



# **MALVERN VALLEY PRIMARY SCHOOL**

## **CAMP POLICY**

### **STUDENT MANAGEMENT**

#### **RATIONALE:**

Camps are defined as any activity involving at least one night's accommodation, including sleepovers at school. The school's camp program enables students to further their learning and 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.

#### **AIMS:**

- To provide all children in appropriate grades with the opportunity to participate in a safe and beneficial camp program.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To provide shared experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- To provide a program that delivers skills and experiences that may lead to a lifelong involvement in worthwhile leisure pursuits.

#### **IMPLEMENTATION:**

##### **1. PLANNING**

- 1.1 The camp program will be appropriately tailored to students needs.
- 1.2 The make-up of camps for the year will be determined by the Principal in the year prior to them occurring, taking into account factors such as student enrolments, available bookings and cost.
- 1.3 School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education and Training requirements.
- 1.4 Parents will be notified of the exact costs and other relevant details of the camp as soon as practicable.
- 1.5 Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will have the opportunity to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- 1.6 All families will be given sufficient time to make payments for individual camps, which will include the provision for instalment payments over several months. Children whose parents/guardians have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- 1.7 Refund requests will be considered by the Principal on a case-by-case basis, with reference to the following criteria:
  - a. Whether the cost is variable or fixed (this may be dependent on the amount of notice provided).
  - b. The nature of the individual circumstances regarding the withdrawal.
- 1.8 The costs for staff replacement will be factored into the cost of the camp.

- 1.9 The school will only use residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- 1.10 Should additional adults be required and not be able to be viably sourced from school staff, parents may be invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge and the Principal will take into account:
  - a. Whether the parent has a current Working with Children Check (requirement)
  - b. Any valuable skills the parents have to offer. e.g. bus license, first aid etc
  - c. The preference to have both male and female adults in attendance.
  - d. The special needs of particular students.
- 1.11 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. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- 1.12 Classroom teachers of the grades attending will be given priority to attend camps.
- 1.13 For residential camps, a ratio of 1 adult : 10 students will be maintained throughout the camp in accordance with Department of Education and Training guidelines.
- 1.14 At least one staff member will be Level 2 First Aid Qualified and will be the nominated First Aid Officer for the camp.
- 1.15 Students will be provided an opportunity to request others of the same gender they would like to be in rooms with; this does not guarantee they will be roomed with these students. The Teacher in Charge, in consultation with class teachers, will form rooms based on information gathered from these requests and their own knowledge of students.

## **2. APPROVAL**

- 2.1 School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- 2.2 School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- 2.3 Prior to the commencement of any detailed planning relating to a proposed School Council approved camp, the Teacher in Charge and other key members must meet formally with the Principal, to present the Principal with a [planning summary](#) (Appendix 1), to discuss the camp, and to seek 'in principle' support for the event. The Principal will complete the Principal Checklist to ensure all information and planning is in order.
- 2.4 If the Principal's approval is granted, detailed planning should commence using the [planning questions](#) (Appendix 2) proforma as a guide.
- 2.5 Prior to seeking School Council approval for the camp, organising staff are required to meet again with the principal and present him/her with all documentation, including the completed School Council [approval](#) (Appendix 3) proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online [Notification of School Activity](#) form then be submitted at least three weeks prior to the activity.
- 2.6 When presenting information to School Council, the Teacher in Charge must be aware that Council will consider questions such as those outlined in Appendix 2: Planning Questions.
- 2.7 Emergency management plans are to be developed if they are not already provided by the camp.
- 2.8 School Council requires that students only travel on buses fitted with seatbelts.

- 2.9 An Excursion Risk Assessment must be completed by the Teacher in Charge prior to leaving for camp, including specific medical issues. It is the responsibility of the Teacher in Charge to ensure all attending adults are briefed on the risk assessment.

