



OSBORNE PRIMARY SCHOOL  
2655

# CAMPS POLICY AND PROCEDURES

## 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.

## AIM

- To provide all children with the opportunity to participate in a sequential program.
- 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 across the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 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.
- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal and discussed with the Administrative Officer responsible 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 a fortnight 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.
- Any family who has not met the required payment for a previous camp, materials and services for which parents are normally expected to pay will be unable to participate in the camping program until this payment is finalised.
- Students will not be considered for involvement in 'Optional Activities' such as Surf Camp, Sailing or Snow Camp if payment has not been made for previous camp or materials and services for which parents are normally expected to pay.

- 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 camp costing may include replacement teachers (CRT) who are involved in the camps so the curriculum program can continue at school.
- The designated “Teacher in Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines. The “Notification of School Activity” form will be completed and forwarded to DET three weeks prior to the camp departure date.
- 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.
- There will be procedures in place and a Risk Management Plan to cover emergencies including the emergency created by bushfires.
- Every effort will be made to ensure students travel on buses fitted with seatbelts particularly for camps and excursions that are a long distance from school keeping in mind that it is not always possible for bus companies to provide buses with seatbelts.
- Classroom teachers will be given the first option to attend camps.
- At least one member of staff on camp must hold, as a minimum, a senior first aid (level 2) qualification (minimum 14-hour training). The school will continue to provide the opportunity for teachers to update their first aid skills.
- The school will provide a mobile phone for all camps. Students will not be permitted to take mobile phones on 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. Parents will be advised of time changes via COMPASS.
- Where needed parents will be invited to assist in supervision on school camps. When deciding on which parents will attend, teachers 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 provide a Working With Children Check (WWC).
- Parent volunteers will not be required to pay the accommodation and meals cost of the year level camps except in the cases where such volunteers request specific accommodation needs that are not part of the normal camp arrangements.
- There may be additional charges for parents on Optional camps.
- Parents should be referred to the Osborne Volunteers Policy.
- 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.
- All camps require School Council approval. This approval is sought at a scheduled meeting at least three 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 & experience
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.

## 6. Detailed Risk Assessment Plans

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

References: Department of Education and Early Childhood Development-Victoria Circular S246-2007 'Safety Guidelines for Education Outdoors'

[www.education.vic.gov.au/management/schooloperations/edoutdoors](http://www.education.vic.gov.au/management/schooloperations/edoutdoors)

### Evaluation

This policy will be reviewed by means of the School Council as part of the policies 4 year evaluation cycle.

<b>Approval Authority</b>	
<b>(Signature &amp; Date)</b>	School Council President Date 18 September 2016
<b>Review Date</b>	2020
This policy was last ratified by School Council in 2016	