



KENT PARK PRIMARY SCHOOL CAMP POLICY

PURPOSE

At Kent Park Primary School camps are 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 Principal or their nominee will ensure that full records are submitted to Council regarding the camp 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. Camps should be submitted to Council for in principle approval in the March Council meeting.
- Staff wishing to organize a camp must complete a camp proposal form and lodge this with the Principal and Assistant Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. 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 and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines to include
 - a. Safety, Emergency and Risk management, including Bushfires
 - b. Student Preparation
 - c. Student Medical Information
 - d. Safety Guidelines for Education Outdoors
- The School office will complete the "Notification of School Activity" online at 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.

ACCESS TO CAMP

- All efforts will be made **not** to exclude students for financial reasons. Parents/guardians experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the Principal, on an individual basis.
- All aspects of the camp will be outlined to parents/guardians 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.



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- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents/guardians 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 and Assistant 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/guardians 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/allergy requirements. Parents/guardians should notify the staff in writing regarding special dietary and medical/allergy requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents/guardians 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 first aid kit and access to a mobile for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- 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/guardians 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 school 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.
- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The likely threat of fire when organising off-site activities during the summer fire season should be assessed. Refer to DET Website below
<http://www.education.vic.gov.au/about/programs/health/Pages/coderedabout.aspx>
- If an off-site/camp activity is threatened by fire, the school and site staff will enact its/camp site emergency management plan and follow Emergency Service/CFA instructions.
- The Teacher in Charge will communicate the anticipated return time with the school office in the case where camps are returning out of school hours. Parents/guardians will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time. The tiqbiz communication tool will be used to inform parents/guardians if there are any delays with expected return times.

For further information refer to [The School Policy and Advisory Guide](#)

For further information regarding safety please check the policy documents below

[Safety Guidelines for Education Outdoors flow chart \(PDF - 39Kb\) \(pdf - 38.7kb\)](#)



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Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Guidelines for teachers planning a camp or excursion
- Appendix C: Notification of School Activity (camps and excursions)

EVALUATION

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

Date Implemented	2014
Author	DET adapted by KPPS
Approved By	School Council
Approval Authority	<i>Josef Bortignon</i> <i>Alison Macauley</i>
Date Reviewed Date Ratified	June 2016 July 11 th , 2016
Responsible for Review	Principal/Assistant Principal
Review Date	JUNE 2017 - annually
References	The School Policy and Advisory Guide



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Appendix A

Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Orienteering</p> <p>1:10 Bush</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Orienteering</p> <p>1:10 Bush</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>



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Appendix B

Guidelines for Teachers Planning a Camp

1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- overnight excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent/guardian must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.



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In addition to any teachers employed by the DET or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents/guardians, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. Olden Days theme

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents/guardians attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit



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Appendix C

Notification of School Activity (camps)

School Councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DET database using the online notification form located on the DET [Student Activity Locator](#) in the eduGate Emergency Management portal.

This notification should be provided four weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

Notes:

An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.

The coordinating school should complete the form for activities involving a group of schools.

Day excursions should be reported if activities are to be conducted by:

- country schools - beyond the local town/city
- rural schools - beyond the local area
- metropolitan schools - beyond the greater metropolitan area



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Kent Park Primary School Excursion/ Camp Risk Management Assessment Form

Activity Assessed _____ for month of _____

Risk Assessment for Identified Risks

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

Identified Risk	Risk Management Strategies. Strategies to reduce risks.	Circle the risk level
Bushfire	<p>Review plans in light of predicted weather forecast and cancel activity if a high risk is assessed.</p> <p>In the event of a bushfire whilst excursion/camp underway staff will follow the directions of the local authorities including SES/CFA/Police. Ensure that all students and staff are accounted for and safe. Contact Emergency Management 9589 6266. Contact the school.</p>	Very High High Moderate Low
Severe storms and flooding	<p>Ensure all students and staff are safe and are accounted for.</p> <p>Take refuge in a safe place. Contact Emergency Management. Follow the directions of the local authorities including SES/CFA/Police. Contact the school.</p>	Very High High Moderate Low
School Bus Accident/Vehicle Incident	<p>If someone is injured – ensure all other students and staff are safe.</p> <p>Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>	Very High High Moderate Low
Injured Participant	<p>If someone is injured – ensure all other students and staff are safe.</p> <p>Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school.</p>	Very High High Moderate Low
Lost Student	<p>If a student is lost, ensure all other students and staff are safe.</p> <p>Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p>	Very High High Moderate Low
Medical Emergencies	<p>Ensure all other students and staff are safe.</p> <p>Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school.</p>	Very High High Moderate Low
Internal fires and smoke	<p>Follow emergency procedure of venue as directed by venue personnel.</p> <p>Ensure all staff and students are safe and contact the school.</p>	Very High High Moderate Low
Snakes and other wildlife	<p>Ensure that staff and students have appropriate clothing for activity and all other students and staff are safe.</p> <p>Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school.</p>	Very High High Moderate Low
Critical incident management (emergency procedures) – contact the school for assistance.		



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Assess other hazards relevant to the camp/excursion and complete charts below:

Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

	Very high or high likely-hood / very high or high impact	Very high, High and moderate likelihood /Very high, high or moderate impact	Very high, High, Moderate or Low likelihood / High and Very High
Identified Risks			

Conduct Assessment for other identified Risks

Identified Risk	Risk Management Strategies - Strategies to reduce risks		
			Very High High Moderate Low
			Very High High Moderate Low

Emergency Numbers'

Police/ Ambulance/Fire	000
Emergency Management	9589 6266
School	97638055
SES	132 500