



Camp Policy

Background

At Huntingdale Primary School camps are an integral part of the wider school program. 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.

Purpose

To:

- Provide all children with the opportunity to participate in a camping program that promotes shared class experiences and a sense of group cohesiveness.
- Give students a wide range of experiences beyond the classroom that will enhance, complement and extend their learning as well as develop their language and social skills and promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- Develop students' understanding that learning is not limited to the school environment and by providing them with opportunities to broaden their personal understandings and knowledge.
- Provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- Ensure the school is compliant with policies and procedures set out by the Department of Education and Training (DET).

Implementation

- A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school where necessary.
- The program will be developed sequentially throughout the school.
- The Principal has the overall responsibility of overseeing the implementation of this policy.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.

- At the commencement of each year staff will be briefed on this policy so that they understand their roles and responsibilities when organising excursions.
- There will be a nominated teacher in charge for each camp who is responsible for completing all items on the Camp Checklist (Appendix 1).

Planning and Approval

- The School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- All camps must be booked 2 years ahead.
- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- 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 Camp Leader must familiarise themselves with the Department of Education's Excursion and Camp Guidelines. These can be found at:
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
- They must meet formally with the Principal, to present a planning summary to discuss the proposed camp, and to seek 'in principle' support for the event.
- Once the Principal's approval is granted, detailed planning should commence including a site visit and risk assessment, including a bushfire risk assessment as per VRQA Guidelines.
- The camp summary information will then be taken by Principal to School Council.
- When presenting information to School Council, the Camp Leader must be aware that Council will consider the following:-
 - What is the purpose of the camp and its connection to student learning?
 - Where is camp location and distance from school?
 - What is the cost of the camping experience?
 - What supervision is needed for students throughout the camp?
 - Are there enough appropriately trained staff members to provide first aid?
 - Are parent helpers needed and have a Working with Children Check?
 - What will the communication be with staff while on camp (e.g. mobile, Tiq Biz etc.)
 - Can the camp accommodate children with special needs e.g. dietary, learning needs, mobility etc.
 - What are the types of activities being undertaken? Are there any special safety requirements?
Adventure activities are those that involve greater than normal risk such as bush walking, canoeing, orienteering, cycling, horse riding, rock climbing, challenge ropes courses, swimming (other than school swimming programs), surf activities will need additional information (for example risk assessments from the camp or seek information from the DET website or from peak bodies or skilled and experienced staff with recent experience instructing the activity) to satisfy Council's requirements.

Payments and Financial Difficulties

- 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.
- Any parent wishing to use the Government Camps and Excursions Allowance must apply for this through the Business Manager.
- 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 Principal will not be eligible to attend.
- Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised.

Organisation

- A December edition of the school newsletter will provide parents with approximate dates and costs associated with the following year's camps. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- The Camp Leader is responsible for writing details of the camp on the school share point diary
<http://10.151.142.51/Lists/Calendar/calendar.aspx>



- The Camp Leader will work with the Assistant Principal to ensure that the school timetable and yard duty timetable are adjusted accordingly for school camps.
- Satisfactory arrangements must be made for students not attending camps.
- A senior staff member (e.g. Leading Teacher, Assistant Principal or Principal) will attend the camp if possible or visit the camp for part of the time.
- Classroom teachers will be given the first option to attend camps. The costs for staff replacement will be borne by the camp participants.
- Parents, who have a current Working With Children Check, may be approached to assist in the supervision of school camps if ratios or individual children's medical needs requires. When deciding which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - The preference to include both male and female parents.
 - The special needs of particular students.

Camp Participation

- 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 Teacher in Charge.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.

Permission Notices

- All camps require parental or guardian permission.
- All camp notes must be approved by the Principal/Assistant Principal and distributed to students at least 8 weeks prior to the event. It must include a detailed medical declaration for parents to fill in.
- The Coordinator will notify the Office Manager of the camp prior to the notices being distributed to students. This will enable details of the camp to be added to CASES 21.
- The Coordinator will send the camp notice to the Business Manager so that it can be placed on Tiq Biz.
- All money and camp permission forms must be sent to the office for processing.

Travelling to and from camp

- School Council requires that students only travel on buses fitted with seatbelts.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Camp Leader will communicate with this person in regards to the anticipated return time and if needed update this on TiqBiz.

During Camp

- The school will provide a mobile phone for all camps.
- A member of staff will be allocated the role as First Aid Leader. They are responsible for transporting all medication and administering it while at camp.
- The First Aid Leader will have a folder of all camp permission/medical forms.
- All student medication must be handed to the First Aid Leader on the day of camp.



- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Camp Leader who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- Teachers can take photos of students during the excursion for those who have signed the photo permission form to record the excursion.

