risk.

Child’s Name: ______________________________

Date of Birth: ____________________________ School Year: ______

Parent/Guardian’s Full Name: ________________________________

Address: __________________________________________________

________________________________________________________________________

Postcode: __________________________

Emergency Telephone Numbers: After hours: ___________ Business hours: ___________

Name and Address of Family Doctor: ____________________________________________

Medical/Hospital Insurance Fund: ____________________________________________

Contribution No: __________________________ Medicare No: __________________________

Please tick if your child suffers any of the following:

Asthma □ Bed wetting □ Blackout □ Diabetes □
Dizzy spells □ Fits of any type □ Heart condition □ Migraine □
Sleepwalking □ Travel sickness □ Other

Allergies to:
Penicillin: ___________________________ Other drugs: ___________________________

Any foods: ________________________________________________________________

Other: ____________________________________________________________________
Please Turn Over

**Tetanus immunisation:** year of last tetanus immunisation ____________ (tetanus immunisation is normally given at four years of age (as Infanrix vaccine) and at fifteen years of age (as ADT vaccine))

**Tablets and medicines:** Is your child presently taking tablets and/or medicine? YES/NO
If YES, please state name of medication, dosage etc

All medication must be handed to the teacher-in-charge prior to leaving. All containers must be labelled with your child’s name, the dose to be taken and when it should be taken. (These will be kept in the first aid centre and distributed as required.) If it is necessary or appropriate for your child to carry their own medication (i.e. asthma puffers, insulin for diabetes) it must be with the knowledge and approval of both the teacher-in-charge and yourself.

**Previous Experience:** Is this the first time your child has been away from home? YES/NO

**CONSENT TO MEDICAL ATTENTION**

Where the teacher in charge of the excursion is unable to contact me or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner
- administer such first aid as the teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian: ________________________________

Date: ________________

Prior to a child taking part in any excursion/camp approved by the school council, the Department of Education and Training requires this consent form to be signed by the parent/guardian.

**LEVEL OF SWIMMING ABILITY**

Dear ……………

To assist us in ensuring your child’s safety at the upcoming water activity, can you please indicate your child’s swimming ability.

**Child’s Name:**

<table>
<thead>
<tr>
<th><strong>Level description</strong></th>
<th><strong>Please tick</strong></th>
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</thead>
<tbody>
<tr>
<td>Beginner swimmer - i.e. students with little or no experience</td>
<td></td>
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<tr>
<td>Intermediate swimmer - i.e. students with basic skills, able to swim 25 metres with a recognisable stroke.</td>
<td></td>
</tr>
<tr>
<td>Advanced swimmers - i.e. students able to swim fifty strokes using two recognisable strokes and to demonstrate one survival stroke in deep water.</td>
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</tbody>
</table>

Signature of parent/guardian:

Date: