

# CAMPS POLICY & PROCEDURES

## (Including risk assessment for bushfires)



### **RATIONALE:**

The Pascoe Vale North Primary School 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 camping program.
- To broaden students experiences and develop a sense of group cohesion in a fun and safe environment.
- To provide students with the opportunity to develop independently from their family.
- To reinforce and extend learning beyond the classroom.
- To further develop self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To enhance teacher-student relationships.

### **IMPLEMENTATION GUIDELINES:**

- A camp is defined as any activity involving at least one night's accommodation.
- All camps require School Council approval.

### **Costing:**

- Camps will be budgeted for at the end of school 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 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.

### **PLANNING AND DOCUMENTATION:**

- Camps need to be booked at least a year in advance to ensure availability.
- The designated Teacher in Charge of each camp will ensure that all camp, bus arrangements and camp activities comply with DE&T guidelines.
- The venues for camps is to be decided through consultation with staff involved and the principal.
- Only Camping Association of Victoria accredited camp sites will be used.
- The online DE&T 'Notification of School Activity' proforma on the 'Activity Locator' will be completed as required at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- 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 and an Application for Camp form.

### **BUSHFIRES AND CONTROL PROCEDURES:**

- Pre-activity planning will include consideration of the possible fire risk and potential for bushfire in the relevant location. A DE&T risk assessment form will be completed. Alternatives will be planned to allow for last-minute changes in the event of severe fire danger.

- Fires and open fire places will be used in accordance with the requirements of the fire and/or land management authorities.
- The communication strategy will include mechanisms to ensure that the group is alerted to a potential Total Fire Ban or other communications from fire authorities.
- In addition, staff will consider prevailing local conditions and adjust the camp accordingly. Adjustments could include further consultation with the school and/or land management authorities to determine course of action, evacuation, changing location or cancellation of the activity.

### **STAFFING:**

- All camps will meet the DE&T requirement of a 1:10 pupil / adult ratio.
- Positions on camp must first be offered to classroom teachers as a goal of camps is the development of relationships between students and their teachers.
- 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 regarding the anticipated return time.
- All adults attending are expected to take an active role in the camp. The following should be considered when selecting staff to attend camp:
  - male/female staff representation
  - previous attendance at camps
  - first aid training
  - student supervision back at school

### **ACCEPTABLE BEHAVIOUR:**

- The school retains the discretion to exclude students from camp if they have consistently displayed unsatisfactory behaviour at school. 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 they exhibit any unacceptable behaviour during the camp. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parents. Where a parent is unable or unwilling to collect their child, arrangements will be made to send the child home at the parent's / legal guardian's expense.

### **EXCLUSIONS:**

- No alcohol is permitted on camp.
- Students will not be permitted to bring any personal electronic devices.

### **FIRST AID:**

- A staff member who is Level 2 first aid trained will be the designated First Aid Officer.

### **STUDENTS NOT ATTENDING CAMP:**

- Students not attending camp will be expected to attend school and alternative arrangements will be made to create an enriching program for children not attending camp.

### **EVALUATION:**

The camp program will be reviewed annually at the conclusion of each school camp.

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| <p>This policy was last ratified by School Council in May 2015</p> <p>Name of School Council President: Nicholas Bliss</p> |
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