

## **Seaholme Primary School 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 curriculum, 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 sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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 program will be developed sequentially throughout the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DE&T requirements.
- The December edition of the school newsletter will provide parents with approximate dates and costs associated with the following year's camps.
- 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.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is 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.
- 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 Training guidelines.
- Only Camping Association of Victoria accredited camp sites will be used.
- The online DE&T '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](http://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 for School Council Approved Excursions” form.
- Classroom teachers and integration aides supporting children attending camp will be given the first option to attend camps.
- There is no requirement for any teacher or support staff to attend a school camp.
- The school will provide a mobile phone for all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the delivery of school camps for extra adult supervision if required. This will be included on the notification of the camp to parents.
- When deciding which parents will attend, the camps committee will take into account –
  - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - The need to include both male and female parents.
  - The special needs of particular students.
- Parents must attend the camp as a helper or carer for all children. They are to understand that they are not to spend too much time or personal assistance to their own child whilst on the camp.
- Parents selected to assist with the camps program will be required to have a current ‘Working with Children Card. The school will pay for the associated costs.
- The selection of the parents attending camp will be made by the teacher in charge in consultation with the camps committee and with the principal. Reasons for parent selection or non-selection will be confidential and will not be released to parents. The teacher in charge will notify all parents that have expressed interest of the selection or non-selection to assist with the camp.
- If the number of requests for parent participation is greater than the number of parent vacancies, a waiting list will be established.
- 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 will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- Parents 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 at least three weeks prior to the departure date. Information presented to the School Council will include: -
  1. The educational aims and objectives of the camp.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Risk analysis report and the procedures followed to ensure the safety of the children.
  6. Details on the number of students excluded from camp.
  7. Alternative program for students not attending camp.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

**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.

This policy was last ratified by School Council in....

July 2008