### **3. MANAGEMENT**

- 3.1 Students who choose not to attend camp are still required to attend school. They will be placed in another class and will be expected to complete appropriate learning tasks.
- 3.2 The Teacher in Charge will be contactable by phone during camp.
- 3.3 One staff member will drive a car to the camp for incidences requiring emergency transportation.
- 3.4 Students requiring medication to be administered during camp will be required to complete a Medical Authority Form and provide the medication in its original packaging. This must be provided to the First Aid Officer no later than the morning of the camp.
- 3.5 Any students with dietary requirements will be catered for. If for some reason they cannot be catered for by camp staff, alternate arrangements will be made prior to the camp to ensure their involvement in the camp program.
- 3.6 While school camps are a team activity requiring the cooperation and common-sense of all participants, the Teacher in Charge will oversee the operations of the camp, take charge of events and make key decisions (for example, changes to schedules due to inclement weather).
- 3.7 Any incidences on camp will be dealt with in accordance with relevant school policies, such as the Bullying Prevention Policy and Student Engagement and Inclusion Policy.
- 3.8 Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The Teacher in Charge will make this decision. All costs incurred will be the responsibility of the parent.
- 3.9 School Council requires that a report be tabled after each school camp, detailing feedback regarding the event, in particular any incidences or areas for future improvement.

### **4. SOMER'S CAMP**

- 4.1 When Somer's Camp is offered to Malvern Valley Primary School, the Principal will decide whether to make this opportunity available to Grade 5 and 6 students or not, considering clashes to school events, feasibility and cost.
- 4.2 Parents will be required to nominate their child for this camp by nominated date.
- 4.3 Should the number of students who have expressed interest exceed the number of places allocated to the school, students will be selected by random ballot.
- 4.4 'Reserve' students will be selected at this time should a successful candidate withdraw from the camp.
- 4.5 Students who attend Somers Camp may miss some school events during their time away; events will not be reorganised to fall outside Somer's Camp dates.

### **EVALUATION:**

- This policy will be reviewed annually at the conclusion of the school's camps program and as part of the school's three-year review cycle.

**RATIFIED BY SCHOOL COUNCIL: 2017**

**TO BE REVIEWED: 2020**

## **APPENDIX 1**

# Planning Summary

The following planning summary provides an overview of four issues that should be considered before undertaking detailed planning of an outdoor or adventure-based program. This summary is most useful when used in the initial stages of planning for the proposed activity or program, and before bookings are made and dates are confirmed. It can also be applied as a final check before the program commences.

It is strongly recommended that you obtain the support of your principal for the proposed program before undertaking detailed planning.

### **Purpose**

You will need to explain the educational benefits that your students will gain, and how they relate to your school's curriculum.

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### **Environment**

The environment in which an activity is conducted is one of the most dynamic elements of the excursion. You will need to assess the opportunities and challenges that are reasonably foreseeable in the environment, such as risk of bushfire, in which you will be operating.

You will need to consider how to manage the impact your program will have on the environment. You will need to contact land managers/owners, well in advance, to check for usage requirements or constraints.

Transport arrangements should comply with the School Policy and Advisory Guide - Transporting Students and VicRoads regulations.

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### **Activities**

The activities undertaken as part of your program should support the educational purpose.

You will need to follow the specific guidelines for any activity you will be offering students, and to carefully develop detailed risk management plans.

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### **People**

Your students must have the capacity to manage the range of challenges that your proposed experience may present. You will need to prepare them adequately, and provide information that will allow for informed consent to be provided.

Ultimately it is the staff responsible for the planning, instruction and supervision of students who will contribute to the learning and wellbeing of students.

You must be able to supply a safe and effective supervision and instruction framework.

The school council must give formal approval for your detailed plans.

Prior to departure, prepared documentation that might assist with emergency management must be lodged with the Principal and the designated 24-hour school contact person.

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## **APPENDIX 2**

### **Planning Questions**

Having received initial support from your principal, use the following questions to begin the detailed planning of your program. (They use the same headings as each of the activity guidelines.)

Once a detailed program has been developed the *Proforma for activities requiring school council approval* must be completed (see [approval process](#)).

