



Morwell Central Primary School

Camping Policy 2022



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

Rationale:

An effective camping program enables students in years 3-6 to further their learning and develop social skills in a non-school setting. School camps have a cultural, environmental and outdoor emphasis and are an important aspect of the educational programs offered at our school. Our camping policy is designed to provide educational experiences that enhance the classroom program and will be offered biannually.

Belief Statement:

At Morwell Central Primary School, we believe that school camps:

- Assist with the development of independence and responsibility through educational experiences and activities not normally available in the classroom
- Provide a shared class experience and a sense of group cohesiveness
- Reinforce and extend classroom learnings
- Provide skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits
- Complement our core school values

There are legal and system requirements that must be met before students can attend school camps.

Aims:

This policy aims to:

- Provide students in grades 3-6 with the opportunity to participate in a camping program
- Provide support for additional camps outside school
- To provide a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, judgement, cooperation and tolerance

- To provide shared class experiences with a sense of group cohesion
- To provide educational experiences that enhance the classroom
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Implementation:

A camp is defined as any activity involving at least one night's accommodation. At Morwell Central Primary School we will offer a school camp.

A designated team member will be appointed who will be responsible to oversee the camping program for the designated camp.

All camps require prior School Council approval. School Council will ensure that all school camps comply with all DEECD requirements. Other information that will be presented to the School Council will include:

- Travel arrangements and costs
- Venue details and an itinerary of events
- Details of names of all adults attending

Only sites with full accreditation with the Camping Association of Victoria will be used by Morwell Central Primary School. Prior to selecting a venue, a visit by staff should be arranged to assess:

- Suitability of accommodation
- Location of adult sleeping quarters (must be in close proximity to student sleeping quarters or with younger students)
- Safety of the site
- Suitability of camp activities
- Catering
- Seek a reference from another school that has used the camp

Prior to the Camp:

- The designated team member responsible for organising the camp must complete the Excursion/Camp planning document (See attachments)
- All camps will be budgeted for at the beginning of the camp year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details
- A non-refundable deposit will be required by families. Full payment must be made by the designated date
- Parents experiencing financial difficulty, who wish for their child/ren to attend, will be required to discuss their individual situation with office staff. Decisions relating to alternative payment arrangements will be made on a case-by-case basis
- All families will be given sufficient time to make payments for camps. Payment plans will be offered to families. Parents will be sent final reminder notices or contacted by phone before the camp departure date requesting them to finalise payment. Unless

otherwise arranged, only students whose camp costs have been paid in full are able to attend the camp

- A refund will be made if a student can no longer attend the event due to a family crisis or sudden serious illness. The refund is usually paid into the account from which the money came (eg CSEF). Where the payment was made in cash, the school will contact the parents for instructions.
- Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.
- If the camp is approved, the online Notification of School Activity for needs to be submitted three weeks prior to the activity (www.eduweb.vic.gov.au/forms/school.sal.EnterActivity.asp). This form needs to be completed if travelling beyond the local town/city school.
- Parents may be invited to attend school camps. When deciding on which parents will attend, the teacher in charge will take into account-
 1. Any valuable skills they have to offer eg. First aid
 2. The preference to include both male and female parents
 3. The special needs of particular students
 4. Parents must have a Working with Children Check
- Parents will support staff in their application of any Student Welfare and Discipline procedures at camp. If their child exhibits behaviour that is considered unacceptable, parents will be requested to collect their child from camp. The camp coordinator, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- **Students who do not attend camp are required to attend school.**

During the Camp:

- A designated teacher will be required to coordinate First Aid on the camp. Duties include:
 - Keeping the medical details of all students who attend
 - Highlighting students with specific medical needs including medication
 - Oversight of medication administration
 - Attending to all students who are in need of medical attention
 - Recording details of treatment of any illnesses and accidents as well as the administration of medication
- Should an accident occur the following procedures must be followed:
 - a) The student should be treated by the teacher
 - b) Assistance (eg. Ambulance) should be called
 - c) Contact the school
 - d) Contact parent/carer should be informed when the exact nature of the accident and the treatment the student has received.

Additional Camps Organised Outside School:

- Students in grade 5 and 6 can be nominated for Somers Camp and Sports Camp
- Selection of students is based on circumstances such as behaviour and ability
- Expression of interest notes are sent out to students wishing to participate in Somers Camp. If there are more applications than positions, students will go into a ballot for selection
- Rotary and Lions camps are open to students in grade 4-6. Teachers will nominate students however selection is decided upon by Rotary or Lions personnel

Student Behaviour:

Prior to camp individual student behaviour incident data will be checked and monitored to determine if students with behavioural concerns are entitled to attend camp. Parents and Carers will meet with the Principal and/ or Assistant Principal to discuss behavioural concerns in the month prior to camp.

Disciplinary measures apply to students on camps and excursions consistent with the School's Student Engagement and Inclusion policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion
- of the anticipated time that the student will arrive home
- of any costs associated with the student's return which will be the responsibility of the parents/carers

Attachments:

- Camp Planning Form
- Camp Checklist

Evaluation:

This Camp Policy will be reviewed as part of the school's four-year review cycle or earlier as required.

This policy was last ratified by School Council.

9th May, 2022

Camp Planning Form

This form is to be completed prior to a camp and returned to the office. Attach copies of the camp notes and any other relevant details.

Camp Organisation:

	Camp (title and location):				
	Camp organisational details:				
	Teacher in charge:				
	Attending Staff:				
	Staff member with First Aid:				
	Classes involved:				
	Total number of students:				
	Ratio of staff/students: (minimum of 1:20)				
	Proposed date:				
	Have you checked the diary:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Estimated departure time:	Depart school:		Arrive location:	
		Depart location:		Arrive school:	
	Transport:				
	Cost of camp:	<input type="checkbox"/>	Free	<input type="checkbox"/>	Paid
	Parent helpers required:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Consent form required:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Leadership approved:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Signed:				

Notes:

Office staff to have a copy of any notes that go home with students

	Have notes been authorised by Leadership?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	When are notes to go home with students?				
	1. Initial Note				
	2. Permission Note				
	3. Reminder Note				
	4. Additional Notes				

Camp Company/Organisation:

Camp company/organisation:							
Contact person:							
Telephone:							
Date of confirmation:							
Cost per student:		\$		Total due:		\$	
Deposit required:	Yes		No		Deposit paid:	Yes	No

Buses:

Bus Company:							
Contact person:							
Telephone:							
Date of confirmation:							
Number of buses required:							
Cost per bus:		\$		Total due:		\$	
Deposit required:	Yes		No		Deposit paid:	Yes	No

Cost:

Total cost per student to be calculated minus 8 students – not all students will attend.

Total cost of camp company:	\$
Total cost of buses:	\$
Total cost:	\$
Number of students:	
(- minus 8 students)	
Total cost per student:	\$

Parent Helpers:

Parent helpers required:	Yes		No		Number required:	
Name:					Female	Male
Working with children	Yes		No		First Aid	No
Name:					Female	Male
Working with children	Yes		No		First Aid	No
Name:					Female	Male
Working with children	Yes		No		First Aid	No
Name:					Female	Male
Working with children	Yes		No		First Aid	No

Yard Duty:

Rostered yard duty:		Swapped yard duty:	
Person	Duty	Person	Duty

Signed:	
Date:	

Camp Checklist

Camp: _____

Grade Level: _____

Teacher in Charge: _____

Before Camp:

TASK	Person Responsible	Date to be Completed	Task Completed
Diary has been checked for availability.			
Camp Planning Form completed and handed to Leadership Team for approval.			
Copies of all notices have been attached to Camp Planning Form and supplied to office.			
Online Notification of School Activity has been submitted (for excursions beyond local town/school).			
Camp company/organisation has been booked.			
Buses have been organised and booked.			
Total cost per child has been calculated.			
Notice has been sent to parents detailing dates, times, costs, location, student's requirements and reason for the excursion.			
Consent forms have been sent to parents.			
Consent forms have been collected for all students.			
Money has been collected from all students.			
Parent helpers have been selected.			
Working with Children checks have been sighted for all parent helpers.			
Camp is thoroughly planned, allowing for contingencies such as emergencies, undue weather and behavioural issues and formulated relevant plans for such cases.			
Office has contact details for all staff attending camp.			
Buses have been confirmed.			
Camp company/organisation has been confirmed.			
Camp tasks have been allocated.			

Days of Camp:

TASK	Person Responsible	Date to be Completed	Task Completed
Office has been notified of any absences.			
First aid kits have been collected.			
All classroom teachers have excursion folders.			
Staff have mobile phones to be used in an emergency.			
Relevant work has been left for students not attending excursion.			
First aid kits have been returned.			
Accident and first aid forms have been filled in for any accidents that occurred during excursion.			