

Camp Policy

Brighton Primary School

1542

A school camp enables students to further their learning and social skills in a non school environment.

The School's camp program aims to:

- provide shared experiences and opportunities for grades to develop a sense of group cohesiveness, co-operation and tolerance
- promote self esteem, resourcefulness, independence, leadership, good judgment and resilience
- encourage an appreciation of the natural environment
- provide a sequentially developed range of activities for F-6 students.

Camp activities in the junior grades (Foundation to Grade 2) will occur onsite during extended school hours. Camp activities in the senior grades (Grade 3 to Grade 6) will be offsite for periods building up from two to five days.

Parents/carers are expected to familiarise themselves with the camp policy prior to any camp. Parents/carers need to be aware that DET does not provide student accident cover on camp.

Planning for Camp

- All camps require School Council approval prior to planning taking place. It is advised that this approval is sought at least 2 months prior to camp. Information is given to the Principal, who then presents it to School Council.
- Teachers will refer to the BPS Staff Handbook for information on school camps.
- The 'Teacher in Charge' must notify the Department of any approved school camp at least three weeks prior to camp. This will be recorded via the Notification of School Activity/[Student Activity Locator](#)
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in camp. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp.

Helpful camp related DET policies include; [Adventure Activities](#), [Student Preparation and Behaviour](#), [Planning and Approvals](#), [Safety, Emergency and Risk Management](#), [Venue Selection](#), [Parent or Carer Consent](#), [Staffing and Supervision](#), [Student Medical Information](#)

Arrangements for payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their child to attend 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 families will be given sufficient time to make payments for camp. Parents will be provided with permission forms and camp information clearly stating payment finalisation dates. Students whose payment have not been finalised by the due date will not be allowed to attend unless alternative payment arrangements have been organised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

Camp supervision

The School must ensure that the required adult-to-student ratios are maintained on camps. It is acknowledged that the required number of adults may come from a number of categories of adults associated with the School.

Categories

1. Teachers of the students attending.
2. Student teachers generally known to the students attending.
3. Parents of the students attending, who have a current WWWC.
4. Teachers of students not attending, and specialist teachers; and
5. Personnel from Camp Australia or similar providers/agencies.

The school acknowledges that the success of the school depends on the existence of a strong and positive relationship between students, teachers and parents. This principle applies equally on school camps.

Action

In order to maximise the opportunity for parents to attend camp, the camp timetable for each year (with confirmed dates, duration and location for all camps) is to be published as soon as possible, but in any event it must be published no later than the first month of the school year.

Within the first term of the school year, an information session will be held for parents who may be interested in attending camp. The purpose of the information session will be to provide parents with a clear understanding of what to expect on camp, how to self-assess their own motives for wanting to attend camp, and the roles and responsibilities of parents attending camp.

Shortly before each camp, another information session will be held for all adult supervisors. The purpose of this information session is to explain the camp activities and routines, any relevant safety and medical information, and generally reinforce the differences and similarities between the roles and responsibilities of non-teacher supervisors and those of teachers. The parents will be advised of the importance of confidentiality in relation to all matters related to camps. Also, in the context of clarifying the respective roles and responsibilities of parents and teachers, it will be made clear that teachers are exclusively

responsible for matters related to the discipline of students and contacting the students' parents if the need arises. At no time should any parent helper contact parents not attending camp.

An "essential agreement" in relation to these matters will be created and each adult supervisor will be required to agree to abide by that essential agreement as a condition of attending camps. That essential agreement will make it clear that the teacher in charge, in consultation with the principal, will have the authority to require any parent to leave the camp at any time if a parent fails to meet the requirements of the essential agreement.

Selection

After the first information session, parents will be invited to apply to attend camp as supervisors. Applications are to be made in writing to the class teacher. If there are more applications than places available, the parent applications will be ranked and approved by School Council according to the following criteria:

- first preference will be given to parents with students who have high needs.
- second preference will be given to parents with appropriate first aid training and/or parents with additional and relevant experience in caring for or supervising children (e.g. current and former teachers, current and former outdoor adventure camp staff, police officers etc)
- next preference will be given to parents whose applications have been recommended by one or more teachers, or are otherwise well known to the school community (and weight is to be given to the number and quality of the recommendations). Where possible, there is to be an equal number of male and female parents. All applications will be assessed, ranked and approved by School Council.

All information related to parent applications, teacher recommendations and School Council deliberations are to be kept strictly confidential.

If there are insufficient approved parent applications, the Principal will fill the vacancies from category 3, then category 4 and finally category 5.

All adults selected to assist with the camps program must have a current Working with Children Check.

Camp Guidelines

- A designated 'Teacher in Charge' will coordinate each camp, ensuring full records are maintained.
- The 'Teacher in Charge' will have access to the mobile telephone number listed on the [Student Activity Locator online form](#).
- The 'Teacher in Charge' will ensure that transport arrangements, emergency procedures and staffing comply with DET guidelines.
- On days of extreme fire danger or adverse weather conditions, the Principal or their nominee may need to cancel a camp at short notice. Where a camp is not cancelled, special fire safety precautions will be implemented.

- The 'Teacher in Charge' will ensure that staffing ratios are met according to DET guidelines. The recommended ratio is 1:10. Refer to the [Staffing and Supervision](#) document for student teacher ratios for activities.
- Parents may be invited to assist in the delivery of camps. These parents must have a Working with Children Check. A card or photocopy of the card must be sighted. These are stored in the school office.
- In the case where an camp involves a particular class or year level group, the designated 'Teacher In Charge' will ensure that there is an alternative arrangement available for those students not attending the camp.
- The school must have received signed permission and medical forms, including payment as required, in order for the student to be able to attend the camp.
- The school will provide first aid kits for camp. The designated 'Teacher in Charge' is responsible for collecting these prior to leaving.
- The classroom teacher is responsible for ensuring a student who needs medication/Epipen has it on the morning of departure.
- Copies of completed permission and medical forms must be carried by camp staff at all times.
- The 'Teacher in Charge' must provide the general office with a final student and adult list on the morning of departure.
- Disciplinary measures apply to students on camp consistent with the School's student wellbeing and restorative practices policy. In extreme cases the camp staff, following consultation with, and the approval of, the Principal or their nominee, may determine that a student should return home during a camp.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp
- of any costs associated with the student's return which will be the responsibility of the parents/carers.
- The 'Teacher in Charge' will communicate the anticipated return time with the general office in the case where students on camp are returning outside of school hours. Parents will be informed with changes to the anticipated return time.

Evaluation

After each camp, feedback will be sought from the students, teachers and other adult supervisors. Within 14 days of the last camp for the year, the 'Teacher in Charge' will provide a report to School Council which collates all of the feedback from that year.

This policy was last ratified by School Council in October 2015

To be reviewed 2018