



Mernda Primary School 0488

CAMPING POLICY

RATIONALE

The school's camping 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 with the opportunity to participate in a camping program.
- To provide shared class 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 develop independence, self reliance and responsibility.
- To provide a program that promotes self-esteem, resourcefulness, leadership, judgement, cooperation and tolerance.

IMPLEMENTATION

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed for children in grades four, five and six every year.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- A full itinerary outlining activities to be undertaken and supervision provision will be developed prior to the camp.
- An organisational checklist will be maintained throughout all planning stages.
- All safety issues and emergency procedures will be documented and discussed prior to departure.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. 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, will be required 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, prior to the due dates.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent a reminder notice before the due date of the camp payment reminding them of the need to finalise payment. Children whose payments have not been finalised at least three school weeks before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- First and last instalments must be paid by the due date but other instalment payments may vary from the set date.
- Monies will not be accepted after the due date.
- Payments must be received in full before a student attends camp.
- No camp money will be refunded until all camp costs are fully covered.
- In the case of genuine illness and a student is unable to attend camp, money may be refunded.

- Any family who has not met the required payment for a previous incursion, excursions or camps will be unable to participate in the camping program until these payment have been finalised.
- 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.
- Where the student ratio of camp placements is over entitled, student allocation will be in order of receipt of the deposit.
- The designated Camp Coordinator of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines. The ‘Notification of School Activity’ form will be completed and forwarded to the DET at least *eight* weeks prior to the camp departure date. All students will be required to provide written permission from their parents to attend the camp, as well as a completed ‘Confidential Medical Information for School Council Approved Excursions’ form.
- 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. If the unsatisfactory behaviour continues, the child may then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Leadership Team
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable and places themselves or others at risk. The Camp Coordinator, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- Wherever possible, camps will cater for individuals with specific needs.
- Parents must submit 2 original confidential student medical reports prior to departure.
- A staff member will be assigned as the Medical Officer. This person will be responsible for dispensing any necessary medication. Such medication must be accompanied by written instructions regarding administering the medication and handed to the staff member in charge prior to leaving for camp
- A mobile telephone, first aid kit and, where ever possible, a staff car will be taken to the camp.
- An adult, trained in First Aid (level 2), will attend the camp.
- Students who do not attend camp will be provided with an alternative program that addresses, wherever possible, similar learning objectives to the camp.
- All staff and volunteers attending the camp will hold a current ‘Working with Children’s check.

EVALUATION:

This policy will be reviewed as part of the school’s three year review cycle.

This policy was last ratified by School Council in	17/08/16
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CAMPS/EXCURSIONS RISK MANAGEMENT ASSESSMENT FORM

Section 1 –Environment Emergency Management Assessment

Venue Assessed _____ for **month** of _____

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> Bushfires Severe storms and flooding Earthquake School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> Missing Student Medical Emergencies Incidents Aggressive student behaviour 	<ul style="list-style-type: none"> Intruders Internal fires and smoke Snakes and other wildlife Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
<p>People</p> <p>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number</p>		
<p>Equipment</p> <p>Resources that impact on the activity e.g. clothing, footwear, teaching equipment</p>		
<p>Environment</p> <p>Factors that impact on the activity e.g. Weather, terrain, water</p>		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>If someone is injured – ensure all other students and staff are safe. Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		