

Wooragee Primary School

School Camp Policy 2017

Rationale:

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, social or outdoor emphasis and are an important aspect of the educational programs offered at our school.

The school supports a culture (values, expectations and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities. e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

Aims:

- To provide all children with the opportunity to participate in a camp program.
- To provide shared experiences 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.

Implementation:

- A camp is defined as any activity involving at least one night's accommodation.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- Parents will be provided with approximate dates and associated costs as early as possible.
- Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, may 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.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices before the camp departure date reminding them of the need to finalise payment.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- All school camps will be visited prior to the event by the Teacher in Charge and a risk analysis report completed.
- The designated Teacher in Charge of each camp will ensure that all camps, bus arrangements and camp activities comply with Department of Education and Early Childhood Development guidelines.

The online DET 'Notification of School Activity' information will be completed at least three weeks prior to the camp as required at:

www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp

- All students will be required to provide written permission from their parents to attend the camp, as well as a completed 'Confidential Medical Information' form.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- A mobile phone will be taken to all camps.
- Family members will be invited to attend school camps if appropriate.
- All adults attending the camp will be required to provide a Working With Children Check.
- School camps are alcohol and smoke free events.
- Family members will be required to pay the accommodation and meals cost of the camp.
- Parents will be advised that they will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps require School Council approval. This approval is sought at a scheduled meeting once a decision on venue and dates has been determined. Information presented to the School Council will include: -
 - The educational aims and objectives of the camp.
 - Travel arrangements and costs.
 - Venue details and an itinerary of events.
 - Risk analysis report and the procedures followed to ensure the safety of the children.
- A whole school camp is arranged every few years for students from prep to year 6 attend. It is expected that students in prep have a significant adult present for the duration of the camp. It is at the parents' discretion for students in other year levels.
- A school sleep-over may be offered for children too young to attend camp.

Evaluation:

- There will be a review following each camp.
- This policy will be reviewed every three years.

Ratified: July 2017

Review Date: July 2020 or earlier as required