After

- School Council requires that a report be tabled after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- The Camp Leader may complete a TiqBiz update or write an article for the newsletter.
- If accidents or injuries occur during excursions it must be reported to the office.
- All permission notes should be sent to the school office for archiving.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle.

Certification

This policy was endorsed by School Council at the meeting held on 16 Feb 2016

Signed.....

Principal

Signed.....

School Council President



Appendix 1- Camp Planning Form

This form is to be completed and forwarded to the Principal or Assistant Principal

CAMP TITLE: _____ **YEAR LEVEL(S)/GRADE(S):** _____

CURRICULUM LINK: Outdoor Education, Physical Education, Personal & Social Learning

SYNOPSIS OF CAMP:

- To provide the students to take learning to a different level as well as the teamwork, confidence and personal organisation that the children further develop during the camp.
- To further develop positive relationships with their peers and teachers in a unique setting.
- To encourage students to speak Japanese during the camp and the different environment can provide great growth in extending their productive language base.

DATES: _____ **ORGANISER:** _____

VENUE: _____

COSTING:	
Bus	\$ _____
Entry	\$ _____
Other expenses	\$ _____
TOTAL COST	\$ _____
COST PER CHILD (work out on the basis of 90% of students attending) \$ _____	
Bus Company Details:	

PARTICIPATION:
Number of children:) _____
Teachers attending: _____
Parents: None

ARRANGEMENTS FOR NON-PARTICIPANTS:



Risk Register

Risk Description	Existing Controls	Rating			Treatment Priority	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: -What will be done? -Who is accountable? -When will it happen?
1. Natural Disasters a) Bush Fire b) Flooding	<ul style="list-style-type: none"> Prepare by cancelling activities such as camp fire/camp cooking, canoeing Region aware of camp's location 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	Follow evacuation procedures Leave when directed or A.S.A.P All teachers and adults on board
2. Location – Distance	<ul style="list-style-type: none"> Have booked buses recommended by camp authorities so drivers are aware of the route Coach style of the buses with eat belts requested for safety and comfort. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	Will stop for morning tea on the way
3. Communication	<ul style="list-style-type: none"> Teachers to take own mobiles Designated teachers to take school mobile All teachers and adults on camp to have a list of each others numbers along with school, camp site and emergency numbers. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	
4. Weather	<ul style="list-style-type: none"> Students to have their individual water bottles Have break between every two activities Organise activities so that students are not in the sun for extended periods of time Alternate inside program for wet weather 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	
5. Transport	<ul style="list-style-type: none"> Request air-conditioned buses Create bus lists with students and teachers names. 	Satisfactory Poor Unknown	Severe Major Moderate Minor	Almost certain Likely Possible Unlikely	High Medium Low	To monitor travel sickness: - Students prone to travel sickness will be asked to take the front seat on the



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Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk					
	<ul style="list-style-type: none"> Copies for each teachers as well copies in the school office Be aware of children with travel sickness 		Insignificant	Rare		<ul style="list-style-type: none"> bus - Check and administer medication to control travel sickness - Encourage those students to pack extra plastic bags and towel
6. Bus accident	<ul style="list-style-type: none"> Teachers on buses to assess situation and take action 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	<p>In case of an accident:</p> <ul style="list-style-type: none"> - Phone ambulance and emergency services - Phone teachers on other bus - Phone Principal/Emergency Management and camp authorities - Rest and re-assurer
7. Activities and food on camp	<ul style="list-style-type: none"> Canoeing to be conducted by camp staff with Autswim certificate Giant swing will be run by an employee of Camp Rumbag 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> - All food restrictions and allergies are catered for - Students with severe nut allergies advised to bring their own food or have parent in attendance
8. Clothing and personal equipment	<ul style="list-style-type: none"> Students to wear long pants, socks and shoes for all activities on camp Packing list to detail amount of clothing required 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> - Minimise risk of scratches/bruises and insect bites
9. First-Aid	<ul style="list-style-type: none"> Staff trained in Level 2 First Aid All minor cuts and bruises to be treated by staff Illness on camp – children with pre-existing illness not to attend and parents to pick up children and take 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p>Rare</p>	<p>High</p> <p>Medium</p> <p>Low</p>	<ul style="list-style-type: none"> - First aid supplies to be provided by the school - Bum bag with supplies to be at the disposal for staff at camp - Asthma pumps and EpiPen along with plan to be taken for required students



Risk Description	Existing Controls	Rating			Treatment Priority	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs... caused by... leading to...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls List: -What will be done? -Who is accountable? -When will it happen?
	them home if they become ill on camp					

10. Staffing/ Supervision	<ul style="list-style-type: none"> We have approximately 143 students on camp with 15 (teachers and adults) 24 hour care and supervision will be provided 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	- All adults on camp have a working with children's check completed
11. Permission / Medical consent forms	<ul style="list-style-type: none"> Class teachers to be responsible for permission and medical consent forms of their students New medical forms will be sent home 2 weeks prior to departure 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	- If students need administration of certain specific medication, they are to be accompanied by a note from parent detailed dosage and duration - 'Panadol' to follow same procedure
12. If a student(s) leave camp site	Notify <ul style="list-style-type: none"> 000 Emergency management in place 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	High Medium Low	

This is one way of documenting the risk management process and does not preclude other approaches.

