

Camp Policy

Brighton Primary School

1542

Aims of the school camp

A school camp enriching educational experience as it 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 inclusion
- promote self esteem, resourcefulness, independence, leadership, self-regulation and resilience
- encourage an appreciation of a range of environments
- provide a sequentially developed range of activities for Prep to Grade 6 students.

Camp activities in the junior grades (Prep to Grade 2) will occur onsite during extended school hours. Camp activities in the senior grades (Grade 3 to Grade 6) will be off-site 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 (Department of Education and Training Victoria) does not provide student accident cover on camp.

Approval and notification for camp

- All camps require School Council approval. Information is given to the Principal by the 'Teacher in Charge', who then presents it to School Council.
- The 'Teacher in Charge' will ensure that transport arrangements, emergency procedures and staffing comply with DET guidelines. More information on school camps is available for teachers in the BPS Staff Handbook.
- 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 [Student Activity Locator](#)

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 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 payments 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.
- 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.
- Refunds will be in line with our [Refunds Policy](#)

Camp supervision

The School must ensure that the required adult-to-student ratios are maintained on camps; see [Staffing and Supervision policy](#) for ratios. It is acknowledged that the required number of adults may come from a number of categories of adults associated with the School:

1. Teachers of the students attending.
2. Student teachers generally known to the students attending.
3. Parents/carers of the students attending, who have a current WWCC.
4. Teachers of students not attending, and specialist teachers; and
5. Personnel from camp 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/carers. This principle applies equally on school camps.

Camp Information

In order to maximise the opportunity for parents to attend camp, the camp timetable for each year is to be published as soon as possible. Information about camps (dates, duration and location) will be shared at the general information sessions for each grade level during Term 1, where possible.

A camp information session will 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.

Parent/Carers Selection

Parents will be invited to express their interest to attend school camp in writing to the class teacher. The parent applications will be selected according to the criteria listed below if there are more applications than places available and will be ratified by school council:

- 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.
- 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.

Selection will be ratified by the 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 4 and finally category 5 (see Camp Supervision for categories). All adults selected to assist with the camps program must have a current WWCC, as per our WWCC policy.

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. This session will also 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.

During this process, 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 that are 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.

Medical Needs

There will be a designated First Aid Officer, who will be in charge of students' medical needs.

The parents must ensure that all medical conditions (including allergies) of students who are attending camp are noted, recorded and acknowledged by those teachers or parents attending (with a WWCC) and that appropriate medications must be provided by parents to *the First Aid Officer prior to departure*.

In addition to the Camp medical forms, any new medical conditions must be communicated to the school via the Medical Update Form to ensure appropriate records are maintained.

- Parents are to deliver all medication in original packaging with correct details, to the First Aid Officer at the Health Centre prior to departure.
- Students with Anaphylaxis follow the same guidelines as set out in the school's Anaphylaxis Policy.
- Students need to have their Asthma relievers (Ventolin or similar) with them as per their Asthma Plan.
- Students may neither carry nor administer their own medication at camp (i.e. tablets, capsules or liquids).
- The school will provide first aid kits for camp. The designated 'Teacher in Charge' is responsible for collecting these prior to leaving.
- The 'Teacher in Charge' will ensure the kitchen/food preparation staff at camp are fully aware of all dietary requirements and modifications.
- The First Aid Officer will ensure correct meals are distributed to the specific students with dietary needs
- Class teachers must supervise students eating who have dietary requirements.
- Copies of completed permission and medical forms must be stored in a central location and carried by teachers and group leaders at all times.

Camp Guidelines

- A designated 'Teacher in Charge' will coordinate each camp.

- The 'Teacher in Charge' must have the mobile of the telephone number listed on the Student Activity Locator online form.
- The 'Teacher in Charge' must provide the general office with a final student and adult list on the morning of departure.
- In the case where a 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.
- 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.
- 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.
- 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.

Evaluation

After each camp, feedback will be sought from the students, teachers and other adult supervisors. The 'Teacher in Charge' will provide a report to the School Council

This policy was last ratified by School Council in 2018

To be reviewed 2022