

POLICY: Camping Policy

PROGRAM LEADER: Michelle Smith / Elaine Brady

DATE RATIFIED BY SCHOOL COUNCIL: March 2018

RATIONALE

The Parkhill Primary School Camping Program enables students to further their learning and social skills development in a non-classroom setting.

AIMS

- To provide all children with the opportunity to participate in a developmentally sequential camping program from Years 2 to 6.
- To assist the overall social development of each student and to promote individual responsibilities and team work.
- To promote the five school values – Care, Honesty, Persistence, Respect and Unity.
- To allow students to experience sleeping away from home, outdoor and cultural activities and to develop an awareness of the natural environment.

IMPLEMENTATION

- Year 2 will participate in an overnight stay within the school grounds.
- Years 3 and 4 will participate in a 2 night camp experience at a School Council approved location.
- Years 5 and 6 will participate in a 3+ night camp experience at a School Council approved location.
- When presenting information to the Principal the Teacher in Charge must complete the approval proforma and attach the required supporting documentation, including a risk management plan. Staff should consider the following:
 - the educational purpose of the camp and its connection to student learning
 - impact on and disruption to other school programs
 - suitability and experience of attending staff to provide the necessary supervision and instruction of students throughout the camp
 - provision of necessary [first aid](#) and any special particular medical/supervisory needs of students attending
 - current “Working With Children Check” (WWCC) for any accompanying supervisory adults, other than teachers, as per the Parkhill WWCC Policy.
- All camps require School Council approval at least 30 days prior.
- The online Department ‘Notification of School Activity’ information will be completed at least three weeks prior to the camp as required at:
SAL Locator <https://partner.eduweb.vic.gov.au/sites/sal#/>
- The Teacher in Charge will inform the school of the anticipated return time. Parents will be informed of the time through broadcast messaging.
- When camps are early in the year, parents will be provided with approximate dates and costs in Term 4 of the year prior to the camp. Parents will be notified of exact costs and other relevant details of individual camps as soon as practicable.
- All students will be required to provide written permission from a parent to attend camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form, “Dietary Preference” form and if applicable, a “Camp Asthma form”. Prescribed medication, plus medication provided on an ‘as required’ basis (e.g. Panadol), to be administered on camp, should be given to the nominated camp First Aid Officer on the morning of the camp, in a sealed bag with a signed Medication Authority Form.
- The school will provide a Level 2 First Aid Person on each camp, as well as access to a mobile phone and vehicle. There should be an ambulance service within 45 mins of the camp location.
- All medication must be administered in accordance with the School’s Medication Policy.
- Students should not hold medication to self-administer other than Ventolin.

- All endeavours will be made to include all students. Parents experiencing financial difficulty or who have other concerns (eg. cultural considerations) are encouraged to discuss their individual situation with the Principal.
- Where possible, provision will be made for non-campers to have a “day visit”.
- Students whose payments have not been finalised by the due payment date will not be allowed to attend, unless alternative payment arrangements have already been organised with the Principal.
- The Principal and teachers may, at their discretion, exclude a child from camp who has displayed inappropriate behaviour or who is considered a danger to themselves and others. An alternative school programme will be provided for the student.
- Parents will be requested to collect their child from camp if their child exhibits unacceptable behaviour. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- Buses booked for school camps must be fitted with seat belts.
- Parents may be invited to assist in the facilitation of school camps. When deciding which parents will attend, the Camp Coordinator, in consultation with the Principal, will consider:
 - skills eg. bus licence, first aid, camping experience etc
 - balance of male and female adults
 - special needs of students
 - nature and location of the camp
 - any other relevant factors
- Individual camp programs will be evaluated. Evaluation may involve: staff, parents attending, students and parent community.

Evaluation

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

References

Parkhill Primary School Excursions Procedure for Teachers

Department of Education Policy advisory guide excursions:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorplan.aspx>

Department of Education Policy advisory guide approvals:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/approvals.aspx>