

# LALOR EAST PRIMARY SCHOOL CAMPS POLICY AND PROCEDURE

## Basic Beliefs

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.

## Aims

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

## Guidelines for Action

- all camps must be approved by the Principal and School Council
- all camps should be submitted to School Council for in principle approval in the November/December Council meeting in the preceding year
- the Camp Coordinator must have all proposal forms approved by the Principal prior to running the camp
- the Principal and Assistant Principal in consultation with the Camp Coordinator will ensure staff ratios comply with DEECD guidelines
- the camp coordinator 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.

## Access to Camp School

- all efforts will be made to include all students. Parents experiencing financial difficulty may discuss alternative arrangements with the Assistant Principal or Principal. Decisions relating to alternative payment arrangements will be made on an individual basis
- office staff will be responsible for managing and monitoring the payments made by parents and will provide the Camp Coordinator with detailed records on a regular basis
- all aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, site contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates
- families will be given sufficient time to make payments for camps
- all food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp
- copies of the original medical forms will be provided to the office
- the Camp Coordinator must provide the General Office and any relevant staff with a final student list.

## Parents

- parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving
- a separate swimming permission form may be required if swimming is offered at 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
- only students who have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified prior to the camp if their child is in danger of losing the privilege to participate due to poor behaviour at school. The decision to exclude a student will be made by the student's teacher, Principal or Assistant Principal, in consultation with the camp coordinator
- students will sign a behaviour contract agreeing to abide by all camp rules
- parents will be requested to collect their child from camp if their child's behaviour is considered unacceptable or a danger to others. The Camp Coordinator, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

## Organisation

- completed permission notes and medical information must be accessible at the camp location by staff at all times and all camp staff are aware of special medical issues or medication requirements of any student
- an alternative program will be available for those students not attending the camp
- students will be provided with the opportunity to select room-mates for cabins
- the school will provide a first aid kit for each camp
- the Camp Coordinator is responsible for providing the office with attending teachers' mobile phone numbers
- a senior staff member must attend all camps
- all school camps will have at least one Level 2 First Aid trained staff member at all times
- this staff member will be responsible for administering student medication as required according to medical forms
- the Risk Management Assessment and General Excursion Risk Assessment Forms need to be completed and copies provided to all attending staff and the Principal/Assistant Principal
- the Camp Coordinator will communicate the anticipated return time with the school office. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

## 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 school, and be taken on camp
- students may only participate in swimming activities only if parents have signed a separate swimming permission form
- 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](#)
- the Camp Coordinator will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide  
For further information regarding safety please check the policy documents below.

### **Links and Appendices (including processes related to this policy)**

Other policies which are connected with this policy are:

- Lalor East Primary Excursion Policy and Procedure
- Safety Guidelines for Education Outdoors.

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

### **Evaluation**

This effectiveness of the Camps Policy and Procedure document will be evaluated by:

- the Health & Physical Education coordinator and the Camping coordinator
- consultation with teachers.

## Appendix A - PUPIL/TEACHER RATIOS

|   |  |
|---|--|
| <b>Abseiling and Rock Climbing</b>  | <b>Ropes Courses</b>   |
| <b>1:1</b> Rock Face<br><b>1:10</b> Others<br><b>2</b> Experienced Staff                                      | <b>1:12</b> 3 students to any one element, 1 participating, 2 sporting<br><br>NOTE No student on any element unless supervised |
| <b>Bass Camping</b>   | <b>Bushwalking</b>   |
| <b>1:10</b> Residential – canvas<br><b>1:15</b> Study - residential   | <b>1:5</b> Overnight<br><b>1:10</b> Day  |
| <b>Surf Activities</b>  | <b>Swimming</b>  |
| <b>1:10</b> Beach<br><b>1:8</b> Surf<br><br>NOTE: 1 teacher/instructor in water 1 teacher instructor on beach | <b>1:20</b> Enclosed pools<br><b>1:10</b> Open water   |
| <b>Canoeing</b>   | <b>Boats, Small Sailing (Dinghies, Catamarans)</b>   |
| <b>1:6</b><br><b>2</b> Staff members  | <b>1:8</b> Enclosed waters<br><b>1:6</b> Open waters<br><b>1:4</b> Open waters, adverse  |
| <b>Orienteering</b>   | <b>Cycling</b>   |
| <b>1:10</b> Bush  | <b>1:10</b> Cycling  |

