

STATEMENT

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

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 educational programs offered at our school.
- Outdoor adventure activities provide students with the opportunity of experiencing a sense of achievement through participating in a variety of challenging outdoor situations. Such experiences develop skills as well as build confidence, self-esteem and student cooperation.

AIMS

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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 provide students with safe and challenging outdoor adventure activities and programs designed to develop skill, confidence, and self-esteem and team skills.

IMPLEMENTATION

General

- A camp is defined as any activity involving at least one night's accommodation.
- Office staff will be responsible for managing and monitoring payments made by parents and will provide classroom teachers with detailed records for the two weeks preceding camp.
- The school will provide opportunities for staff to update their first aid qualifications and will provide a level 2 trained staff member on each camp.
- The school will ensure at least one staff member on the camp has a mobile phone.
- Outdoor adventure activities are part of the Physical and Sport Education and the outdoor education components of the Health & Physical Education (Victorian Curriculum).
- DET staff/student ratios, staff qualifications/experience, student skill/knowledge acquisition, equipment and clothing requirements, organization requirements, and management processes, and all other DET requirements will be adhered to at all times.

School Council

- The School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements. Refer to Attachments 1, 2 and 3.
- School Council will give permission for each camp.

Principal

- The “notification of School Activity” form will be completed and forwarded to the DET three weeks prior to the camp departure date.
- 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 the alternative payment arrangements will be made by the principal on a case-to-case basis.
- Principal will ensure all risk management issues in relation to individual camps are addressed to ensure the safety of staff and students.

Teachers

- All teachers will typically be expected to support the Outdoor Education program based on the work dimensions/roles and responsibilities of teachers within the graduate, accomplished and expert classifications.
- Teachers are required to complete the Approval Proforma (Attachment 1) and the Risk Register (attachment 2) in consultation with the camp coordinator at the commencement of each term.
- Education Support Staff will not be expected to attend camps, however ES staff voluntarily attending camp support the Outdoor Education program based on the work dimensions applying to the ES.
- ES voluntarily attending camp will be provided with time in lieu as per the VGSA 2013.
- Teachers will be able to locate information about the camps they are attending and examples of relevant forms for camp under ‘Camps’ in the curriculum server.
- Details of the camp and accurate costs need to be presented to the Principal, before informing parents. Parents will be notified of the exact costs and other relevant details of the individual camps as soon as practicable.
- Teachers will be required to place all information regarding their camp on the server under the class name prior to attending camp. For example, notes issued, Itinerary, Emergency List.
- Emergency lists will be given to the Campus Principal or Assistant Principal and the office prior to leaving for camp. This list will include staff/student details, emergency contact, permission forms and itinerary and a copy of all documents is also to be handed to the Camp administrator on arrival at the camp.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent home reminder notices a fortnight before the camp departure date reminding them of the need to finalize payment.
- The designated “Teacher in Charge” of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines.
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed “Confidential Medical Information from

School Council Approved Excursions” form. Failure to return these forms prior to departure for camp will result in the student being excluded from attending camp.

- A senior staff member will be in attendance at school when the children are returning from camp. The teacher in charge will communicate with this person in regards to the anticipated return time.
- Staff owe all students a duty of care to take such measures as are reasonable to protect students in their care from risks of injury at the educator should have reasonably foreseen.
- Effective risk and safety management processes will be implemented to ensure that all outdoor adventure activities are planned and conducted safely. This will involve the identification of hazards, risks and safety issues, management of hazards, risks and safety issues through the development of a safety management plan, and avoiding hazards and risks that cannot be satisfactorily controlled.
- Emergency management plans will be developed when adventure activities are being undertaken.

Camp Coordinator

- Only Camping Association of Victoria accredited camp sites will be used.
- The camp coordinator will ensure the approved proforma for excursions and activities requiring School Council approval and the Risk Register are completed and forwarded to the Principal for School Council approval at the commencement of each term.
- The camp coordinator is responsible for booking camps. Blackwood Camps are required to be booked around September the year before.
- The coordinator will ensure that any relevant forms or information can be found on Compass under “Camps”.
- The coordinator will ensure that teachers have placed all information regarding their camp on the server under their class name prior to attending camp. For example, Notes issued, Itinerary, Emergency List.
- The coordinator will be available to assist any teacher who has difficulty with planning, budgeting, staffing, locating information etc.
- The camp coordinator will be responsible for ensuring the camp sites the school attends are appropriate for students and meet the DET guideline.
- The camp coordinator will be familiar with and plan camps within the “Safety Guidelines for Education Outdoors”
- Early in Term 1, the dates of the school camps will be presented to staff and school council.
- The coordinator will be responsible for staff allocation, liaising with bus coordinators to arrange transport and confirming dates of camp.

