WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

Camping Policy
Date: September 2009

1. **Rationale**
The school’s camping program enables students to further their learning and social development in a non-school setting. It is designed to assist with the gradual development of independence and responsibility by providing educational and social experiences and activities not normally available in the classroom program.

2. **Aims**
2.1 To provide educational and social experiences that compliment the classroom program.
2.2 To provide all children with the opportunity to participate in a sequential Camping program.
2.3 To provide shared class experiences and a sense of group cohesiveness.
2.4 To reinforce and extend classroom learnings.
2.5 To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
2.6 To provide a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, judgement, cooperation and tolerance.
2.7 To provide Camps/Tours annually unless agreed upon.

3. **Implementation**
3.1 The program will be developed sequentially throughout the school.
3.2 A designated Camp Coordinator will be appointed, whose responsibility will be to oversee the Camping program for the designated camp.
3.3 The Camping program will consist of:

<table>
<thead>
<tr>
<th>Prep</th>
<th>Students participating in an evening BBQ and designated activities.</th>
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</thead>
<tbody>
<tr>
<td><strong>Year 1 and Year 2</strong></td>
<td>‘Big Night In’ – The Year 1 children attend for the activities and the Year 2 children Sleep over.</td>
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<tr>
<td><strong>Year 3 and Year 4</strong></td>
<td>Camp or Tour of 1 or 2 nights.</td>
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<tr>
<td><strong>Year 5 and Year 6</strong></td>
<td>Camp or Tour of 2, 3 or 4 nights.</td>
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</table>
3.4 School Council will ensure that all school Camps/Tours are maintained at a reasonable and affordable cost, and comply with all DEECD requirements/regulations.

3.5 All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal/Assistant Principal. Parents will be notified of the exact costs and other relevant details of individual Camps/Tours as soon as practicable.

3.6 Students will not be excluded from Camps/Tours simply for financial reasons. Parents experiencing financial difficulty, who wish their child/ren to attend, will be required to discuss their individual situation with the Principal or Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant Principal on a case-by-case basis.

3.7 All families will be given sufficient time to make payments for individual Camps/Tours. Parents will be sent final reminder notices a fortnight before the camp departure date requesting them to finalise payment.

3.8 Students who do not attend camp are required to attend school. For students remaining at school appropriate instruction will be provided. Alternative placements and work will be stipulated in the week prior to the Camp/Tour. Where possible, the instruction received at school will have a correlation to the Camp/Tour activities.

3.9 The school administration will provide classroom teachers with detailed records of Camp/Tours payments on a regular basis. The Camp Coordinator will be responsible for requesting payment updates from the school administration and provide this for classroom teachers.

3.10 Classroom teachers will be responsible for reminding students of payment requirements and bring to the attention of the Camp Coordinator any payment issues.

3.11 The overall cost of the Camp/Tour will include funding for the cost of replacement teachers (CRT’s) should they be required.

3.12 Classroom teachers of the students attending will be given the first option to attend Camps/Tours.

3.13 The Camp Coordinator will ensure the Camp, bus arrangements and Camp/Tour activities comply with DEECD guidelines.

3.14 The “Notification of School Activity” form will be completed and forwarded to DEECD and to the Office of Emergency Management three weeks prior to the Camp/Tour departure date. See the link below.


3.15 All students will be required to provide written permission from their parents to attend the Camp/Tour, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form.

3.16 The school/camp will provide a Level 2 First Aid Teacher on each Camp/Tour. This teacher will be the designated leader of First Aid for the duration of the Camp/Tour.

3.17 The designated First Aid teacher will be required: -

- Keep medical details of all students who attend;
- Highlight students with specific medical needs including medication;
- Oversee the administration of medication;
- Attend to all students who are in need of medical attention;
- Record details of treatment of any illnesses and accidents as well as the administration of medication.

3.18 Where staff/students attending Camp/Tour are due to return after the end of the school day a senior staff member will be in attendance at school until their return. The Camp Coordinator will communicate with this person in regards to the anticipated return time.

