



CAMP POLICY

Rationale:

- The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the education programs offered at our school.

Aims:

- To provide children with the opportunity to participate in a school camp.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend the curriculum.
- To provide a program that delivers skills and knowledge that may lead to lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation:

- A camp is defined as any activity involving at least one night's accommodation.
- Tasks should be relevant to the classroom curriculum.
- The designated "Teacher in Charge" of school camp will liaise with camp personnel before camp and ensure the camp has the following in place:
 - i. a comprehensive Emergency Evacuation Management Plan
 - ii. a comprehensive Bush Fire Management Plan
 - iii. a comprehensive Risk Management Plan
- The designated "Teacher in Charge" of each camp in consultation with the principal, will ensure that all camps, bus arrangements and camp activities comply with the Melbourne Archdiocese for Catholic Schools (MACS) and the Department of Education and Training guidelines. The Notification of School Activity will be completed and forwarded to MACS eight weeks prior to the camp departure date. All students will be required to provide written permission from their parents to attend the camp, as well as completed Confidential Medical Information Proforma and any specific medical action plans (Proforma attached).
- The Leadership Team will ensure that all school camps are maintained at a reasonable and affordable cost.
- Parents will be notified of the exact costs and other relevant details of individual camps as soon as possible.
- All families will be given sufficient time to make payments for individual camps.
- The school Bursar will be responsible for managing and monitoring the payments made by parents.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the principal. Decisions relating to alternative payment arrangements will be made by the principal on a case-by-case basis.
- Grade 6 teachers will be given the first option to attend camps, and other staff may be asked to attend.

- Both female and male adult(s) must be in attendance for the duration of the camp.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- Staff member at camp will ensure a mobile phone is accessible during the course of the camp.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regard to the anticipated return time.
- Parents may be selected to assist with the camps program. They will be required to undertake a police records check. The school will pay for the associated costs. Approved by the principal on a case by case basis.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the principal, will make the decision. Costs incurred will be the responsibility of the parent.
- All camps require Leadership Team approval. This approval is sought at a scheduled meeting. Information presented at the School Leadership Team will include:
 1. The educational aims and objectives of the camp.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Details on the number of students excluded from the camp.
 7. Alternative programs for students not attending camp.
- The above information will be provided to the Principal prior to the School Leadership meeting.
- The above information will be prepared by the Teacher in Charge supported by other staff attending camp.

Cana will ensure that school policies and procedures for off-site supervision of students align with DET safety guidelines for education outdoors especially with regard to management of safety issues relating to student swimming and water-based sporting activities.

This policy was last reviewed in February 2023.