

# HEANY PARK PRIMARY SCHOOL

## CAMP POLICY

### **PURPOSE**

To complement, support and enrich curriculum and the development of social skills through the provision of a range of well-planned and relevant cultural, environmental or outdoor camping experiences.

### **OBJECTIVES**

- To involve the students in a variety of challenging, interesting and enjoyable activities which promote the qualities of an internationally minded person.
- To promote and reinforce the International Baccalaureate (IB) Learner Profile and Attitudes:
  - Attitudes: appreciation, confidence, curiosity, enthusiasm, creativity, commitment, empathy, independence, integrity, tolerance, respect and co-operation
  - Learner Profile: caring, balanced, risk-takers, open-minded, reflective, principles, communicators, thinkers, knowledgeable and inquirers
- To encourage the development of interpersonal relationships between peers and teachers.
- To provide an opportunity for educational, creative, recreational, social, emotional, intellectual and physical development in a co-operative living situation.

### **GUIDELINES FOR IMPLEMENTATION**

- All school camps must be approved by School Council. (*Refer to Appendix 3*)
- Relevant details about the camp and the 'Notification of School Activity Form' must be completed and emailed at least four weeks prior to the camp to the DET Emergency & Security Management Unit, using the online form:  
<https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx>
- A year level camp co-ordinator will be appointed to manage the camp preparations and program.
- The year level leader, with team support, is responsible for overseeing the planning and organisation of the camp in accordance with DET Guidelines. (*Refer to School Policy Advisory Guide - SPAG*).
- The school's camp program will be developmental in nature with students experiencing a range of locations, with varied and challenging activities.
- The camp program will range from a stay of two nights to a maximum stay of four nights.
- Accredited camp venues will be chosen only after recommendation and thorough investigation.
- Timelines for camps will be planned in conjunction with other school activities.
- Bookings will be made well in advance, preferably in the preceding year, in consultation with the year level team and the school administration.
- Dates for camps should be entered on both the school's events planner and electronic calendar as soon as possible.
- The whole school plan for camps, with dates and approximate costs, shall be published in the School Newsletter, towards the end of the preceding year for camps occurring early in Term One, or by the end of February for camps occurring in the current year.
- Camp notices must be given to the Assistant Principal for approval. Once approved, the Assistant Principal will forward the notices to the office for typing, to ensure that standard protocols are maintained.
- Parents of campers are to be kept well informed throughout the planning months.  
(*Refer to Appendix 1*)
- The details listed in the Camp Procedures Checklist should be maintained. (*Refer to Appendix 1*)
- Year level camp co-ordinators need to account for all possible costs, including booking deposits made in the preceding year, when budgeting for the camp.  
(*Refer to Appendix 7*)
- Parents will be given the option of paying in full or by instalments.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their child/ren to attend camp, may discuss their individual situation with the Principal. Decisions relating to alternate payment arrangements will be made by the Principal on a case by case basis, in keeping with the Department's Camps, Sports and Excursions Fund Policy (2015).

- All families will be given sufficient time to make payments for individual camps. Students whose parents have not paid deposits by the due date, who do not make full payments by the due date, or who have not made alternative arrangements with the Principal, will not be eligible to attend.
- An amended specialist timetable will be developed by the Assistant Principal in consultation with the year level camp co-ordinator.
- An alternative Yard Duty timetable will be implemented to cover all staff attending camp.
- A list of 'non attending' students and their temporary grade location during camp will be forwarded to the Principal Team and school office.
- Selection of support staff for camps will be arranged and communicated by school administration early in the school year.
- Where possible, class teachers will participate in their year level camp, with support from other staff and parent volunteers.
- School camps must be under the direct control of DET or School Council employed teacher/s, in keeping with the required ratio of adults to students as listed in the *School Policy Advisory Guide*.
- At least half of the required number of adults attending the camp, must be teachers employed by DET.
- The school requires an extra adult, in excess of the minimum required ratio, to attend all school camps. (This is in case of an emergency.)
- Parents/Caregivers may be invited to submit expressions of interest to assist as volunteer helpers at school camps. Recommended volunteer helpers must be approved by the School Council and must hold a current *Working With Children Check*.
- Parents / caregivers attending camp must abide by the HPPS Confidentiality Agreement.  
(Refer to Appendix 8)
- All staff attending the camp are to meet prior to the camp, to discuss roles and responsibilities such as students' specific Management Plans and the emergency protocol.  
(Refer to Appendices 3 & 5).
- Volunteer helpers are to meet with the year level camp co-ordinator and year level leader to:
  - discuss roles and responsibilities,
  - complete relevant documentation, including the school's Child Safety Code of Conduct document  
(Refer to Appendices 6 & 8)
  - Inform the camp leader of any dietary requirements or allergies
- Appropriate care and consideration will be given to students suffering health problems, impairments or disabilities, and all staff on camp must be aware of their specific needs. Volunteers attending the camp will be informed on a needs basis.
- Permission slips with medical forms, including Management Plans, must be carried on the camp and are the responsibility of the attending First Aid Co-ordinator.
- At least one staff member with appropriate First Aid training will attend each camp.
- For emergency purposes a car and a mobile phone will be taken to the camp venue.
- A first aid kit and an operational mobile phone must be taken on camp. If more than one bus is to be used, a mobile phone and first aid kit should be carried on each bus.
- Management Plans and required medication for students with specific needs, must be carried on the same bus as the student/s.
- School Council requires that students only travel on buses fitted with seatbelts.
- In the event of an emergency, staff on camp will promptly notify the Principal / Assistant Principal or school Administration.
- Where necessary school Administration will initiate appropriate incident notification procedures as per the DET *Emergency Action Guidelines*.
- Following camp, the relevant staff / committee will meet to evaluate the value of the camp activities, taking on any feedback and addressing areas requiring follow-up or changes, with a view to future bookings. This feedback will be completed on the school's Camp Evaluation Form, which will be stored in the relevant folder housed in the office. (Refer to Appendix 2)
- Students will be expected to take school hats on all camps occurring within the DET Sun Smart time frame, (beginning of September through to the end of April).
- Students will be expected to co-operate and abide by all safety rules whilst at camp.
- Parents will collect their child from camp should it be deemed necessary on account of illness, injury or if in the opinion of the teacher in charge, there is non co-operation by the student.  
(Refer to Appendix 5)
- School camps will be cancelled in the threat of a bushfire or code red classification.

- The primary references that must be consulted when considering all camping activities, including adventure activities, is the Safety Guidelines for Education Outdoor website: <http://www.education.vic.gov.au/school/principals/safety/pages/outdoor.aspx> as well as the Victorian Government 'School Policy and Advisory Guide'.
- In the event of an extreme emergency, and where the school's Principal Team can not be contacted, the camp co-ordinator will need to notify DET Security Services Unit on 03 9589 6266.

## **EVALUATION**

Evaluation of this policy will be carried out by the Principal Team as part of the Policy Committee's cyclic review process, in four years' time, or beforehand, if a significant issue arises.

Approval Date : 15<sup>th</sup> March 2017

Review Date : March 2021

Signed :

Janet Evison  
*Principal*

Chris Parker  
*School Council President*