

CAMPING POLICY

Rationale

The camping program is an important and much loved aspect of the educational program at Alphington Primary School (APS). Camping offers students an opportunity to expand their learning, life and social skills in an alternative setting. APS camps have a cultural, outdoor or environmental emphasis.

Aims:

To

- Promote self-esteem, resourcefulness, independence, leadership, judgement, co-operation and tolerance.
- Provide Year 2 - 6 APS students with the opportunity to participate in a safe, structured camping program.
- Foster a sense of group collaboration and shared experience.
- Deliver skills and knowledge and behaviours for lifelong involvement in meaningful leisure pursuits.
- Reinforce and extend the classroom program.

Implementation:

1. A Year 2 program within the metropolitan area may be offered for an overnight stay.
2. A camp program will be offered to Year 3 - 6 students each year.
 - The Year 3 program will be for 2 days, 1 night away.
 - The Year 4 program will be for 3 days, 2 nights away.
 - The Year 5 program will be for 4 days, 3 nights away.
 - The Year 6 program will be for 5 days, 4 nights away.
3. Additional camps may be offered to students to supplement the above programs; e.g. an annual ski camp and a biennial Somers School Camp, as offered by the Department of Education.
4. Camping Association of Victoria accredited camp sites will be used.
5. Camps will be budgeted for at the beginning of the year with detailed costing presented to the Principal.
6. Students will not be excluded from camps solely for financial reasons.
7. The designated 'Teacher in Charge' of each camp will ensure that all arrangements are in accordance with the Camp Procedure Checklist.
8. School Camps will be approved by the Principal and School Council.
9. Emergency Management Plans will be presented to School Council including response procedures for fire, bushfire/grass fire, severe weather storms and flooding and bomb/chemical threats.
10. Activities comply with the Department of Education and Training Guidelines.
11. Consenting parents will provide written permission for students and complete a 'Confidential medical information for School Council approved excursions' form.
12. Classroom teachers will be given the first option to attend camps for their year level.

13. The school will provide a Level 2 First Aid Teacher on each camp.
14. Anaphylaxis Management Plans and Action Plans will be completed prior to all camps and actioned during the camps.
15. Parents may be invited to participate/assist with school camp, to utilise their relevant, valuable skills, comply with gender ratio requirements of staff, or to meet the special needs of some students.
16. Parents will be requested to collect their child from camp if the child's behaviour is unacceptable.
17. A senior staff member will be in attendance at school and manage the children's return from camp.
18. Parents invited to assist with the camps programme will be required to take a police check, the school will pay for associated costs. An information meeting will be arranged before each camp for staff to explain to parents the management and activities of the week.

Appendix

(i) Camp Procedure Checklist

Evaluation

This policy will be reviewed as part of the school strategic plan review.

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

May 2014

Appendix (i)

Camp Procedures Checklist

Previous Year:

- Mark camp in diary
- Review evaluation forms and discuss with other teaching staff
- Note any relevant suggestions
- Refer to [School Camping Policy](#) for compliance
- List any accident details from camp and attach accident forms
- Financial matters finalised

10 Weeks Prior to camp:

- Warning of payment notice sent to parents with approximate cost (Beginning of the term)

7 Weeks Prior:

- Check relevant qualifications of staff and helpers (first aid, etc)
- Camp [supervision ratio guidelines](#) checked
- Costing of camp per student to cover all expenses checked with Business Manager

6 Weeks Prior:

- [Approval gained from School Council](#) - Request copy of emergency management plan from camp including response procedures for fire, bushfire/grass fire, severe weather storms and flooding and bomb/chemical threats.
- Camp details and [Risk Management Plan](#) presented to School Council
- WWC checks for all camp volunteer helpers
- [DEECD Notification of School Activity](#) Form needs to be lodged

4 Weeks Prior:

- Send home letter about Camp Information Evening

3 Weeks Prior:

- Hold Camp Information Evening for parents
- Camp information, payment notice, permission form (with disclaimer), medical form (including dietary requirements), clothing list sent to parents (handed out following Information Evening)
- Collect student cabin preferences
- Specialists timetable modifications checked with Principal

2 Weeks Prior:

- All money finalised prior to attending camp unless by prior arrangement with the Principal
- Teachers work out camp groups (bus, bunkroom, activity, duty group)
- Updated ASCIA ([including Camp ASCIA plan](#)) and Asthma Action Plans collected and recorded
- Permission forms and medical forms (inc. dietary reqs.) collected from students
- First Aider set up medical records folder with summary sheets
- Return final details to camp (dietary requirements, final numbers etc)
- Submit camp planning sheet to Principal

1 Week Prior:

- Staff and helpers meet to discuss medical needs and other camp arrangements
- Staff and parent emergency details collected and held by teacher in charge
- Students briefed on organisational arrangements, requirements, behavioural expectations and preparation for activities

On the day:

- First aid kit and medical forms checked and collected by the teacher in charge of first aid.
- Bus lists prepared and handed to office
- Organised lunches on to bus (if needed)
- First Aider to collect and record all medicine from parents
- First Aider to collect all epipens

At Camp:

- All medicines given recorded and signed
- During every duty group a second staff member confirm medical processes
- List of students / staff in cabin groups displayed on cabin doors and in central point
- Timetable displayed in central point
- Emergency, first aid and evacuation procedures discussed with students and staff
- Parents notified of any major injuries or incidents
- Specific training given to staff supervising high risk activities (if needed)
- Evaluation forms completed for camp staff

After Camp:

- Hand back any medication on the day of return
- Review evaluation forms and discuss with other teaching staff
- Note any relevant suggestions
- Book camp for following year
- List any accident details from camp and attach accident forms
- Financial matters finalised

Left at school:

- Daily Activity lists
- Copy of Risk Management Plan including response procedures for fire, bushfire/grass fire, severe weather storms and flooding and bomb/chemical threats.
- Any non campers Attendance lists (with destinations of non attendees)