#### **Purpose**

- What benefits will the students derive from the experience?
- How does the excursion relate to your school curriculum?
- How will you determine what students have gained from the experience?

#### **Environment**

- What opportunities and hazards does the physical environment in which the program will take place present for the group?
- How might you minimise your environmental impact on the natural environment?

#### **Location**

- Do you or other members of staff have recent and thorough knowledge of the location? If not, do you or other members of staff have experience in a comparable activity environment and have you contacted a person with recent activity experience of the proposed location to inform your planning?
- Is the location remote? If so what skills and experience does this require of the staff and students?

#### **Communication**

- What is the communication strategy within the group for day-to-day operations?
- What is the communication strategy in the event of an emergency?
- What limitations does the chosen communication strategy have in the location(s) you will use?

#### **Weather**

- What are the common weather features of the environment in the season that you will be visiting?
- Has a weather forecast been obtained prior to the excursion? One day prior; one week prior?
- Will you be able to obtain weather forecasts during the excursion?

#### **Transport**

- How will students be transported to, from and during the excursion?
- Are all drivers appropriately licensed and experienced?
- Will you be travelling in an area requiring a Hazardous Areas Authority?
- How will drivers of vehicles, with 13 seats and over, travelling beyond a 100km radius from its designated base, operate in accordance with the National Driving Hours Regulations?
- Will your program allow drivers of vehicles with fewer than 12 seats to operate consistently with the National Driving Hours regulations?

#### **Activities**

- Do the activities undertaken as part of your program support the educational purpose?
- Have you read the activity guidelines for activities being undertaken during the excursion?
- Has a risk assessment of the activity been undertaken that relates to your student group and the activity location(s)?

#### **Students**

- Do students require specific skills or abilities to participate safely in the proposed activity?
- Are you aware of any difficulties or impairments that may hinder a student's participation?
- Are there any students whose behaviour may present a challenge for the supervision or safety of the group?

#### **Equipment – group and technical**

- Is any specialist equipment required for the program activities, or emergency management ?
- What hazards does the equipment present?
- How will you ensure that all group equipment you consider essential is present and appropriate?

#### **Clothing and personal equipment**

- Do members of the group require any specific clothing or equipment for the activities or location?
- Have students been given a suggested clothing and equipment list?
- How will you ensure that appropriate clothing and equipment is available on the program?

#### **Staffing**

- Will a registered teacher either employed by the Department of Education or endorsed by the school council be present and have overall responsibility for the activity?
- Do all staff satisfy either current Department of Education police check requirements or the [Working with Children Check](#) (required by non-teaching staff after July 2007)?
- Has the participation of external providers been documented?

#### **Experience and qualifications**

- Do staff providing the instruction and supervision for each element of the program have the required qualifications, skills or experience?

- Will assisting staff be able to assume a supervisory role during the activity?
- Do the assisting staff have the ability to participate competently in emergency response procedures?
- Are these qualifications, skills and experience documented?

**Supervision**

- Has a detailed supervision strategy been established for all activities and for non-programmed periods in the excursion?
- Are all staff aware of their specific supervision responsibilities?
- How will students be supervised during each part of the program, including free-time and any overnight periods?

**Overnight excursions**

- Has the type of accommodation and location(s) been documented?
- If residential campsites are being used are they accredited?

**Informed consent**

- Has informed consent been obtained from parents/guardians?

**First aid**

- What first aid qualifications do staff currently hold?
- Are those qualifications appropriate for the location and nature of the activities being undertaken?
- Will a first aid kit stocked appropriately for the location and student group be readily available throughout the program?
- Given the group's communication strategy and taking into account the location of the excursion, can medical care and treatment be obtained within a reasonable period of time in the event of an emergency?

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

Principal:

Name	Signed
Date	

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

School Council President:

Name	Signed
Date	

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## 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. For example, name, address, or map and grid reference.*

Contact phone number(s):

– Residential campsite (if applicable)

– Staff mobiles