

## 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.

Huntingdale Primary School as part of the Victorian Government state school system is committed to the safety and wellbeing of all children and young people on camps, regardless of their age, culture, beliefs, socio-economic circumstances, disability, family living situation, child rearing practices or educational level. There is a culture of 'no tolerance' for child abuse. The school follows the Child Safe Standards and expects that all camps providers will be compliant.

### 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) and the Child Safe Standards.

### 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 and the Child Safe Standards.
- 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 and adhere to the Child Safe Standards.
- 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 and also the Child Safe Standards. 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?
  - Does the camp adhere to the Child Safe Standards?
  - 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 Tiq Biz.

### **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 or as needed to comply with DET policy changes.

### **Document Status**

<b>Reviewed</b>	<b>School Council Ratification</b>	<b>Next Review</b>
September 2016	15 <sup>th</sup> November 2016	15 <sup>th</sup> November 2019



## 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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATES:** \_\_\_\_\_ **ORGANISER:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

### COSTING:

**Bus**                      \$ \_\_\_\_\_      **Bus Company Details** \_\_\_\_\_

**Entry**                      \$ \_\_\_\_\_                      \_\_\_\_\_

**Other expenses** \$ \_\_\_\_\_

**TOTAL COST**      \$ \_\_\_\_\_

**COST PER CHILD (work out on the basis of 90% of students attending)** \$ \_\_\_\_\_

### PARTICIPATION:

**Number of children:** \_\_\_\_\_

**Teachers attending:** \_\_\_\_\_

**Parents:** \_\_\_\_\_

### ARRANGEMENTS FOR NON-PARTICIPANTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Camp Risk Register

Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
1. Natural Disasters a) Bush Fire b) Flooding	<ul style="list-style-type: none"> <li>• DET notifications for weather conditions</li> <li>• CFA notifications</li> <li>• Bureau of Meteorology website to monitor conditions</li> </ul>	Almost certain  Likely  Possible Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	High	Low
2. Location – Distance	<ul style="list-style-type: none"> <li>• Fully stocked first aid kit with sick bags</li> <li>• Teachers have mobile phones</li> <li>• Staff car present on overnight camps</li> <li>• Skype facilities</li> <li>• Tiq Biz</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	Medium	Low
3. Communication	<ul style="list-style-type: none"> <li>• Teachers have mobile phones</li> <li>• Tiq Biz</li> </ul>	Almost certain  Likely  Possible Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	Medium	Low
4. Weather	<ul style="list-style-type: none"> <li>• Students wear raincoats and take umbrellas</li> <li>• Camp site that has shelter</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	Medium	Low
5. Transport	<ul style="list-style-type: none"> <li>• Book buses with seatbelts</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	High	Low
6. Bus accident	<ul style="list-style-type: none"> <li>• DET Emergency Services</li> <li>• First Aid Kits</li> <li>• Emergency Services</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	Extreme	Low
7. First-Aid	<ul style="list-style-type: none"> <li>• Permission notes have current medical information on it</li> <li>• CASES21 medical information</li> <li>• Allergy alert sheets</li> <li>• Fully stocked first aid kit with sick bags</li> <li>• School epipen</li> <li>• Individual student medical tub (for those who need it)</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	High	Low
8. Staffing/ Supervision	<ul style="list-style-type: none"> <li>• Follow DET staffing ratios for camp</li> <li>• Camp staff on adventure activities plus a school staff member</li> <li>• Parent helpers on excursions</li> <li>• ES staff for students who need extra supervision</li> </ul>	Almost certain  Likely  Possible  Unlikely  Rare	Severe  Major  Moderate  Minor  Insignificant	Low	Low



Risk Description	Existing Controls	Rating			Target Risk Rating
		Likelihood	Risk Consequences	Current Risk Rating	
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				
9. Permission / Medical consent forms	<ul style="list-style-type: none"> <li>All permission and medical forms must be received before excursion</li> <li>Permission notes have provision for parents to write latest medical needs</li> <li>Staff take medical/consent forms on excursion</li> </ul>	Almost certain Likely Possible Unlikely <b>Rare</b>	Severe Major <b>Moderate</b> Minor Insignificant	Low	Low
10. If a student(s) leave camp site	<ul style="list-style-type: none"> <li>School to send another teacher to excursion site if practical</li> <li>DET Security Services</li> <li>Emergency Services</li> </ul>	Almost certain Likely Possible <b>Unlikely</b> Rare	Severe <b>Major</b> Moderate Minor Insignificant	Medium	Low
11. No organisational culture of child safety	<ul style="list-style-type: none"> <li>Ensure all excursion providers have a Child Safety Code of Conduct</li> <li>Statement of commitment to child safety is publicly available</li> </ul>	Almost certain Likely Possible <b>Unlikely</b> Rare	<b>Severe</b> Major Moderate Minor Insignificant	Extreme	Low
12. Inappropriate behaviour occurs on excursion	<ul style="list-style-type: none"> <li>School staff to report to the organisation immediately</li> <li>School staff to implement child safety reporting procedures</li> <li>Child safety code of conduct of organisation</li> </ul>	Almost certain Likely Possible <b>Unlikely</b> Rare	<b>Severe</b> Major Moderate Minor Insignificant	High	Low
13. Unknown people and environments at camp	<ul style="list-style-type: none"> <li>Staff to supervise students at all times</li> <li>Report suspicious behaviour to excursion provider</li> <li>School staff to implement child safety reporting procedures</li> <li>Child safety code of conduct</li> </ul>	Almost certain Likely <b>Possible</b> Unlikely Rare	Severe Major <b>Moderate</b> Minor Insignificant	Medium	Low
14. Ad-hoc contractors on the premises (e.g. maintenance)	<ul style="list-style-type: none"> <li>Staff to supervise students at all times</li> <li>Check for Visitors Pass</li> <li>Report suspicious behaviour to excursion provider</li> <li>School staff to implement child safety reporting procedures</li> </ul>	Almost certain Likely <b>Possible</b> Unlikely Rare	Severe Major <b>Moderate</b> Minor Insignificant	Medium	Low
15. Food on camp	<ul style="list-style-type: none"> <li>Obtain camp food menu prior to leaving</li> <li>Inform camp of student allergies</li> <li>Teacher to supervise children with allergies during meal times</li> </ul>	Almost certain Likely <b>Possible</b> Unlikely Rare	<b>Severe</b> Major Moderate Minor Insignificant	Extreme	Low
17. Fall or injury on adventure activities e.g. ropes course, giant swing	<ul style="list-style-type: none"> <li>Obtain risk assessment for all activities from camp provider'</li> <li>Supervision- camp leaders and staff on adventure activities</li> <li>First Aid procedures</li> </ul>	Almost certain Likely <b>Possible</b> Unlikely Rare	<b>Severe</b> Major Moderate Minor Insignificant	Extreme	Low



