

<b>Bundoora Primary School Policy Manual</b>	<b>CURRICULUM POLICY Camping Policy</b>	<b>Last ratified by School Council in: 2014</b>
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*If further information is required, please refer to the DET Guidelines.*

## 1. VISION

Students demonstrating and developing initiative, independence, self-confidence, interpersonal, personal and co-operative living skills in alternative settings.

## 2. ACTION

- 2.1 All camps require School Council approval meet the requirements of the *Safety Guidelines for Education Outdoors*.
- 2.2 School Council only approves school camps at accredited school camps. As a school community we are going to commit to the Junior school dinner/breakfast.
- 2.3 Actively promote the participation of all students in the camping program through active promotion. In 2016 the Camps Sports and Excursions Fund (CSEF) is available to health care card holders/concession card holders. Parents/carers with financial difficulties will be encouraged to make a private arrangement with the Principal and the PLT Leader, so that their child is able to attend. Payment plans will be offered to all families. Families with two or more children attending a Year 3 – 6 camp will be given financial consideration.  
Final dates for payment will be advertised and it is expected that they be adhered to by parents/carers.
- 2.4 Follow DET guidelines regarding adult : child ratios (1:10) when providing staff or parents / carers for camps. Parent/carers may be asked to attend to specifically tend to one student.
- 2.5 Encourage teachers to attend camp with their class (negotiable with the Principal). Overall staffing of camps will be based on teacher preferences, availability, gender balance, required expertise and minimisation of impact on the school programs.
- 2.6 Follow the relevant DET guidelines regarding school camps – This is the responsibility of the camp coordinator.
- 2.7 Ensure that a teacher with *Level 2 Workplace First Aid Training* is part of the camp staff provided by the school.
- 2.8 Arrange for access to private transport (with comprehensive insurance) to be available throughout the camp or activity, in case of medical or other emergencies.
- 2.9 If required, invite parents/carers to express interest in attending the camp. All parent/carer helpers must hold a current *Working With Children Check* and must be accepted by School Council.
- 2.10 Make advance bookings of venues that accommodate all of the students involved.

- 2.11 Inform parents/carers in advance of proposed camps or activities and provide them with all relevant information concerning the camp or activity.
- 2.12 Ensure that all required permission and medical forms are signed by parents/carers and submitted by the required date prior to the camp or activity.
- 2.13 Inform the students involved about the camp/activity rules, including demonstrating respect for all parent/carer helpers and the staff provided by the venue.  
A student may be sent home from a camp or activity if, in the opinion of the senior staff and co-ordinator of the camp or activity, the student's behaviour is inappropriate or a danger to themselves or to others. A *Behaviour Agreement Form* is required to be signed by parents/carers prior to their child attending the camp/activity.
- 2.14 A parent / carer may be asked to attend a school camp because of special circumstances ie medical conditions. This parent / carer would need to have a current Working With Child Check and not be included in the ratios.
- 2.15 If a student is considered a danger to themselves or others, the student may be excluded from attending the camp or activity. This action will only be taken in consultation with the Class Teacher, Camp Co-ordinator and Principal or Assistant Principal. Parents/carers will be informed as early as possible that such action is being considered or will occur.
- 2.16 An alternative program will be provided for those students who do not attend a camp.
- 2.17 Staff organising a camp are required to complete the *Camp/Excursion Cost Planner form* and submit this to the Principal and Business Manager for approval prior to camp notices being distributed to families.

### **3. REVIEW**

- 3.1 Camps must be fully accredited with DET.
- 3.2 Camps will be assessed for safety, suitability of accommodation, quality of meals and activities available in the area local to the camp.
- 3.3 Attending staff and student opinions will be sought. An evaluation will be completed before a rebooking occurs.
- 3.4 The Camping Policy will be reviewed regularly, as part of the school's policy review process.