

Yarrabah School

CAMPING

POLICY

Rationale:

- The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have an environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Aims:

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- To provide a program that delivers skills and experiences that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, maximum independence, leadership, judgement, cooperation and tolerance.

Implementation:

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal and school council for approval.
- 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.
- Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT), if necessary, who are involved in camps.
- All aspects of the camp will be outlined to parents in writing, including costs, sleeping arrangements, student management processes, student dietary requirements, permission and medical forms and clearly stated payment finalisation dates.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with Department of Education and Training guidelines.
- 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.

- Only Camping Association of Victoria accredited camp sites will be used.
- The online DET ‘Notification of School Activity’ proforma will be completed as required at: www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form.
- Students with life threatening conditions may have a parent accompany them to camp.
- Classroom teachers will be given the first option to attend camps.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- The school will provide a mobile phone for all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- All school age students regardless of their sex, gender identity, socioeconomic status, cultural background, sexual orientation or level of ability shall be provided the an opportunity to attend camp.
- If a student displays consistent unsafe behaviour in the school environment or community, a risk assessment for that student will be completed to establish what adjustments or additional supports are required to enable that student to attend camp or other equivalent educational experience
- The classroom teacher will attend their class’s camp. The leadership team will consider exceptional circumstances.
- Parents will be requested to collect their child from camp if their child exhibits unsafe or at risk behaviour. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include: -
 1. The educational aims and objectives of the camp.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Details on the number of students excluded from camp.
 7. Alternative program for students not attending camp.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

Evaluation:

- This policy will be reviewed annually as part of the school’s review cycle.

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

April 2018