

CAMPING POLICY



Rationale:

The school's camping program enables 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 the 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 and educational outcomes for students.
- To provide shared class and group 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.

Guidelines for Implementation:

References

The primary references that must be consulted when considering all camps is the *Safety Guidelines for Outdoor Education Activities* website:

Refer: <http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

and the *Victorian Government Schools Reference Guide 4.4.2 – Student Safety & Risk Management*.

Financial

- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Business Manager. The Principal and the Business Manager on a case-by-case basis will make decisions relating to alternative payment arrangements.
- All families will be given sufficient time to make payments for individual camps.
- Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Business Manager may not be eligible to attend.
- Any family who has not met the required alternative payment for a previous camp may not be able to participate in the camping program until the outstanding payment is finalised.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for replacement staff may be factored into the camp costs of participants.
- 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.

Approval & Planning

- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with DEECD's *Safety Guidelines for Education Outdoors* website: Refer: <http://www.education.vic.gov.au/school/principals/health/Pages/outdoorplanapprove.aspx>
- Teacher In Charge must liaise with the CAMPS COORDINATOR regarding all aspects of the camp organisation.
- The Principal or Campus Principal and Emerson School Council must approve all camps.

- Staff wishing to organise a camp must first complete an excursion/camp proposal form and provide it to the Principal or Assistant Principal for approval.
- The Teacher in Charge must ensure that all the camp, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The Camps Coordinator will complete the DEECD Notification of School Activity online 4 weeks prior to the camp departure date.
- 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 requirements. Parents should notify the staff in writing regarding special dietary requirements when returning consent forms.

Venue

- The school will only use residential campsites accredited by the '*Australian Camps Association*' or the '*National Accommodation, Recreation & Tourism Accreditation Program (NARTA)*' for overnight camps.
- Camp venues will be assessed for their inherent safety and suitability, as well as for the risks associated with the activities that may occur during the camp or excursion.

Safety

- The school will ensure that all camps comply with all DEECD requirements. 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 by The Teacher in Charge and accessible to all staff.
- If any swimming activities are to occur, there must be sufficient staff in attendance with an approved DEECD nominated swimming qualification.

Refer: www.education.vic.gov.au/school/principals/health/Pages/outdoorswim.aspx

Communication

- 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 options and payment finalisation dates.
- All parental consent and medical forms must be completed, signed and returned prior to the date of the camp.
- Copies of completed permission notes and medical information must be accessible by staff at all times at the camp location.

Staffing

- All camps will have an experienced teacher in attendance where possible.
- A designated Teacher in Charge will coordinate each camp.
- The Teacher in Charge must provide the Principal, Camp Coordinator, relevant section Coordinator and General Office with a final student list before departure to the camp.
- The Teacher in Charge is responsible for ensuring that a mobile phone and first aid kit are taken to the camp.
- 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 school office in the case where camps are returning out of school hours.
- In special circumstances, parents may be invited to assist in the delivery of school camps. When deciding which parents/carers will attend the organising teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- Parents/carers selected to assist with the camps program will be required to undertake a Working with Children Check. (WWCC)

Students

- Students who have not consistently displayed sensible, reliable behaviour at school may not 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 from a camp will be made by the Principal, Assistant Principal and Section Coordinator, in consultation with the Teacher in Charge. Both the parent/carer and the student will be informed of this decision prior to the camp.
- Students participating in a school camp may be asked to sign a contract agreeing to abide by all camp rules.
- Parent/carers 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 school's leadership team, will make this decision. Costs incurred will be the responsibility of the parent/carer.
- 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.

Transport

When transporting students to and from school camps the school will comply with DEECD Guidelines relating to transport which can be found in Section 4.10 in the *Government Schools Reference Guide*.

Adventure Activities

Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. Staff should consult the DEECD [Adventure Activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements.

Refer: <http://www.education.vic.gov.au/school/principals/health/Pages/outdooractivity.aspx>

Planning & Organisation Questions

- What is the purpose of the camp and its connection to student learning?
- Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
- Is an appropriately trained member of staff able to provide first aid?
- Have staff members who are not registered teachers completed a Working with Children Check?
- Is the location of staff and students throughout the camp including during travel known?
- Is a record of telephone contacts for supervising staff accompanying the camp available?
- Is a record of the names and family contacts for all students and staff available?
- Are copies of the [Parental Consent](#) and [Confidential Medical Advice](#) forms for those students on the camp available at the school?
- Has a copy of the completed School Council approval proforma been submitted and approved?
- Will the online [Notification of School Activity](#) form be submitted four weeks prior to the excursion?

