Rationale
- Camps are seen as an integral part of the school curriculum as they enable 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 Tatura Primary School. A camp is defined as any activity that involve

Aims:
- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level 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, judgment, cooperation and tolerance.

Implementation:

GUIDELINES FOR ACTION
- All camps must be approved by the Principal and School Council.
- The Principal or their nominee will ensure that full records are submitted to council regarding the camp will in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- The “Notification of School Activity” http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp form will be completed and forwarded to the Department of Education and Training 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.
- The designated “Teacher in Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with DEECD guidelines. Refer to DEECD website http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm

ACCESS TO CAMP
- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the Business Manager on an individual basis.
- 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.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
• All aspects of the camp will be outlined to parents in writing, including costs, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, permission and medical forms and clearly stated payment finalisation dates.

• All families will be given sufficient time to make payments for camps. Parents will be sent reminder notices a fortnight before the camp departure reminding them of the need to finalise payment. Children whose payments have not been finalized 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 will be unable to participate in the camping program until this payment is finalised.

• All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.

• Only students that have displayed sensible, reliable behavior at school will 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 behavior at school. The decision to exclude a student will be made by the Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.

• Parents will be requested to collect their child from camp if their child exhibits behavior that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

ORGANISATION

• All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify staff in writing regarding special dietary and medical requirements when returning consent forms.

• 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.

• Staff on camp will take their own personal mobile phones with them on camp and ensure that the school office has their contact number on file. The school will also provide a first aid kit for each camp.

• Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, the organising teacher will take into account any valuable skills offers (e.g. bus licence, first aid, etc), gender balance and special needs of particular students. Parents selected to assist with the camps program will be required to have a ‘current working with children check’.

• For Outdoor Education activities with high risk (as specified in the risk analysis tools – appendix E) the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.

• The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any students.

• One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

SITE SAFETY

• 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. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision. Refer: Safety Guidelines for Education Outdoors.

• A designated ‘Teacher in Charge’ will co-ordinate each camp. All camps will have an experienced teacher in attendance where possible.

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 administration office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

**Tatura Primary School Program**

Grade Prep: afternoon tea and activities at school.
Grade 1: afternoon tea, activities and an evening meal and then have the students picked up and taken home.
Grade 2: Students to return to school at 5.00pm for activities and a sleepover at the school.
Grade ¾: 2 night camp
Grade 5/6: 2-3 night camp depending on availability and or/costing.

Appendices:

- Appendix A: Approval Proforma for all excursions and activities requiring School Council approval
- Appendix B: Post Approval Requirements
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Risk Analysis Tools
- Appendix F: Risk Register
- Appendix G: Asthma Management Form
- Appendix H: Parent Excursion Consent
- Appendix I: Confidential Medical Information for School Council Approved Excursions.

**Evaluation:**

This policy will be reviewed as part of the school’s three year review cycle.

This policy was last ratified by School Council in 2013.