



White Hills Primary School

Camps 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 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, including sleepovers at school and the Prep & Grade 1 Tea.
- The program will be developed sequentially throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost and comply with all Department of Education & Training (DET) requirements.
- Information distributed to families in Term 4 will provide parents with approximate dates and costs associated with the following year's camps. Parents will be notified of the exact costs and other relevant details of individual camps by the end of Term 1.
- **Full payment due date is by close of business two (2) school weeks prior to the camp.**
- All families will be given sufficient time to make payments for individual camps. Children whose parents 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. Children will be added to a waiting list for a place on camp at the principal's discretion.
- 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 well before the full payment due date. Payment plans will not be negotiated after the full payment due date. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- The camp deposit amount is determined by School Council and is non-refundable.
- Reimbursements for camps (both before and after the full payment due date) will occur only in exceptional circumstances, with non-refundable costs deducted. In the case of child illness, parents will be required to provide a medical certificate.

Reimbursement may not be possible after the full payment due date due to contractual arrangements with camp operators.

- Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for staff replacement may be borne by the participants.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- 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.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with the Department's [Excursions & Activities](#) website. They must meet formally with the Principal, present a [planning summary](#), discuss the proposed camp, and seek 'in principle' support for the event.
- If the Principal's approval is granted, detailed planning should commence using the [Planning & Approvals](#) webpage as a guide. This must include a site visit and risk assessment if not previously visited.
- The school only uses residential campsites accredited by the '*Australian Camps Association*' or the '*National Accommodation, Recreation & Tourism Accreditation Program (NARTA)*' for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Principal and present all documentation, including the completed School Council [approval](#) proforma, Risk Management template and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda. If approved, the online [Notification of School Activity](#) form must be submitted three weeks prior to the activity.
- When presenting information to School Council, the Teacher in Charge must be aware that Council will consider the following:
 - What is the purpose of the camp and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
 - Is an appropriately trained member of staff able to provide first aid?
 - Have staff members who are not registered teachers completed a Working with Children Check?
 - Is the location of staff and students throughout the camp including during travel known?
 - Is a record of telephone contacts for supervising staff accompanying the camp available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the camp available at the school?
 - Has a copy of the completed School Council [approval](#) proforma, Risk Management template and any attachments been submitted and approved?
 - Will the online [Notification of School Activity](#) form be submitted at least three weeks prior to the excursion?
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the [Adventure Activities](#) webpage, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements.

- School Council requires that students only travel on buses fitted with seatbelts and that there are adequate seats available for all students and staff.
- Classroom teachers will be given the first option to attend camps.
- 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 regarding the anticipated return time.
- Parents may be invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge will take into account:
 - Any valuable skills the parents have to offer, eg. bus licence, first aid, etc
 - The preference to include both male and female parents.
 - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check. The school will pay for any associated costs.
- Parent volunteers will not be required to pay the accommodation and meals cost of the camp.
- Parents attending camp will adhere to the same confidentiality guidelines as WHPS Staff members and will not comment about any aspect of the camp to the wider school community, either through social media, other electronic means or in person.
- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.
- The role of parents attending camp is as directed by the Teacher in Charge.
- Students in Grades 5 & 6 are permitted to bring electronic items for the bus travel to and from the camps. The following statement will be added to Grade 5 & 6 camp notes for parents:

“Students are allowed to bring electronic devices on the bus. However, they must not be internet or mobile data enabled. This means the sim card needs to be removed if applicable. Students are responsible for brought devices and any damage/loss will be their responsibility. Devices will be collected upon arrival and stored on the bus for the day”.
- Grade 3 & 4 students are not permitted to bring electronic devices on the bus travel to and from camps.
 - 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 Teacher in Charge.
 - Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable (as per the School Camp Agreement or ICT Acceptable Use policy) or they become unwell. The Teacher in Charge will make this decision. Costs incurred will be the responsibility of the parent.
 - The primary reference that must be consulted when considering all camps is the School Policy Advisory Guide – Excursions & Activities website.
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>
 - To be read in conjunction with the ‘Excursions’ policy.

Evaluation:

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

This policy was amended and ratified by School Council in June 2019.