Evaluation:

This policy will be reviewed as part of the school's regular policy review process.

Emerson School Council last ratified this policy in

October 2014

APPENDIX 1-

DEECD STAFF-STUDENT RATIOS

Staff – student ratios

Description	Staff : Student Ratio
Day excursions (not involving adventure activities)	1 : 20
Overnight excursions (not involving adventure activities) <ul style="list-style-type: none"> • Base camps in residential premises or under canvas • Study camps in residential premises • Tours, including interstate tours • Overseas tours 	1 : 10 1 : 15 1 : 15 1 : 10
Boating Activities	Staff : Student Ratio
Canoeing	1 : 6
Rafting	1 : 6
Rowing	1 : 9
Sailboarding – beginners	1 : 3
- semi-experienced	1 : 5
Water skiing (in tow)	1 : 1
Swimming – based Activities	
Recreational Swimming <ul style="list-style-type: none"> • Swimming pools and confined, shallow natural water • Open deep water • Surf beaches 	1 : 10 1 : 10 1 : 5
Snorkel Swimming <ul style="list-style-type: none"> • Beginners • Training situations in clear, confined water, without wind, swell or waves • Semi-experienced in calm water not exceeding 15 metres 	1 : 6 1 : 12 1 : 8
Snorkel Diving <ul style="list-style-type: none"> • Training situations in clear confined water, without wind, swell or waves • Semi-experienced in open water • Experienced in open water 	1 : 12 1 : 6 1 : 8
Surfing	1 : 8
Bushwalking <ul style="list-style-type: none"> • Day walks • Overnight 	1 : 10 1 : 5
Cycling	1 : 10
Orienteering <ul style="list-style-type: none"> • City or town parklands with defined boundaries • Streets and small area of bushland with well-defined boundaries • Larger and more remote areas of bushland 	1 : 20 1 : 15 1 : 10
Rock Climbing and Abseiling <ul style="list-style-type: none"> • Beginners • Semi-experienced • Non-active climbers 	1 : 1 1 : 3 1 : 10
Skiing – ski village areas for alpine and cross country skiing: <ul style="list-style-type: none"> • One-day visit • Overnight stay 	1 : 10 1 : 8
Non-ski village areas day and overnight	1 : 5

For further ratios refer to Activity Standards

http://outdoorsvictoria.org.au/activity_standards.php

APPENDIX 2 – Proforma for Excursions and Activities Requiring School Council Approval

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:
Class Group(s):
Location(s):
*** Date(s):**
Name of teacher-in-charge:

*** EDUCATIONAL PURPOSE**

PROGRAM DETAILS

*** Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation

Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

<input type="checkbox"/> Abseiling	<input type="checkbox"/> Base camping	<input type="checkbox"/> Bushwalking
<input type="checkbox"/> Canoeing/kayaking – low course	<input type="checkbox"/> Challenge ropes course – high	<input type="checkbox"/> Challenge ropes
<input type="checkbox"/> Cycling	<input type="checkbox"/> Horse riding	<input type="checkbox"/> Indoor rock climbing
<input type="checkbox"/> Orienteering	<input type="checkbox"/> Rafting	<input type="checkbox"/> Rock climbing
<input type="checkbox"/> Sailing	<input type="checkbox"/> SCUBA diving	<input type="checkbox"/> Snorkelling
<input type="checkbox"/> Snow activities	<input type="checkbox"/> Surfing	<input type="checkbox"/> Swimming
<input type="checkbox"/> Water skiing	<input type="checkbox"/> Windsurfing	<input type="checkbox"/> Other:

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the Resources section of the website under [Risk management](#).

*** Transport arrangements**

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with [Schools Reference Guide 4.10 \(Transport\)](#) and [Vic Roads regulations](#).

YES

Budget	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i>
Total income:	Total expenditure

Number of female students attending:

Number of male students attending:

*** Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the Teacher in Charge that all required documentation indicated on this form will be completed prior to the camp program starting.

Teacher in Charge: Signature Date

Acknowledgement of receipt of Approval Form for activities requiring School Council approval.

Principal Signature Date

Approval minuted at School Council meeting on Date

School Council President Signature Date