



## Upper Plenty Primary School CAMPS POLICY

### **BASIC BELIEFS**

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their 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. A camp is defined as any activity that involves at least one night's accommodation.

### **AIMS**

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- 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.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

### **GUIDELINES FOR ACTION**

- All camps must be approved by the Principal and School Council.
- The Teacher-in-charge will provide the principal or their nominee with full records regarding the camp. The principal or their nominee will ensure that these are submitted to council well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or nominee. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal or their nominee, in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The School office will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 2 weeks prior to the camp departure date..
- All approved camps will be presented to School Council for their approval.

### **Access to Camp.**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers,

transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.

- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

## **Organisation**

- All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

## **Site Safety**

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

**Refer: [Safety Guidelines for Education Outdoors](#)**

- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide  
For further information regarding safety please check the policy documents below.

**LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

[DEECD Excursion Policy](#)

[Safety Guidelines for Education Outdoors](#)

**EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

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

**March 2014**

# CAMPS Risk Management Assessment Form

## Section 1 –Environment Emergency Management Assessment

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

# Upper Plenty PS

## Camps/Excursion/Incursion Planning Checklist

### TIMELINE:

**Excursion**

**Incursion**

**8 weeks prior**  
(\_\_/\_\_/\_\_)

Organising Teacher: \_\_\_\_\_

Venue / Group: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Grades Attending: \_\_\_\_\_

Depart School: \_\_\_\_\_ Arrive Back: \_\_\_\_\_

Seymour Passenger Services Online Quote - [http://www.seymourcoaches.com.au/charter\\_form.php](http://www.seymourcoaches.com.au/charter_form.php)  
(Quotes can be obtained from other bus companies – **seatbelts must be fitted to the buses**)

**7 weeks prior**  
(\_\_/\_\_/\_\_)

### Costings:

Estimated # of children: \_\_\_\_\_ Bus seating required: \_\_\_\_\_

Bus: \$ \_\_\_\_\_ Venue: \$ \_\_\_\_\_ CRT: \$ \_\_\_\_\_

Photocopying: \$ \_\_\_\_\_ Photography \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_ **Cost per child:** \$ \_\_\_\_\_

**Cost per child/85%** \$ \_\_\_\_\_

Approval for excursion/incursion from Principal/Assistant Principal

Costing must be checked and approved by the Business Manager

Enter date on School Calendar  
(Located outside Principal's Office & Staffroom Wall)

### Arrange staffing – teacher & parent numbers

Teachers: \_\_\_\_\_

Parents: \_\_\_\_\_

Private Cars Being Used      **YES / NO**    See Private Vehicle Form if  
yes  
(Please see Gina)

**6 weeks prior**       Make bookings, complete School Purchase Order Forms  
(\_\_/\_\_/\_\_)

<b>BOOKINGS</b>	<b>COMPANY</b>	<b>COST</b>	<b>BOOKING #</b>	<b>SPS ORDER #</b>
<b>BUS</b>				
<b>VENUE</b>				
<b>OTHER</b>				

- Draft excursion/incursion notice to be approved by Principal/or delegate
- Event entered into School Newsletter (Please email Mel with the details)

**4 weeks prior**       Melissa to Complete Emergency Management form to DE&T online -  
(\_\_/\_\_/\_\_)      to the Principal, Assistant Principal & Business Manger  
<https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp>

- Issue notice and permission forms to parents (Two week return date)  
Permission forms to be generated from the office (Please see Mel)

**1 week prior**      Check  
(\_\_/\_\_/\_\_)

- Yard Duty       Other

Notify:

- Parent Helpers
- Specialist times, see Ass. Prin: ART, LIBRARY, PHYS ED, OTHER
- Camera (book)
- Check all student forms are returned

**Are cheques required prior to or on the day of the excursion?**      Yes      No  
If so, please request an invoice from the provider, and forward it to the office at least 1 week prior to the excursion.

**Have these creditors been used by the school before? If not, please ask them to provide their ABN number, payment details & address and ask if the business is GST registered.**

**Payment Details:** \_\_\_\_\_

**Day before**

Organise First Aid Equipment & Student Medication

Telephone contact #(Mobiles): \_\_\_\_\_

Must be given to the Principal/Assistant Principal

**Day of**

**To the OFFICE:**

Grade list – students attending, remaining at school, absent

Program and location for students remaining at school

**To be taken on Excursion:**

Student Medical Forms and Permission Forms

Student Medication

Prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Form given to the Business Manger