



RESPECT – RESPONSIBILITY – RESILIENCE – DOING YOUR BEST



WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

Camping Policy & Procedures

Date: August 2017

1. Rationale

The school's camping program enables students to further their learning and social development in a non-school setting. It is designed to assist the gradual development of independence and responsibility by providing educational and social experiences and activities not normally available in the classroom.

2. Aims

- To provide educational and social experiences that complements the classroom program.
- 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, resilience, leadership, judgement, cooperation and tolerance.
- To provide shared class experiences and a sense of group cohesiveness.
- To provide a sense of empowerment and personal excellence.
- To provide all children with the opportunity to participate in a sequentially developed Camping program from Foundation to Year 6.

3. Context

- The camping program will be offered annually to all year levels throughout the school, unless otherwise agreed upon by the School Leadership in consultation with School Council.

4. Implementation - Camping Program

- The Camping program will consist of: -

<u>Foundation</u>	An organised evening activity
<u>Year 1 and Year 2</u>	'Big Night In' – The Year 1 students attend for the activities and the Year 2 students Sleep over.
<u>Year 3 and Year 4</u>	Camp of 2 nights.
<u>Year 5 and Year 6</u>	Camp of 4 nights.

All children who have displayed sensible, reliable behaviour at school will be invited to participate in the Camping program. Parents will be notified if their child is in danger of losing an invitation to participate in a camping experience due to poor school behaviour choices. 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/Assistant Principal in consultation with the classroom teacher.

- The special needs or extenuating circumstance of all students will be taken into consideration when making a decision about their participation in the camp program. Where necessary, behavior support plans will be document for individual students and taken on camp.
- Students who do not attend camp are required to attend school. For students remaining at school, appropriate instruction will be provided. Alternative placements and work will be stipulated in the week prior to the Camp. Where possible, the instruction received at school will have a correlation to the Camp activities.
- School Council will ensure that all school Camps are maintained at a reasonable and affordable cost and comply with all Department of Education and Training (DET) requirements. A full budget will be presented to the Facilities and Finance committee and approved by the School Council.
- All Camps require prior School Council approval before confirmation of the booking. 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;
 - Procedures followed to ensure the safety of the children (see to Appendix I).

5. Coordination - Camping Program

- A designated Camp Coordinator will be appointed, whose responsibility will be to oversee the Camping program for the designated camp at each year level. All teachers within the year level will have assigned tasks to undertake in the overall organisation in the camping program specific to the level.
- The overall cost of the Camp will include funding for the cost of replacement teachers (CRT's) should they be required.
- Classroom teachers of the students attending will be given the first option to attend Camps.
- The Camp Coordinator will ensure the Camp, bus arrangements and Camp activities comply with DET and Williamstown North Primary School guidelines.
- The "Notification of School Activity" form will be completed and forwarded to DET and to the Office of Emergency Management three weeks prior to the Camp/Tour departure date. See the link below (internal only).
<http://www.eduweb.vic.gov.au/forms/school/sal>
- All students will be required to provide written permission from parents/guardians to attend the Camp, as well as a completed Medical information forms.
- The school/camp will provide a teacher who is first First Aid trained and holds HLTAID003 award on each Camp. This teacher will be the designated leader of First Aid for the duration of the Camp.
- The designated First Aid teacher will be required to: -