3.19 Parents will be invited to assist in the delivery of school Camps/Tours. When recommending which parents will attend, the School will take into account:
- Any valuable skills the parents have to offer, e.g. First Aid;
- The need to include both males and females;
- The special needs of particular students;
- Parents selected to assist with the external Camps program will be required to provide a Working With Children Card (WWCC).

3.20 All student/adult ratios stipulated by DEECD for Camps/Tours will be followed. Further details are available from The Schools of the Future Reference Guide.

3.21 Staff members will constitute the majority of adult supervision at Camp/Tour.

3.22 Prior to selecting a venue, a visit by staff/parents should be arranged (unless otherwise agreed) to assess:
- Suitability of accommodation;
- Location of adult sleeping quarters (must be in close proximity to student sleeping quarters);
- Availability of activities that are challenging, appropriate to age level and in close proximity to main area of Camp;
- Safety of the site.

3.23 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 may then be excluded from Camp/Tour. The decision to exclude a student will be made by the Principal/Assistant Principal, in consultation with the classroom teacher.

3.24 Parents will be requested to collect their child from Camp if their child exhibits behaviour that is considered unacceptable. The Camp Coordinator, in consultation with the Principal/Assistant Principal, will make this decision. Costs incurred will be the responsibility of the parent.

3.25 Parents will be informed of all Camp/Tour details through a variety of means such as letters sent home and newsletter articles. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.

3.26 All Camps/Tours require prior School Council approval before confirmation of the booking. Information presented to the School Council will include:
- The educational aims and objectives of the Camp/Tour;
- Travel arrangements and costs;
- Venue details and an itinerary of events;
- Procedures followed to ensure the safety of the children (refer to Appendix One).
3.27 Details of names of all adults attending, their expertise and experience to be provided to School Council one month prior to the Camp/Tour. This will be provided to the Principal at least a week before the School Council meeting date.

3.28 A priority will be to use buses with seatbelts unless otherwise agreed to by School Council.

3.29 A folder containing a copy of the following documents is to be left at the school:
   - Student medical forms and parent emergency contact numbers.
   - Staff and parents participating in Camp/Tour emergency contact numbers.
   - Camp/Tour contact names and numbers.
   - Names of all students attending.
   - A copy of the Camp booklet, including details of all activities.

4. **Evaluation**
   4.1 A major review of this policy will form part of the school’s three-year cycle. A minor review will occur annually.

This Policy has been ratified by School Council on 27th October 2009.

References: Dot Point 3.14 - Link to the DEECD site for Office of Emergency Management for completion of the relevant forms and paperwork.
Appendix One

PROFORMA

Williamstown North Primary School Camp Information
This pro-forma is to be completed by the Camp Coordinator for each school Camp/Tour and presented to School Council prior to finalising the booking of the Camp/Tour.

BACKGROUND
Why Williamstown North has a school Camping program

ABOUT THE SCHOOL CAMP
2.1 Purpose of this School Camp

2.2 Camp Venue
Venue details including why the Camp/Tour was chosen. Include map and Melways reference.

2.3 Camp/Tour Dates
Include dates, time of commencement (students will depart from the school at…. and completion.

2.4 Camp Program
Outline the Camp/Tour Program

2.5 Teachers attending the Camp
Camp Coordinator
Other teachers attending.
On-site teachers – if program is being run by staff at the venue
Names of parents attending the Camp/Tour.

2.6 Transport
How students and staff will be transported to and from the Camp/Tour.
Length of travel time and anticipated time of arrival.

2.7 Accommodation and Meals
Types of accommodation – eg. 4 students share a room. Shared toilet facilities.
Types of meals
Determine whether students should be allowed to bring food.

2.8 Safety and Emergency Procedures.
Number of staff with First Aid qualifications.
Emergency contact number and detail circumstances for when it can be used.

2.9 Cost of the Camp/Tour
Cost
To be paid by ……..