



# CAMPS POLICY

## Rational

Malvern Central School runs camps to enable students to develop their learning and social skills in a non-school setting and are an important aspect of MCS's educational program.

## Purpose

The purpose of this policy is to ensure the MCS camp program:

- runs with the safety and well-being of all students, staff and volunteers being a primary concern
- is affordable to all families in order to maximise participation of students.
- promotes self-esteem, cooperation, resourcefulness, independence, leadership, good judgement and resilience

Parents/carers and school staff are expected to familiarise themselves with the camp policy prior to any camp.

## Implementation

### 1. Aims

MCS's camp program will aim:

- to promote self-esteem, cooperation, resourcefulness, independence, leadership, good judgement and resilience;
- to deliver skills and knowledge which promote a respect of the natural environment;
- to develop leisure and recreational skills;
- to provide the opportunity for students to try new things in a supportive environment.
- provide shared experiences and opportunities for grades to develop a sense of group cohesiveness, co-operation and tolerance

Camp activities in the junior grades (Foundation to Grade 2) will occur onsite during extended school hours. Camp activities in the senior grades (Grade 3 to Grade 6) will be offsite for periods building up from two to five days.

### 2. Cost

- Camps will be selected having consideration to the impact of cost on the participation of students. The cost of camps is to be paid by parents/guardians. However, family financial difficulties should not preclude attendance and families may be provided with financial assistance at the Principal's discretion.
- All families will be given sufficient time to make payments for camp. Parents will be provided with permission forms and camp information clearly stating payment

finalisation dates. Students whose payment have not been finalised by the due date will not be allowed to attend unless alternative payment arrangements have been organised.

- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

Parents/carers need to be aware that DET does not provide student accident cover on camp.

### **3. Parental Permission**

Parents/guardians are required to provide written permission for their child to attend any camp. This written permission will be forwarded by MCS and will include a consent to attend, consent for medical attention, any payment requirements and emergency contact details.

### **4. Health**

- a. It is the responsibility of parents/guardians to ensure their child is in good health when attending camps.
- b. Children who recover from an illness or injury that prevented them from attending a camp may join later, however transport to the camp is a parental/guardian responsibility.
- c. If a student becomes ill during a camp and is not able to continue, it is the responsibility of the parent/guardian to collect the student and cover the associated costs.
- d. It is the parent/guardian's responsibility to provide teachers with specific medications for their child, together with written instructions regarding the use and administration prior to camps. MCS will appoint a member of staff who is responsible for the health needs of students on each camp. Teachers will administer any medication provided.
- e. First aid kits will be taken by teachers on all camps.
- f. All teachers attending camp will have their level 2 First Aid qualification including Anaphylaxis Management.

### **5. Student Behaviour**

Students participating in camps will commit to cooperating and displaying appropriate behaviour in the interest of their own and the group's safety and wellbeing.

If the teacher in charge considers an individual student's behaviour does not meet the required standards then the student may not be able to continue on the camp. In these circumstances it is the parents'/carers' responsibility to collect the student and pay any costs associated with this.

### **6. Transport**

- a. MCS will use transport for camps which complies with the requirements of the DET Guidelines for Transporting Students: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/transporting.aspx>
- b. MCS will hire only hire accredited, insured and roadworthy vehicles which provide a lap sash seat belt for every student.

c. MCS discourages the use of private cars to transport other staff, students, or equipment for school activities. However, when use of private vehicles is unavoidable the Principal must:

- ensure the application form to use a private vehicle on official duty is completed;
- view the current and valid registration certificate for the vehicle and driver's license of the driver;
- sight the vehicle's comprehensive insurance policy that includes:
  - liability at law by way of damages no less than \$20 million
  - an indemnity to the employer;
- approve the vehicle for use on duty by signing the approval form;

For further information refer to link below:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/privatecar.aspx>

## **7. Risk of Bushfire**

In planning for camps, MCS teachers will consider the risk of bushfire in the activity location and ensure that this risk is documented in the risk management documentation as applicable.

## **8. Emergency Planning**

- When staying at a residential campsite, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to ensure that procedures are appropriate and staff and students are familiar with them.
- Planning in the risk management will cover arrangements if the camp needs to be cancelled, recalled or altered (for example, due to forecast severe weather conditions, flooding, changes to DFAT travel advice or an emergency).

## **9. Communication**

Staff members will have access to a school supplied mobile phone for any communication as well as access to internet where available.

## **10. Approvals**

The Principal is responsible for the conduct of all camps and will work with the designated teacher in charge of each camp to ensure that all aspects comply with all the relevant DET Guidelines on Camps and Activities. The Guidelines cover the following topics:

- |   |                                     |
|---|-------------------------------------|
| • Adventure Activities                  | • Staffing and Supervision          |
| • Parent or Guardian Consent            | • Student Medical Information       |
| • Planning and Approvals                | • Student Preparation and Behaviour |
| • Safety, Emergency and Risk Management | • Venue Selection                   |

For more information refer to:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

All overnight camps (including sleep overs at MCS) require the prior approval of School Council. The teacher in charge is responsible for submitting the "Approved Proforma for all Excursions and Activities Requiring School Council Approval" (available at the website link below) form in sufficient

time for the appropriate approval to be considered and granted.  
<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/edoutdoors/approvalform.doc>

After receiving the approval from School Council the teacher in charge must, at least three weeks prior to the camp commencing, complete DET's online notification of school activity form using the Student Activity Locator (SAL).

### 11. Supervision Ratios and Staffing

All MCS camps will comply with the following ratios to ensure students are appropriately supervised in accordance with the DET Guidelines:

Type of camp:	One adult per:
<b>Overnight camps:</b>	
Base camps in residential premises or under canvas	10 students
Study camps in residential premises	15 students
Local and interstate tours	15 students
Overseas tours	10 students
Adventurous Activities	As per specific DET Guidelines for that activity

When deciding on which parents/carers will attend teachers will take into account any particular skills parents/carers have to offer, the need to include both male and female parents/carers and the special needs of particular students. Parents/carers attending school camps will be required to have a current Working with Children Check. The school will ensure that:

- It complies with the **Child Safe Standards** that have been introduced as part of the Victorian Government's response to the **Betrayal of Trust Inquiry**. These are compulsory minimum standards under the *Child Wellbeing and Safety Act 2005* that apply to organisations that provide services for children.
- It complies with the **Reportable Conduct Scheme** requirements that came into effect on 1 July 2017.

Teachers have the ultimate responsibility of managing the camps and excursions with parents/carers required to follow their directions. At least 50% of the camp staff should be teachers.

The school acknowledges that the success of the school depends on the existence of a strong and positive relationship between students, teachers and parents. This principle applies equally on school camps.

### 12. Attendance

It is an expectation that students not attending camp will attend their normal school hours and be placed in another learning space for the duration of the activity.

## Related School Policies

- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Working With Children Check Policy
- Volunteer policy
- Child Safe Standards

Helpful camp related DET policies include:

- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/preparation.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/venue.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/consent.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/medicalinfo.aspx>

## Evaluation

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

Next Review Date: 2020

This policy was last ratified by School Council in: **September 2017**