
ESSEX HEIGHTS PRIMARY SCHOOL **CAMPS POLICY**

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

- 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 their problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

GUIDELINES FOR ACTION

- All camps must be approved by the Principal and School Council.
- 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.
- Staff wishing to organize a camp must complete a camp proposal form. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The Camp Coordinator will complete the 'Student Activity Locator' online at <https://partner.eduweb.vic.gov.au/sites/sal/Pages/form.aspx?mode=new> at least 3 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.

Access to Camp

- 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 the appropriate staff, on an individual basis.

- 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.
- Families will have the option to provide consent, medical information and payment via Compass (preferred) or to print from Compass and provide as hard copies to the school.
- 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. A record of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Program for Students with a Disability Coordinator in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- 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, organisation 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 via the medical form on Compass or in writing regarding special dietary and medical requirements when submitting the camp consent forms.
- The Organising Teacher will monitor parent permission and payment status leading up to the camp via Compass and ensure reminders are emailed to parents that have not given permission or payment.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a student list with the 'Notification of Activity' form on Compass.
- The Organising Teacher will ensure that there is an alternate program available for those students not attending the camp.
- The school will provide a first aid kit for each camp. The Teacher in Charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the Organising Teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities not provided by external providers, the staff member organising must have suitable training and current qualifications. All staff must be aware of the increased duty of care.
- The Teacher in Charge will ensure all 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 (in consultation with parents and/or appropriate medical practitioners). That staff member will have a current Level 2 First Aid qualification.

Site Safety

- All camps will have an experienced teacher in attendance.
- 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.
- 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 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 School office in the case where camps are returning out of school hours. Parents will be informed of a new expected time of arrival via a Compass communication as soon as it's known that a camp group will be returning later than anticipated.

For further ratios and further information regarding safety please check the policy documents below.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

- [DET Excursions and Activities Policy](#)
- Excursions - [Approvals](#)
- Excursions - [Parent/Carer Consent](#)
- Excursions - [Safety, Emergency and Risk Management](#)
- Excursions - [Student Medical Information](#)
- Excursions - [Student Preparation and Behaviour](#)
- Excursions - [Venue Selection](#)
- [Legal Liability](#)
- Excursions - [Risk Management](#)
- [Safety Guidelines for Education Outdoors](#)
- [DET Staffing and Supervision Policy](#)

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 policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

George Perini

Kristen Steer

Principal

School Council President

School Council - August 2018

Appendix A

Pupil / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>2:24 Low ropes elements 3:25-36 Low ropes elements 2:1:12 High ropes elements 3:13-18 High ropes elements</p>
<p>Camping</p> <p>2:1-20 3:20-30</p>	<p>Rafting (Grade 1-3)</p> <p>2:1-12 3:13-18 4:19-24 *A maximum of 30 in one rafting group.</p>
<p>Canoeing (inland – flat waters)</p> <p>2:1-12 3:13-18 4:19-24</p>	<p>Recreational Swimming</p> <p>2:1-20 Type 1 and 2 venues 3:21-30 Type 1 and 2 venues 2:1-10 Type 3 venue 3:11-15 Type 3 venue</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>2:17 Enclosed Waters 3:17-24 Enclosed Waters 2:12 Open Waters 3:13-18 Open Waters 4:19-24 Open Waters</p>	<p>Orienteering</p> <p>2:1-40 Outdoor, well defined boundaries 3:41-60 Outdoor, well defined boundaries 2:1-20 Outdoor, less defined boundaries 3:21-30 Outdoor, less defined boundaries</p>
<p>Bushwalking</p> <p>2:12 Overnight 3:13-18 Overnight 2:1-20 Day 3:21-30 Day</p>	<p>Artificial Climbing and Abseiling</p> <p>2:12 Climbing *The minimum age for belaying is 11. 3:18 Climbing 2:1-2 Abseiling 3:3 Abseiling</p>

For more detailed information about the activities above and other adventure activities visit the following link:

[Adventure Activities](#) Click on the intended activity; then Supervision.

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 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)

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

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 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 DET via a 'School Activity Locator' form online.
- (ii) Ensure students/parents receive the following information:
 - (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 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.

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:

- 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 consent, online via Compass or in writing, 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:

- 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 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 DET 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.

Sensible and reliable behaviour at camps and excursions will be expected from students 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

Excursion forms

These forms provide minimum guidelines that should be adhered to and can be expanded as required at a local level.





- [Student Activity Locator](#) online form (for notification of school activity and location) (EduMail password required)
- [Documentation of participant preparation, prerequisite skills/knowledge \(doc - 139kb\)](#)
- [Staff Qualifications in lieu of formal qualifications \(doc - 151kb\)](#)

-  [Clothing and equipment list \(general\) \(doc - 67.76kb\)](#)
-  [Emergency response proforma \(doc - 66.69kb\)](#)
-  [Risk register template \(doc - 121.5kb\)](#)
-  [Risk analysis tools \(doc - 78.5kb\)](#)




The forms below have been developed in view of legal advice received by the Department to ensure that schools' legal obligations with regard to the duty of care towards students are met.

Schools should not undertake substantive modifications to the wording or remove questions contained in these forms, without the prior approval of the Department's legal branch.

Schools are also reminded that privacy legislation covers the collection of personal information by schools and schools should attach a privacy notice or statement to any form collecting personal information. Further information about the collection of personal information may be found at the Department's privacy website located at: [Privacy](#)

-  [Approval proforma](#)
-  [Parent consent form \(doc - 86.5kb\)](#)
-  [Confidential Medical Information for School Council Approved Excursions \(doc - 131kb\)](#)
-  [Confidential Medical History Form for Introductory Scuba Experience \(doc - 280.5kb\)](#)

Checklists

-  [Principal Checklist \(doc - 71.04kb\)](#)
-  [School Council Checklist \(doc - 68.8kb\)](#)
-  [Teacher Checklist \(doc - 69.99kb\)](#)

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 DET's 'School Activity Locator' database using the online notification form available at the following hyperlink:

[School Activity Locator](#)

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. The coordinating school should complete the form for activities involving a group of schools.
2. 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

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

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / 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		

Section 2 General Excursion Risk Assessment

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

Class Group:	Date:	Supervising Teacher:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment Factors that impact on the activity e.g. Weather, terrain, water		
<p>Critical incident management (emergency procedures) – contact the school for assistance.</p> <p>If a student is lost – ensure all other students and staff are safe. Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p>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.</p>		