- Keep medical details of all students who attend;
 - Highlight students with specific medical needs including medication;
 - Oversee the administration of medication;
 - Attend to all students who are in need of medical attention;
 - Record details of treatment of any illnesses and accidents as well as the administration of medication.
- Where staff/students attending the Camp are due to return after the end of the school day, a senior staff member will be in attendance at school until their return. The Camp Coordinator will communicate with this person in regards to the anticipated return time.
 - Where parent helpers are required for a camp, an Expression of Interest process will be followed. Preference will be given to parents with specific skills to further support students and parents who have not attended previous camps. The final selection of parents to attend camps will be undertaken by the principal class members of the school in collaboration with the camp coordinator. Parents selected to assist with the Camps program must provide a Working With Children Card (WWCC).
 - All student/adult ratios stipulated by DET for Camps will be followed. Further details are available from School Policy Advisory Guide (SPAG).
 - Staff members will constitute the majority of adult supervision at Camp.
 - Prior to selecting a venue, a visit by staff/parents should be arranged (unless otherwise agreed) to assess: -
 - Suitability of accommodation;
 - Location of adult sleeping quarters, which must be in close proximity to student sleeping quarters;
 - Availability of activities that are challenging, appropriate to age level and in close proximity to main area of Camp;
 - Safety of the site.
 - All buses used to transport students to and from camp will be seat-belted and be from DET approved companies
 - A folder containing a copy of the following documents is to be left at the school:
 - Student medical forms and parent emergency contact numbers.
 - Staff and parents participating in Camp emergency contact numbers.
 - Camp contact names and numbers.
 - Names of all students attending.
 - A copy of the Camp booklet, including details of all activities.

6. Costing – Camping Program

- All camps will be budgeted for at the beginning of the year, with detailed and accurate costing presented to the Principal/Assistant Principal. Parents will be notified of the exact costs and other relevant details for individual Camps as soon as practicable.
- Students will not be excluded from Camps simply for financial reasons. Parents

experiencing financial difficulty, who wish their child/ren to attend, will be required to discuss their individual situation with the Principal or Assistant Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Assistant Principal on a case-by-case basis.

- All families will be given sufficient time to make payments for individual Camps. Parents will be sent final reminder notices a fortnight before the camp departure date requesting them to finalise payment. A range of payment options will be made available.
- The school administration will provide classroom teachers with detailed records of Camp payments on a regular basis. The Camp Coordinator will be responsible for requesting payment updates from the school administration and provide this for classroom teachers.
- Classroom teachers will be responsible for reminding parents of payment requirements, and bring to the attention of the Camp Coordinator any payment issues.
- Parents will be requested to collect their child from Camp if their child exhibits behaviour that is considered unacceptable. The Camp Coordinator, in consultation with the Principal/Assistant Principal, will make this decision. Costs incurred will be the parent's responsibility.
- Parents will be informed of all Camp details through a variety of means such as letters sent home and newsletter articles. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.

7. Evaluation – Camping Program

- A major review of this policy will form part of the school's three-year cycle. A minor review will occur annually.
- Feedback from students, teachers and parents at the conclusion of each camp.

This Policy has been ratified by School Council on 2nd August 2017

References:

DET site for Office of Emergency Management for completion of the relevant forms and paperwork. <http://www.eduweb.vic.gov.au/forms/school/sal>

Appendix I

PROFORMA

Williamstown North Primary School Camp Information

This pro-forma is to be completed by the Camp Coordinator for each school Camp/Tour and presented to School Council prior to finalising the booking of the Camp/Tour.

BACKGROUND

Why Williamstown North has a school Camping program

ABOUT THE SCHOOL CAMP

2.1 Purpose of this School Camp

2.2 Camp Venue

Venue details including why the Camp/Tour was chosen.
Include map and Melways reference.

2.3 Camp/Tour Dates

Include dates, time of commencement (students will depart from the school at....) and completion.

2.4 Camp Program

Outline the Camp/Tour Program

2.5 Teachers attending the Camp

Camp Coordinator

Other teachers attending.

On-site teachers – if program is being run by staff at the venue

Names of parents attending the Camp/Tour.

2.6 Transport

How students and staff will be transported to and from the Camp/Tour.
Length of travel time and anticipated time of arrival.

2.7 Accommodation and Meals

Types of accommodation – e.g. 4 students share a room. Shared toilet facilities.

Types of meals

Determine whether students should be allowed to bring food.

2.8 Safety and Emergency Procedures.

Number of staff with First Aid qualifications.

Emergency contact number and detail circumstances for when it can be used.

2.9 Cost of the Camp/Tour

Cost

To be paid by

2.10 Further information

Further information or clarification for parents to contact their child's teacher.