

## CAMP POLICY

### RATIONAL

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 our school. A camp is defined as any activity that involves at least one night's accommodation.

### 1.0 PURPOSE

- 1.1 To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes.
- 1.2 To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- 1.3 To reinforce and extend classroom learning.
- 1.4 To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- 1.5 To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation, resilience and tolerance.
- 1.6 To further develop students' problem solving and life survival skills.
- 1.7 To extend understanding of their physical and cultural environment.

### 2.0 GUIDELINES FOR ACTION

- 2.1 All camps must be approved by the Principal and School Council.
- 2.2 The Principal or their nominee will ensure that full records are submitted to council regarding the camp well 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.
- 2.3 All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- 2.4 The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- 2.5 The teacher in-charge will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) at least 2 weeks prior to the camp departure date.
- 2.6 Parent permission will be obtained prior to any excursion and camp.
- 2.7 Information material and consent forms will be forwarded to parents at least 3 weeks prior to school camps.
- 2.8 When travelling by bus, buses fitted with seatbelts to always be booked
- 2.9 Where practical, a staff member with Level 2 first aid to be present on all camps
- 2.10 Pertinent proposal and risk management forms to be completed and signed off prior to any camp

### **3.0 Access to Camp.**

3.1 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 Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the Principal and appropriate staff, on an individual basis.

3.2 All aspects of the camp will be outlined to parents in writing, including cost, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.

3.3 All families will be given sufficient time to make payments for camps. 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.

3.4 Parents will be requested to collect their child from camp if their child exhibits behaviour 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. Parents will be requested to collect their child if they are ill and unable to continue to participate at camp.

### **4.0 Organisation**

4.1 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 the staff in writing regarding special dietary and medical requirements when returning consent forms.

4.2 Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

4.3 The Teacher in Charge must provide the General Office with a final student list

4.5 The school will provide a first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.

4.6 Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teachers will take into account any valuable skills offered, gender balance and special needs of particular students.

4.7 For high risk Outdoor Education activities the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.

4.8 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 student.

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

### **5.0 Site Safety**

5.1 All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided 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](#)

5.2 The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

5.3 All mobile phones will be checked for suitability of coverage prior to being taken on any camp.

5.4 Parents will be informed prior to students leaving for the camp of the anticipated return time. The teacher in charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours.

## **6.0 BASIS OF DISCRETION**

6.1 The holding of camps will be conditional on the availability of teaching staff willing to organise and able to conduct activities for the year levels concerned.

6.2 Under special circumstances, the Principal, in consultation with the teacher in charge and the child's parents, may exclude any child from camp.

6.3 Information sessions will be held prior to school camps if necessary.

6.4 Bushfire alerts and Fire Authority websites will be monitored during bush fire seasons & camps may be postponed or a return to school organised if the area is in danger of bush fires.

6.5 A designated "Teacher in Charge" will coordinate each camp. All camps will have a member of the leadership team in attendance where possible..

For further ratios refer to the Victorian Government Schools Policy Advisory Guide  
For further information regarding safety please check the policy documents below.

### **LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

[DEECD Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for School Council approval for all camps
- Appendix C: Risk Management Form

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**Status:** *Approved by School Council 2015*

**Policy Review Date:** 2017

## Appendix A

### Teacher - Pupil Ratios

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting <b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Bass Camping</b></p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems <b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool 1:4 Open water <b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight 1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6 2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach 1:8 Surf <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	

**APPENDIX B – School Council Approval**

**Approval Proforma for all Excursions and Activities Requiring School Council Approval**

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Schools must notify the Department’s Security Services Unit about the approved excursion at least three weeks before the activity using the [Student Activity Locator online form](#) (EduMail password required)

Sections with an \* have explanatory notes included at the end of this document.

**Ensure you have the most current version of this template**

Download *Approval form* from the [Safety Guidelines for Education Outdoors - Forms](#).

**PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE**

**Name of program:**

**Year level(s):**

**Location(s):**

**\* Date(s):**

**Name of teacher-in-charge:**

**\* EDUCATIONAL PURPOSE**

**PROGRAM DETAILS**

**\* Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

**\* Overnight accommodation**

Type of accommodation

Accredited residential campsites       Tents/camping       Other

Physical location.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

**Adventure activities**

Tick the [adventure activities](#) that have been planned to occur during the program:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Abseiling               | <input type="checkbox"/> Base camping                  | <input checked="" type="checkbox"/> Bushwalking                        |
| <input type="checkbox"/> Canoeing/kayaking       | <input type="checkbox"/> Challenge ropes course – high | <input checked="" type="checkbox"/> Challenge ropes course - low       |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing                          |
| <input checked="" type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing                                 |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling                                   |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming                                      |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> Other: - flying fox<br>giant swing<br>archery |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines  YES



**A risk management plan for the excursion must be completed and attached with this submission.** Guidance on the risk management process is available in the Resources section of the website under [Risk management](#).

**\* Transport arrangements**

Internal  External  Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students?  Yes  No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with [School Policy and Advisory Guide - Transporting Students](#) and [VicRoads regulations](#).

<b>Budget</b>	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i> Other...
<b>Total income:</b>	<b>Total expenditure</b>

## STUDENTS AND STAFF

### Students

Number of female students:

Number of male students;

List required [student preparation](#), if any: attached

### \* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

## DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Approved and minuted at a school council meeting on \_\_\_\_\_**

School Council President:

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX C – Risk Management Form**

**Risk Register**

School: Chatham Primary School

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Supervising staffs/staff:

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Program/Excursion:

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Year Level:

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Dates:

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Location(s):

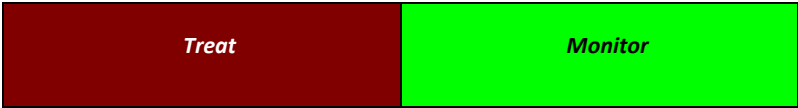
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Risk Description	Existing Controls	Rating			Treatment Priority <sup>1</sup>	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat Monitor	

<sup>1</sup> Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Risk Description	Existing Controls	Rating			Treatment Priority1	Treatment
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	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat	

Risk Description	Existing Controls	Rating			Treatment Priority1	Treatment
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	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>
					Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat Monitor	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low Treat Monitor	



**Risk Treatment Priority Table**

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

<b>Consequences</b>	Major	Treat	Treat	Treat	Treat
	Moderate	Monitor	Treat	Treat	Treat
	Minor	Monitor	Monitor	Treat	Treat
	Insignificant	Monitor	Monitor	Monitor	Monitor
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					