## Appendix B - 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 School Council approval is required TWO normal meetings before the camp date and for interstate and overseas trips School 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/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)**

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

**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"/><br>NO <input type="checkbox"/> |         |           |
|           |      |           | YES <input type="checkbox"/><br>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 |
|---------------|----------------|-------------|
|               |                |             |
|               |                |             |
|               |                |             |

**NOTE:** If a BUS is hired (self drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

**Route**

In the space below, outline the main route of travel for this camp (if you are on a set tour, attach a brochure with the mapped route).

**7. Activities on this Camp**

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The Teacher in Charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – **(see Appendix A)**. You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

| ACTIVITY | STAFF RATIO | SPECIAL STAFF ON SITE QUALIFICATIONS | STUDENT EQUIPMENT |
|----------|-------------|--------------------------------------|-------------------|
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |
|          |             |                                      |                   |



## 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 Camp Coordinator, 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 5 sheets:
  - camp description including clear costs, dates, modes of travel, contact numbers and activities
  - permission form and a Behaviour Contract sheet – this form must be signed by both the student and parent
  - confidential medical report for School camps
  - swimming permission form
  - list of clothing/bedding/safety gear required.
- (iii) provide a list of students, staff and a daily program to the Principal
- (iv) the Camp Coordinator should work with the 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 C - 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:

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

Before approving a camp, consideration by the Principal and/or School Council needs to include:

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

A parent must provide written consent for their child to take part in a camp. 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:

- authorising the school to have the student in its care after normal school hours
- authorising the school to take the student out of the school environment
- alerting the school to any medical condition or allergies of the student
- authorising the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the camp
- 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 camp 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, camp 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.

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

Sensible and reliable behaviour at camps will be expected at all times. Students and their parents must sign the Camp Contract prior to attending the camp. ***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 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. Camp Coordinator Duties**

The Camp Coordinator will be responsible for completing the following duties prior to the commencement of camp:

- promote camp to Grade 4/5 students who will be Grade 5/6 students the following year
- organise and distribute camp information, permission slip and deposit form
- organise follow up meetings with students and distribute payment reminder forms prior to payment end date
- liaise with office, camp site, bus company and staff
- collate student cabin preferences and determine appropriate cabin selections
- create a Duty Group timetable for meals and activity group timetable
- offer a competition to students attending to design the front cover of the camp booklet
- collate medical information and ensure that the teacher in charge of medicines is aware of any issues
- create medical slips for individual medicines with: Child's name/Medication/ Required Dosage/Dosage Times & Parent Contact
- create camp booklet.

## **4. 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 D - 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:
  - metropolitan schools - beyond the greater metropolitan area.

# 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> |
|---|---|---|

|                   |                  |            |                 |             |                  |
|-------------------|------------------|------------|-----------------|-------------|------------------|
| <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 |
|--|-------|----------------------------|
| <b>Very high or high likely-hood / very high or high impact</b>                    |       |                            |
|  |       |                            |
|  |       |                            |
| <b>Very high, High and moderate likelihood /Very high, high or moderate impact</b> |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |
|  |       |                            |

## Section 2 General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions/camps.

|              |       |                      |
|--------------|-------|----------------------|
| Class Group: | Date: | Supervising Teacher: |
|--------------|-------|----------------------|

|   | <b>DANGERS</b><br>Factors which could lead to each inherent risk eventuating | <b>RISK MANAGEMENT STRATEGIES</b><br>Strategies to reduce risks |
|---|--|---|
| <b>PEOPLE</b><br>Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |   |
| <b>EQUIPMENT</b><br>Resources that impact on the activity e.g. clothing, footwear, teaching equipment             |  |   |
| <b>ENVIRONMENT</b><br>Factors that impact on the activity e.g. weather, terrain, water                            |  |   |

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe. One teacher alerts authorities at the camp site. Stay in contact via mobile phone.**

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.