



# Bethal Primary School

## Camp Policy

### Purpose

The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps are designed to complement the curriculum being taught through Inquiry Units at school.

### Aims

- To reinforce, enrich and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable, authentic and powerful learning takes place in the real world.
- To place students out of their comfort zones and to tackle challenges designed to enhance their self-belief, self-worth and relationships.

### Guidelines for Implementation

#### *Pre camp*

- It is the responsibility of teacher in charge to use the documentation and proforma documents located in the Camps folder on teacher-public:drive. All documentation must be on school letterhead and authorized by the Principal.
- Camp documentation: Staff have access to a very detailed process and set of documentation that must be adhered to. This can all be found on the School Network Server
- Camps are to be advertised well in advance (preferably in the semester planner). Camps are to be spread as evenly throughout the year as possible to help families budget.
- Prior to any child attending a camp parents/guardians must have provided to the school a signed payment & permission x 2 (Office copy & Copy to be taken on excursion), including "Consent Statement", and must have paid the costs involved.
- Receipts will be issued to all families making camp payments
- Camp notices are to be sent out at least ten weeks in advance.
- Teaching staff will be responsible for managing and monitoring the payments made by parents and will providing the Teacher in charge of the excursion with detailed records on a regular basis
- Parents experiencing financial difficulty, who wish for their children to attend a camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Finance Manager on a case-by-case basis.

- All families will be given sufficient time to make payments for camps. Students whose payments have not been finalised by the stated date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal, or Finance Manager.
- The Business Manager will be responsible for recording and monitoring the payments made by parents.
- For camps the “Notification of School Activity” form will be completed by the Teacher in charge and forwarded to the DEECD. All arrangements will comply with DEECD guidelines.
- The staff member arranging the camp will ensure that all buses that have been booked will be fitted with seatbelts. Students will not be allowed to travel on a bus without adequate safety provision.
- Only children who have displayed behaviour in line with our values at school will be invited to participate in school camps. Parents will be notified if a child is in danger of losing their invitation to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the teacher in charge.
- All camps require School Council approval. This approval is sought at a scheduled meeting. Information presented to the School Council will include: -
  - 1. The educational aims and objectives of the camp.
  - 2. The names of all adults attending and their expertise and experience.
  - 3. Travel arrangements and costs.
  - 4. Venue details and an itinerary of events.
  - 5. Procedures followed to ensure the safety of the children.
- Before a camp is booked a Risk Management assessment must be completed.
- If a camp is to occur in a high risk bushfire zone then the weather will play a significant part in the decision whether or not to proceed with the excursion.
- If the day of the camp is declared a “Code Red” day the excursion will be cancelled and reorganised at a more suitable time.
- The decision on whether an excursion can proceed at all times rests with the Principal.

### **On Camp**

- The teacher in charge will ensure that there are mobile phones and first-aid backpacks for all camps.
- A list of students, teachers and helpers attending the camp, signed payment envelopes or permission forms, including “Consent Statement”, must be left at the Office for the duration of the camp. A list of students, teachers and helpers attending the camp must be carried by camp staff at all times.
- Teachers attending the camp will be selected based upon the needs of the areas impacted and the school.
- A senior staff member will be in attendance at school whilst the children are returning from any camp.
- The Teacher in Charge will communicate with this person with regards the anticipated return time.

### STAFFING FOR CAMPING PROGRAM

DEECD Reference Guide Sections 4.4.2.8 states :

- Day excursions but not adventure activities 1:20
- One adult to ten students (legal requirement) at no charge to the adults.
- Overnight – base camps or under canvas 1:10
- Tours, including interstate 1:15
- All adults to have “Working with Children Check” completed.
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio, however extra volunteers can be taken.
- Aim for gender balance.
- If a parent has decided that their child (who has a serious medical problem) can only go on the camp so long as the parent attends, then the parent is deemed as being out of the adult ratio and would be required to pay their own way. The school will negotiate to get transport and accommodation at a reduced rate. Parents attending the camp will only be approved at the Principal’s discretion

***Evaluation:***

This policy will be reviewed as part of the school’s three year review cycle. It was last reviewed in June 2017.