



**Purpose:**

This policy provides a framework for the safe, successful and purposeful facilitation of camps at Carlton Gardens Primary School. 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:**

- 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 shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop the students' problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

**Implementation:**

- The *School Policy and Advisory Guide* states that schools are only permitted to engage the services of accredited camp providers to ensure these venues meet minimum criteria regarding safety and suitability. The Department recognises three accreditation providers as detailed in the *School Policy And Advisory Guide* at: <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx>
- Teachers are strongly advised to confirm the accreditation of camps prior to making or confirming bookings.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- The Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- Team Leaders will complete the "Notification of School Activity" online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) 4 weeks prior to the camp departure date, and pass on to the Principal to ensure relevant details are recorded in the school calendar (COMPASS).
- The information recorded on SAL allows DEECD to provide emergency services with information to contact or quickly locate camps and excursions that may be at risk during an emergency in order to facilitate assistance.
- For overnight excursions and camps, parents must complete the DET medical form – available online at <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/forms.htm>
- Copies of the permission forms must be provided to the Business Manager, along with details regarding dates, cost, departure and arrival times.
- Cash for camps / excursions must be placed into the class cash book and sent to the Business Manager for processing and receipting
- As per School Council request. All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a 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 relevant staff, on an individual basis.
- Permission forms must be sent home to parents advising them of the camp / excursion details

and payment (if required). 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 finalization dates.

- 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.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. 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 food, equipment, staffing, organization 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 organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the Office with a final student list. In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- All staff members must be aware of the increased duty of care.
- 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).

#### Site 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 Business Manager, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.  
**Refer:** [Safety Guidelines for Education Outdoors on the DET website](#)
- A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- 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 office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.
- Adequate staffing for the camp/excursion must be arranged by the organising teacher/s – see the table below for requirements

Type of excursions	One excursion staff member per
Day excursions	Twenty students. (Principals may extend this ratio if student safety will not be compromised.)
Adventure activities	Specific guidelines for the activity. See: Safety Guidelines for Education Outdoors within <a href="#">Department resources</a> below.
<b>Overnight excursions:</b>	
Base camps in residential premises or under canvas	Ten students.

Local and interstate tours	Fifteen students.
Overseas tours	Ten students.

**Evaluation**

This policy will be reviewed as part of the school's three year review cycle.

# Appendix A

## Pro-forma for School Approval for all Camps

*\*This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips Council needs to approve the trip in the November Council meeting of the preceding year. It is suggested that a Teacher-in-charge attend the Council meeting if possible.*

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

### 1. Camp Location / Phone

Name of Camp: \_\_\_\_\_

Name of nearest town: \_\_\_\_\_

Address of Camp: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone of Camp: ( ) \_\_\_\_\_

#### ***Emergency Services Phone Number and Locations:***

**Police** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Fire** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Doctor** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Hospital** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Ambulance** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

**Other** - Phone: ( ) \_\_\_\_\_ at \_\_\_\_\_

#### ***Type of Camp Accommodation:***

Canvas  Bunkhouse  Chalet

Motel  Hotel  Other

If *other*, please give details: \_\_\_\_\_

### 2. Dates / Times

Leave School at \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)

Arrive back at School \_\_\_\_\_ am/pm on \_\_\_\_\_ (day/month/year)

No. of days of Camp: \_\_\_\_\_

Is this Camp in: School time only? YES  No

Holidays time only? YES  No

School time and holidays/weekends time? YES  No

Does this camp clash with any major school activities on the School calendar? YES  No

If YES, list these activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 3. Staff included

Teacher(s)-in-charge: \_\_\_\_\_

\_\_\_\_\_

No. of extra staff required to meet safety ratios:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Totals: \_\_\_\_\_

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). In most cases non-teaching staff will require a police check (paid by the School).

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

Mr / Mrs / Ms: \_\_\_\_\_ Position: \_\_\_\_\_

It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES  No

Can these ratios be met with the above staff requested? YES  No

### 4. Student Numbers / Age

Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Totals: \_\_\_\_\_

Age range of most students: \_\_\_\_\_ to \_\_\_\_\_

Cost of camp (per student): \$ \_\_\_\_\_

**5. Educational aims of Camp** *(state briefly)*

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**6. Method of Travel / Route**

Travel to the Camp: \_\_\_\_\_

Travel back to School: \_\_\_\_\_

Travel while at Camp: \_\_\_\_\_

Are staff member's cars involved? YES  No

If YES, complete the details below:

CAR OWNER	TYPE	REG. NO #	INSURANCE	COMPANY	SIGNATURE
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		

**NOTE:** All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses? YES  No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE



## 8. Camp Insurance

A member of staff need to SIGHT a copy of the Camp's Insurance Policy and note details below for School Council.

INSURANCE COMPANY	POLICY NO.	TYPE OF INSURANCE	LIMIT OF COVER

## 9. Certification

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 10. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
  - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
  - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
  - (c) Confidential medical report for School camps.
  - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.



# Appendix B

## Guidelines for teachers planning a camp

### 1. Introduction

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

## 2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

## 3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

## Appendix C

### Notification of School Activity (camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

#### Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

# Appendix D

## CAMPS Risk Management Assessment Form

### Section 1 –Environment Emergency Management Assessment

Venue Assessed \_\_\_\_\_ for **month** of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likely-hood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

# Appendix E

## MEDICAL INFORMATION

Confidential Medical Information for School Council approved School Excursions

(Please complete and return as soon as possible)

This information is to assist the school in case of any medical emergency with your child. All information held in confidence.

Parents/Guardians are also required to provide written approval prior to their child taking part in any excursion.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School Year: \_\_\_\_\_

Parent/Guardian's Full Name \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Telephone AH: \_\_\_\_\_

BH: \_\_\_\_\_

Name and Address of Doctor: \_\_\_\_\_

Medicare No: \_\_\_\_\_

Medical/Hospital Insurance Fund: \_\_\_\_\_

Contribution No: \_\_\_\_\_

**Please tick [✓] if your child suffers any of the following:**

Bed wetting

Fits of any type

Heart condition

Asthma

Diabetes

Dizzy spells

Sleep walking

Blackouts

Migraine

Travel Sickness

Other .....

**Allergies to:**

Penicillin: .....

Other drugs: .....

Any foods: .....

Other: .....

What special care is recommended? .....

**Tetanus Immunization:** - Year of last tetanus immunization ..... (Tetanus immunization is normally given at five years of age [ as Triple Antigen or CDT ] and at fifteen years of age [as ADT]).

**Tablets and Medicines:-** Is your child presently taking tablets and/or medicine? YES/NO

If YES, please state name of medication, dosage etc.:

All medication, plus a signed Medication Request Form must be handed to the teacher in charge prior to leaving. All containers must be labeled with your child's name, the dose to be taken, and when it should be taken. (These will be kept in the first aid center and distributed as required). If it is necessary or appropriate for your child to carry their own medication (eg asthma puffer or insulin) it must be with the knowledge and approval of the principal, the teacher in charge and yourself.

Previous Experience: - Is this the first time your child has been away from home? YES/NO

### CONSENT TO MEDICAL ATTENTION

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorize the teacher in charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher in charge may judge to be reasonably necessary.

Signature of Parent/Guardian:

Date: