Camps and Excursions Policy

Sunbury Primary School

CAMPS

Camps are seen as 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.

Aim:

The aim of the policy is:

- 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 a program that shared class and year level experiences, team building and a sense of group cohesiveness.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To provide experiences that further develop their problem solving and life survival skills.
- To provide a program that extends understanding of their physical and cultural environment.

Implementation

- The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with Department of Education and Training (DET) guidelines. All approved camps will then be presented to School Council for their approval.
- The Teacher in Charge of the camp will complete the online Student Activity Locator four weeks prior to the camp departure date.

Access to Camp

- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the School Office. Decisions relating to alternative payment

arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.

- 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.
- A student who demonstrated behaviour that is deemed unsafe (to self and others) is at risk of being excluded from attending camp. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to ongoing poor behaviour at school. The decision to exclude a student will be made by the Principal/Assistant Principal. 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 will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to self or others, or if their child is ill. 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 aspects of the camp will be outlined to parents 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 finalisation dates.
- All food, equipment, staffing, organisation 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 requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- 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.
- The Teacher in Charge must provide the General Office with a final student list.
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will ensure the Teacher in Charge has access to a mobile phone and first aid kit for each camp. The teacher in charge is responsible for ensuring the collection of these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend, the Teacher in Charge will take into account any valuable skills offered, and special needs of particular students.

- 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 and/or appropriate medical practitioners).
- At the end of the camp a profit and loss statement must be completed with approval from the business manager.
- All permission notices must be supplied to the office for archiving.

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.
- A designated Teacher in Charge will coordinate each camp. All camps will have a Level 2 Classroom Teacher or School Leader
- The Teacher in Charge will ensure all parents attending the camp, have completed the Volunteers Information Session and signed the Volunteers Statement in line with Child Safe Standards
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The Teacher in Charge will communicate the anticipated return time with the School Office.

Please note:

In the event of a bushfire, staff on duty are to follow bushfire guidelines within the school's Emergency Management Plan or defer to the local bushfire response plan. for the site or area.

EXCURSIONS

Excursions are seen as 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. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Aim:

The aim of the policy is:

- To provide a program that reinforces, compliments and extends learning opportunities beyond the classroom.

- To provide a program that develops an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide experiences that further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To provide experiences that further develop their problem solving and life survival skills.
- To provide a program that extends understanding of their physical and cultural environment.

Implementation:

Before the day

- All excursion planning must begin at least 6 weeks prior.
- All school activities must be submitted to Forward Panning for approval.
- Once approval is granted the final booking can be made.
- Teachers are to be aware of the minimum supervision ratios and all student safety requirements.
- The Teacher in Charge of the camp will complete the online Student Activity Locator two weeks prior to the excursion.
- Prior to the excursion all efforts will be made not to exclude students for financial reasons. Parents experiencing difficulty will have the option to discuss their situation with the School Office, with the potential to make alternative payment arrangements. Payment arrangements will be assessed on an individual basis.
- For all excursions parents should be notified of the excursion at least 2 weeks prior, allowing at least 2 weeks to pay.
- Office staff will be responsible for managing and monitoring payments made by parents and will provide teachers with detailed records weekly.
- If there are students that have not paid or an arrangement has not been made 72 hours prior to the excursion, the teacher will attempt to contact parents via phone to arrange payment.
- All students attending must return a signed permission note with care givers phone number.
- Parents are encouraged to attend and assist with excursions.

Arrangements for the day

- Teachers must take the permission slips and parent contact details, in case of emergency.
- The school will supply a first aid kit for each bus load of children. The teacher in charge is responsible for organising the collection these prior to leaving and any other medical supplies as required
- The teacher in charge will advise office staff of teachers and students names that will be attending and also the expected time of return.
- Students not attending excursions will be placed in another class and have an appropriate

learning program provided by the classroom teacher.

After the Day

- At the completion of the excursion a final profit and loss statement must be completed in conjunction with the Business Manager.
- All permission notices must be supplied to the office for archiving.

Please note:

In the event of a bushfire, staff on duty are to follow bushfire guidelines within the school's Emergency Management Plan or defer to the local bushfire response plan. for the site or area.

REVIEW CYCLE AND EVALUATION

This policy was last updated on March 2019 and is scheduled for review in March 2021