Parents

- Parents will provide written consent for students to be involved in outdoor adventure activities. In providing such consent parents will be provided with

sufficient details regarding the nature of the activity, the risks involved, and the degree of supervision.

- Parents may be invited or asked to assist in the delivery of school camps. When deciding which parents will attend, the principal will take into account –
 - Any valuable skills the parents offer, e.g. Bus license, first aid etc....
 - The need to include both male and female parents.
 - The special/medical needs of their child.
 - Parents selected to assist with the camps program will be required to undertake a WWCC.
- Parents will be asked to collect their child from camp if their child exhibits behaviour that is considered unacceptable and disrupts the good order of the camp. The teacher in charge, in consultation with the principal, will make this decision. Costs incurred will be the responsibility of the parent.

EVALUATION

- This policy will be reviewed annually.

Ratified By Hume Valley School Council	November 2016
Review Date:	November 2017

ATTACHMENT 1.

**Approval Proforma for all Excursions and Activities Requiring School
Council Approval**

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

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

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

* EDUCATIONAL PURPOSE

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PROGRAM DETAILS

*** Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation

- Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--|--|---|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

* Transport arrangements

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

Budget	
INCOME	EXPENDITURE
Student Fees	Transport

<i>Other income:</i>	Food Accommodation Staffing Equipment <i>Other expenditure:</i>
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name
Date

Signed

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name
Date

Signed

Approved and minuted at a school council meeting on _____

School Council President:

Name
Date

Signed

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers.

ATTACHMENT 2:**Excursion/program name:****Dates:****Educational Purpose:**

Risk Identification (what if....)	Risk Analysis (Likelihood X Consequences)	Risk Evaluation	Actions to reduce risk
Medical:	Medium	Acceptable if actions in place	<ul style="list-style-type: none"> - Student medical management plans and risk eliminating process to be followed. RED MEDICAL FOLDER
Environment:	Low	Acceptable if actions in place	<ul style="list-style-type: none"> - Prepare students with what they will be doing. - Allow students to be removed from stressful environments with a staff member. - Students in small group with familiar staff. - Staff to guide students in which way to walk and how close to potentially hazardous items to minimize possibility. - Students to be closely supervised by all staff. - All students to wear a seatbelt. - Staff to check student seatbelts before leaving for tightness.
People:	Low	Acceptable if actions in place	<ul style="list-style-type: none"> - Staff to follow behaviour management plans and SWPBS practices. - Take motivating items for students - Pair staff with students who they are aware of who to walk with (Make groupings fair Eg: 1 'easier child' with a more 'challenging child'. - If students are particularly heightened before or during the excursion consider cancelling the excursion/ returning to school or arranging an alternative program in consultation with the sub school leader. - Ensure all students are given regular toileting opportunities. - Staff are to ensure that all students are wearing their seatbelt/holding hands on the bus/accounted for before moving areas. - Take the CA folder including information on students. - Staff to carry personal mobile phones with each other's numbers.

			- Excursion to be cancelled in the event of staff absences where staff cannot be replaced with people familiar to them.
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DET'S RISK RATING MATRIX

		CONSEQUENCES				
Risk Rating Matrix Combine consequence with likelihood		Insignificant <i>No injury</i>	Minor <i>Ill health/Injury requiring first aid</i>	Moderate <i>requiring medical attention</i>	Major <i>requiring hospital admission</i>	Severe <i>Fatality</i>
L I K E L I H O O D	Almost certain <i>Event expected to occur, say many times a month</i>	Medium	High	Extreme	Extreme	Extreme
	Likely <i>Probably occur, say once a year</i>	Medium	Medium	High	Extreme	Extreme
	Possible <i>Event should occur sometime, say once in 3 years</i>	Low	Medium	Medium	High	Extreme
	Unlikely <i>Event may occur, say once in 10 years</i>	Low	Low	Medium	Medium	High
	Rare <i>May occur in exceptional circumstances</i>	Low	Low	Low	Medium	Medium

DEECD'S ACCEPTABILITY CHART

Extreme = Intolerable Requires executive oversight	Terminate: immediately consider whether this activity should cease or go ahead. Ant decision to continue will need Leadership permission and high level review and oversight.
High = Tolerable With continual management review	Benefits need to balance the risk. Decision to continue this activity needs to be made after discussion with leadership. Risk treatment plan and ongoing review required.
Medium = Tolerable With frequent risk review	<i>Tolerate:</i> risks have been assessed and are as low as reasonably practical (ALARP). Frequent review recommended.
Low = Acceptable With periodic review	Exposure to this risk is acceptable with periodic review to monitor risk variations.