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium



DET's Acceptability Chart: Used to decide whether the risk is acceptable, based on the rating calculated.

Extreme = Unacceptable <i>(must have Executive oversight)</i>	<p>Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Executive Officer level, be subject to the development of detailed treatments, on-going oversight and high level review.</p>
High = Tolerable <i>(with continual Management review)</i>	<p>Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this risk to senior levels should occur.</p>
Medium = Tolerable <i>(with frequent risk owner review)</i>	<p>Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.</p>
Low = Acceptable <i>(with periodic review)</i>	<p>Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.</p>

Risk Treatment Priority Table



Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

		Rate		Likelihood	
		Unlikely	Likely	Almost certain	
Consequences	Major	Bus accident		Administering first aid Administering of medications Students being tired	
	Moderate	Student leaving camp site Hot Weather Bush Fire season		Travel sicknesses Wet weather Injuries from activities	
	Minor				
	Insignificant				



Please attach to this document any Risk Assessments provided by the camp or additional Camp Information

Approved: _____ Date: _____



Appendix 2- Camp Planning Checklist

Excursion Title: _____ Excursion Coordinator: _____

Year Levels: _____ Date: _____

	ITEMS TO CHECK	DATE D/W	INIT
	PLANNING		
1	Book camp two years before. Place date on the share point calendar http://10.151.142.51/Lists/Calendar/calendar.aspx		
2	Term before- Obtain quote for camp costs and buses (Calculate cost per child)		
3	Fill in Camp Planning Form and have it signed by the Principal.		
4	Complete School Council Camp Approval Form so it can be included in School Council Report and approved by School Council. (ON NETWORK)		
5	Book Buses		
6	Inform Office of the camp so it can be placed on CASES21		
7	Make notice (including permission and medical form) to go home to families at least 1 Term prior- send to the Principal for approval		
8	Once approved send it to Business Manager to be placed on TiqBiz		
9	Advise other service providers if need to cancel school activities on that week i.e. SRI, violin, guitar, keyboard		
10	Complete purchase order for bus, camp provider		
11	Discuss excursion with Teachers- decide who is going (including back up teachers), including any parents who are going (Must have Working With Children Check)		
12	Organise any timetable changes with the Assistant Principal		
13	Organise yard duty timetable with the Assistant Principal		
14	Ensure that details are given to Office Staff to complete the DET online excursion form (SAL) https://eduweb.vic.gov.au/forms/school/sal/enteractivity.asp		
	FURTHER ORGANISATION AFTER PLANNING AND APPROVAL		
15	Meet with all prospective campers at lunch time- Ask students to fill in three preferences for sleeping arrangements		
	Organise activity groups- 2/3 from each year level		
	Send home food and allergies checklist and any further medical forms		
	Camp meeting with staff to discuss and allocate roles e.g. first aid, sports equipment, wet weather games, purchasing prizes, activity groups, select activities to lead		
	Create camp booklet- children and staff		
	Organise another meeting with staff to go through camp booklet		
	Organise another meeting with students to go through final organisation of camp and any questions- groups, sleeping arrangements, medication, manners		



Appendix 2- Camp Planning Checklist cont...

	ONCE FLYERS ARE SENT OUT TO FAMILIES		
16	When money received, please record in cash book and send to office <i>every day</i> and send receipt home with student		
	Check class lists and cross check with payments		
	A WEEK PRIOR TO CAMP		
17	Check all students have paid and returned permission slips		
18	Send reminder via TiqBiz		
	Ensure any medical or asthma forms are returned to school		
	Check provisions have been made for those not attending		
	Fax off camp requirements form to the camp		
	Check permission slips		
	DAY BEFORE CAMP		
19	Ensure all of the above has been done and check with key staff that they are organised and ready		
	AT CAMP		
20	Take photos /Tiq Biz Update		
21	Take mobile phone		
22	Take first aid kit and epipens		
	AFTER CAMP		
24	Return all permissions and this form to office for retention/report First Aid incidences		
25	Complete newsletter article		

