



Rationale

Camps are an integral part of the school curriculum and serve both educational and social functions. For these reasons all students are encouraged to participate in the camps program. . 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

- The Consultative Committee and School Council must approve camps and overnight excursions in advance. The paperwork for overnight stays is extensive and must be completed with care.
- 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.
- If you are conducting an overnight excursion or one involving potentially dangerous activities, at least 6 weeks' notice is required and School Council Approval is necessary. School Council meets on the third Wednesday of each month. Staffing ratios and other special conditions for these excursions are available
- The Student Activity Locator must be completed online.
- There is a minimum participation rate expected and camps will be cancelled if this is not reached. The consultative committee will advise the Principal on the exact percentage required.

- Every attempt will be made to avoid scheduling other excursions during times when camps are running.
- Camps should be planned to minimise disruption of the college program. No camps/excursions should be planned in the first two weeks or the last two weeks of semester class time (this may vary between year levels). Please note that exams and Year 10 work experience influence these dates.
- Staff in charge should consult for current requirements:
<http://www.education.vic.gov.au/management/governance/referenceguide/default.htm>
- Where excursions involve overnight stays for mixed groups, excursion staff should include at least one supervisor of each sex.
- Camps are only held at times when they will not adversely affect course selections.
- Team Leaders and Camp coordinators are responsible for ensuring that all relevant information is provided to the administration at least one week prior to the camp and they must also provide a viable alternative program for students staying at school.
- School Council approval must be obtained for all camps using DEECD forms.
- Camps and overnight excursions must be registered on the DEECD website and Risk Management Plans must be completed as part of the application process.
- Deposits must be collected from students when planning a camp. Final payments should be completed at least 3 weeks prior to the camp. Students who have not paid in advance will not be permitted to attend the camp unless prior approval from the Principal is obtained.
- Students who regularly behave in an unacceptable manner at school will not be permitted to participate in the camps program. This decision will be made by the team leader/camp organiser in consultation with an Assistant Principal.
- All camps (and excursions) should be costed to break even and include a suitable margin for unforeseen contingencies. **Camps must not be run at a loss.** It is the organising teacher's responsibility to see that losses are not incurred. All efforts will be made not to exclude students simply for financial reasons.

Access to Camps

- 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.
- 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.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. 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 or Assistant Principal in consultation with the organizing teacher and Team Leader. 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. Usually no refund will be possible.

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 organising teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well on the Compass.
- 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.
- 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 the staff member organising must have suitable training and current qualifications. 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 College, 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](#)

- 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 High School 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.

Legal Liability and Duty of Care

Legal liability requires educators to take reasonable measures to protect students in their care from risks of injury that the educator should have reasonably foreseen. Under the duty of care obligation, the onus is on educators/schools to ensure that judicious care is taken to avoid harm and to prevent injury. This applies to any time students are in our care, both inside and outside school. Specifically, this means not leaving your classroom at any time and always being prompt for yard duty.

Overseas and Domestic Travel

The regional Director must approve all school related overseas travel. Regional approval for domestic travel is only warranted when the Principal is a member of the excursion staff. Staff accompanying students on overseas excursions, visiting sister schools overseas, participating in overseas marketing tours etc must complete a ‘Request for Approval of Overseas Travel’ form.

Available from EduLibrary:

<https://www.eduweb.vic.gov.au/EduLibrary/Schools/Forms/General%20School%20Forms/>

In order to facilitate the processing of overseas and domestic travel applications the following information is required:

- Covering letter
- Request for Approval of Overseas Travel form **or**
- Request for Approval of Domestic Travel form
- Itinerary
- Flight Information
- Student Information

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 (including processes related to this policy)

Links connected with this policy are:

- [DEECD Excursion Policy](#)
- [Safety Guidelines for Education Outdoors](#)

Camps Regularly Run at UYSC

- Year 12 Orientation Camp
- Year 7 Camp
- Falls Creek Snow Ski Camp
- Duke of Edinburgh Camps
- Bogong Outdoor Education Camp
- Alpine School for Leadership
- Outdoor Education Camps
- Year 9 Camp
- VCAL City Camp
- New Zealand trip for Band
- Year 8 and 9 Tasmania Camp
- Overseas exchange Program, Japanese - German
- Sydney Art Camp

Evaluation

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

**See <http://www.education.vic.gov.au/management/governance/referenceguide/default.htm> for further details.

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| Author: Patricia Broom | |
| Ratified By: UYSC School Council | |
| Name: Michelle Mock President | Signature: Date: 04/06/2014 |
| Date Implemented: March 2014 | |
| Date Updated On-Line: March 2014 | |
| Review Date: March 2017 | Responsible for Review: Principal |
| References: <u>DEECD Excursion Policy</u> | |