SCHOOL CAMPS POLICY

RATIONALE

School camps are considered an essential element of the College curriculum. Camps are held annually for Years 4 – 10 students as part of the outdoor education program. A particular duty of care exists on school camps and this differs from that which exists on school premises. Through careful planning, students are given opportunities to experience living away from the College and home environment and in a way that teaches them the value of co-operative group work, the need to develop an awareness of God in their lives and the skills necessary to live in different environments.

The College will ensure that no camp activity will be included as an essential part of the curriculum unless every child in the class or school group has the opportunity to participate.

PURPOSE

1. To develop character building with a strong Christian emphasis.
2. To develop an appreciation of the wonder of the world.
3. To develop skills to facilitate co-operative learning.
4. To link all areas of the curriculum and, in particular, links to Religious Education, Science, History, Geography, and to personal and social development.
5. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place within the wider community.

PRIORITIES AND PROCEDURES

1. Teachers will present formal written notification of intended camps to the Principal, who approves all camps.
2. The Principal and staff will determine the schedule of camps for the school year, will ensure that all camps are maintained at a reasonable cost, and are thoroughly planned and conducted in a manner that complies with duty of care requirements.
3. Camps will comply with legislative and regulatory requirements.
4. Camps will be planned and conducted using risk management principles. Records will be kept of risk management processes for each camp.
5. Contingency arrangements and emergency procedures are included in the planning of each camp.
6. Staff involved in planning camps have the requisite skills and experience for the camp.
7. An appropriately designated teacher-in-charge will co-ordinate each camp.
8. Parents/guardians will be advised in writing well in advance when proposed camps will take place and if any additional costs will be incurred.
9. The camps vary from between one to five days’ duration.
10. Parents will provide written permission for students to attend camp.
11. School camp notices, which include permission slips for parents to sign, provide details of the camp and will include:
   a. The venue of the camp.
   b. The itinerary for the camp.
   c. The costs involved (if appropriate).
   d. Camp requirements such as food, clothing, money.
   e. Emergency contact numbers.
   f. Health details of students, including information about allergies, medication, medical conditions, etc.
   g. Authorisation to obtain medical treatment if required.
   h. Permission for travel by bus or private car.
   i. Permission to administer specific analgesics for recognised localised pain.
   j. Permission to transport students in a private car in cases of illness or injury.

12. Considerations for staff when planning school camps include:
   a. The needs and experience of the group involved.
   b. The abilities/disabilities of the group.
   c. The experience of the attending staff and parents.
   d. The resources and limitations of the venue.
   e. The student/teacher ratio for activities being planned.
   f. The adult female/male ratio to students.
   g. Previous camp experiences already undertaken by the group.
   h. The time and nature of travel involved during the camp.
   i. All other procedures for camps are identical to those documented in the Excursions Policy.

13. All camps are alcohol-free.
14. The ratio for adult supervision whilst on camp, will meet the guidelines as listed in the CAMP/EXCURSION PLANNING BOOKLET. There will be suitably qualified personnel for all planned activities. Other persons accompanying school groups are not permitted to undertake sole responsibility for the supervision of students.
15. Supervisory roles and responsibilities are clearly allocated and understood by staff, students and others involved in the camp.
16. The qualifications and licensing of and safety precautions taken by outside persons or agencies used as part of the camp are carefully checked.
17. A levy for camps is normally included in the general levy for Grades 4 – 10. The College will endeavour to minimise expense for parents. Students will not be excluded from camps for financial reasons.
18. Students who have displayed sensible, reliable behaviour at school will be invited to participate in school camps. Parents/guardians will be notified if a student is to lose his/her invitation to attend camp due to inappropriate behaviour at school. The decision to exclude a student will be made by the Principal in consultation with teachers and parents/guardians.
19. Any student not involved in a camp due to lack of parental or Principal’s consent will be required to attend school and be purposefully occupied.
20. Bookings for buses and venues will be undertaken by the teacher-in-charge, who will advise the Principal and office staff in writing of the relevant details of the proposed camp. These details must include the itinerary, times of departure and arrival at specific locations and any specific requirements.
21. There will be no departure from the stated itinerary unless there is some extraordinary or compelling reason to do so.
22. Any incident occurring on a camp will be fully investigated and recorded.
23. The College provides insurance to cover camps.
24. Camps will be postponed or cancelled if the weather, conditions and other factors create potential risks.

25. Parents/guardians may be invited to accompany camps where their children are in attendance. When deciding who will be invited to attend, teachers will take into account:
   a. Parents/guardians are required to provide satisfactory National Police Record Checks prior to their participation on camps. The College will pay these costs.
   b. Any valuable skills the parents/guardians may have to offer e.g. first aid.
   c. The need to include both male and female adults.
   d. The special needs of particular students.

PRE-CAMP CHECKLIST

1. After consultation with the Principal, the teacher-in-charge of the camp will contact controlling authorities of the places to be visited and ensure that the required procedures are followed.

2. Preliminary inspection of site/venue and the surrounding area will be undertaken by teacher/s if the area has not been visited previously.

3. Costs to cover site/venue fees, food, transport, etc.

4. Suitable transport to enable participants and equipment to travel to/from the destination in safety and relative comfort. Travel by bus is preferred.

5. Travel by private car is permitted provided that written parental permission is obtained for each student travelling by car.

6. Notification to parents of full details of the camp – where, when, reason for choice and type of camp.

7. Student/adult ratio.

8. Experience and expertise of parent helpers.

9. Self-catering or venue-catered.

10. Contact numbers – of students, venue, of related activity sites.

11. First Aid supplies.

12. Signed parent consent forms containing up-to-date medical information and contact details for parents, guardians or designated emergency contacts.

13. Detailed list of camp requirements for the students e.g. clothing, food, other requisites.

14. The need for extra cars to accompany buses.

15. A prior briefing session for parents involved in the camp may be scheduled. Prior briefing sessions for students will include information about the nature of the camp, the environment in which it will take place, minimal impact practices, and safety and risk management.

16. Alternative venues/activities if required.

17. Cash/cheques for the various activities/venues.

DETAILS TO BE LEFT AT THE COLLEGE OFFICE

1. Names and contact numbers for each participating student and staff member.

2. Copies of signed parent consent and medical forms.

3. Transport arrangements, including the name of the transport company.

4. Route, times and locations of the various stages of the camp.

PROCEDURES IN THE EVENT OF AN EMERGENCY

1. Supervising staff must be adequately prepared and equipped.

2. They must be familiar with procedures to be followed in the event of a critical incident.

3. Staff must carry lists of names of students, together with any relevant medical information.

4. They must carry emergency telephone numbers.

5. They must be equipped to make emergency contact by: carrying a mobile phone, carrying a phone card/small change and knowing the locations of emergency contact points.
6. They must carry a First Aid kit.

**PRINCIPAL'S COMMITMENT**
The Principal is responsible for ensuring that:
1. The objectives of this policy are incorporated into College procedures.
2. Staff and students are consulted on health and safety matters relating to camps.
3. Action is taken to ensure that camps are conducted safely and without risk to health.

**STAFF COMMITMENT**
Staff are responsible for:
1. Planning and conducting camps with regard to the health and safety of all participants.
2. Co-operating with measures introduced to protect the health and safety of people on camps.
3. Reporting any accident, incident or near miss that occurs on a camp.

**EVALUATION**
This policy will be reviewed as part of the College’s policy review cycle.

Implemented: July 2007.
Amended: July 2010.