**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.**

<b>Extreme = Unacceptable (must have Executive oversight)</b>	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.
<b>High = Tolerable (with continual Management review)</b>	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.
<b>Medium = Tolerable (with frequent risk owner review)</b>	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.
<b>Low = Acceptable (with periodic review)</b>	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.

**Risk Treatment Priority Table**

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

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

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
	<b>PLANNING</b>		
1	<b>Book camp two years before.</b> Place date on the share point calendar. Check they are compliant with the Child Safe Standards. <a href="http://10.151.142.51/Lists/Calendar/calendar.aspx">http://10.151.142.51/Lists/Calendar/calendar.aspx</a>		
2	<b>Term before-</b> Obtain quote for camp costs and buses (Calculate cost per child)- See Business Manager for assistance with this		
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.		
5	Business Manager to prepare camp budget for School Council		
6	Book Buses		
7	Inform Office of the camp so it can be placed on CASES21		
8	Make notice (including permission and medical form) to go home to families at least <b>1 Term prior-</b> send to the Principal for approval		
9	Once approved send it to Business Manager to be placed on TiqBiz		
10	Advise other service providers if need to cancel school activities on that week i.e. SRI, violin, guitar, keyboard		
11	Complete purchase order for bus, camp provider		
12	Discuss excursion with Teachers- decide who is going (including back up teachers), including any parents who are going (Must have Working With Children Check)		
13	Organise any timetable changes with the Assistant Principal		
14	Organise yard duty timetable with the Assistant Principal		
15	Ensure that details are given to Office Staff to complete the DET online excursion form (SAL) <a href="https://eduweb.vic.gov.au/forms/school/sal/enteractivity.asp">https://eduweb.vic.gov.au/forms/school/sal/enteractivity.asp</a>		
	<b>FURTHER ORGANISATION AFTER PLANNING AND APPROVAL</b>		
16	Meet with all prospective campers at lunch time- Ask students to fill in three preferences for sleeping arrangements		
17	Organise activity groups- 2/3 from each year level		
18	Send home food and allergies checklist and any further medical forms		
19	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		
20	Create camp booklet- children and staff		
21	Organise another meeting with staff to go through camp booklet		
22	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...

	<b>ONCE FLYERS ARE SENT OUT TO FAMILIES</b>		
23	When money received, please record in cash book and send to office <u>every day</u> and send receipt home with student		
24	Check class lists and cross check with payments		
	<b>A WEEK PRIOR TO CAMP</b>		
25	Check all students have paid and returned permission slips		
26	Send reminder via TiqBiz		
27	Ensure any medical or asthma forms are returned to school		
28	Check provisions have been made for those not attending		
29	Fax off camp requirements form to the camp		
30	Check permission slips		
	<b>DAY BEFORE CAMP</b>		
31	Ensure all of the above has been done and check with key staff that they are organised and ready		
	<b>AT CAMP</b>		
32	Take photos /Tiq Biz Update		
33	Take mobile phone		
34	Take first aid kit and epipens		
	<b>AFTER CAMP</b>		
35	Return all permissions and this form to office for retention/report First Aid incidences		
36	Profit and Loss statement report and 'charge by charge' report required		
37	For archiving- this checklist, camp information, profit and loss report		
38	Complete newsletter article		

### Questions to ask Camp Providers about the Child Safe Standards

Question	Yes	No
Are you aware of the Child Safe Standards?		
Is your organisation compliant?		
Do you have a Child Safe Standards Policy?		
Does your organisation have a Code of Conduct for working with children?		
Are your staff trained in knowing about the Child Safe Standards and undertake training such as Mandatory Reporting?		
Do staff have Working With Children Checks?		
Do staff understand their obligations to reporting Child Abuse?		
What sort of risk assessment has your organisation undertaken in regards to the Child Safe Standards?		
What supports are in place for student supervision and safety?		