

CAMPING POLICY

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Approved By	School Council /Policies sub-committee
Approval Authority (Signature & Date)	
Date Reviewed	April 2010
Responsible for Review	Assistant Principal
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References	Victorian Government Schools Reference Guide – section 4.4.2

BASIC BELIEFS

Camps are seen as an integral part of the College 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 the College. A camp is defined as any activity that involves at least one night's accommodation.

AIMS

- To provide students with the opportunity to participate in a camping program that is linked to social 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, judgement, cooperation and tolerance.

GUIDELINES FOR ACTION

- All camps must be approved by the PD/Excursion committee and School Council.
- Staff wishing to organize a camp must complete an excursion/camp proposal form and lodge this with a member of the PD/Excursions committee for approval. The committee meets in Weeks 2, 6 & 10 of each term and all camps must be approved prior to running. Where a proposal has not been submitted, that camp will not run, unless special circumstances are pending. This decision will be made by the Principal or Assistant Principal. The committee will consider the educational outcomes of the camp as well as the impact on the College for the proposed dates.
- The committee will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- Once the camp has been approved an "Excursion Pack" must be completed. This is available from the General Office or on the Staff Info Drive. All Sections (A, B, C & D) need to be completed and handed to the Office Manager for processing. The Assistant Principal will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 3 weeks prior to the camp departure date, and ensure relevant details are entered on the daily planning sheets.
- All approved camps will then be presented to School Council for their approval.
- The College will ensure that all camps are maintained at a reasonable and affordable cost and comply with all DEECD requirements. All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with a current Bronze Medallion qualification. **Refer:**
www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm
- 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 requirements. Parents should notify the staff in writing regarding special dietary requirements when returning consent forms.

- 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 appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- 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.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone (Ph: 0428 43 5756) and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- 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 College 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.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- Only students that have displayed sensible, reliable behaviour 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 behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Sub-school Leader or Year Level Coordinator, in consultation with the organizing 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 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.

Staff – student ratios

Description	Staff : Student Ratio
Day excursions (not involving adventure activities)	1 : 20
Overnight excursions (not involving adventure activities) <ul style="list-style-type: none"> • Base camps in residential premises or under canvas • Study camps in residential premises • Tours, including interstate tours • Overseas tours 	1 : 10 1 : 15 1 : 15 1 : 10
Boating Activities	Staff : Student Ratio
Canoeing	1 : 6
Rafting	1 : 6
Rowing	1 : 9
Sailboarding – beginners	1 : 3
- semi-experienced	1 : 5
Water skiing (in tow)	1 : 1
Swimming – based Activities	
Recreational Swimming <ul style="list-style-type: none"> • Swimming pools and confined, shallow natural water • Open deep water • Surf beaches 	1 : 10 1 : 10 1 : 5
Snorkel swimming <ul style="list-style-type: none"> • Beginners • Training situations in clear, confined water, without wind, swell or waves • Semi-experienced in calm water not exceeding 15 metres 	1 : 6 1 : 12 1 : 8
Snorkel Diving <ul style="list-style-type: none"> • Training situations in clear confined water, without wind, swell or waves • Semi-experienced in open water • Experienced in open water 	1 : 12 1 : 6 1 : 8
Surfing	1 : 8
Bushwalking <ul style="list-style-type: none"> • Day walks • Overnight 	1 : 10 1 : 5
Cycling	1 : 10
Orienteering <ul style="list-style-type: none"> • City or town parklands with defined boundaries • Streets and small area of bushland with well-defined boundaries • Larger and more remote areas of bushland 	1 : 20 1 : 15 1 : 10
Rock Climbing and abseiling <ul style="list-style-type: none"> • Beginners • Semi-experienced • Non-active climbers 	1 : 1 1 : 3 1 : 10
Skiing – ski village areas for alpine and cross country skiing: <ul style="list-style-type: none"> • One-day visit • Overnight stay 	1 : 10 1 : 8
Non-ski village areas day and overnight	1 : 5

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide