

# ARMADALE PRIMARY SCHOOL POLICY

## SCHOOL No. 2634

### Camp Policy

**Authorisation:** By the Armadale Primary School Council October 2017  
**Recommended:** By the Education and Policy Sub -Committee

**Review Date:** It is recommended that this policy is reviewed by the Curriculum & Policy Sub Committee by October 2019

#### 1. PURPOSE

The purpose of School Camps is to develop an appreciation of social, cultural and outdoor education and personal development skills through interaction with others and the responsible use of the human and natural environment. These camps involve the acquisition of knowledge, values and skills that enhance an understanding and an appreciation of non-school settings, often through adventure and co-operative team building activities.

#### 2. OBJECTIVES

Our camp program will facilitate the objectives of the school through outdoor education and personal development by providing children with:

- 2.1 the opportunity for broadening and enriching the students physical, academic and social development
- 2.2 the climate for the development of initiative, cooperation, self-reliance, responsibility and independence
- 2.3 the occasion for the growth of respect and care for the environment
- 2.4 the opportunity for staff and students to gain valuable insight in other areas of learning

#### 3. IMPLEMENTATION

3.1 The school will:

- 3.1.1 Obtain school council approval for all overnight and interstate camps, excursions requiring air or sea travel, excursions involving weekends or holidays and adventure activities
- 3.1.2 Ensure that School council maintains school camps to be at a reasonable and affordable cost and comply with all DET requirements
- 3.1.3 Ensure that students will not be excluded from camps simply for financial reasons
- 3.1.4 Provide a range of camp experiences covering outdoor education, environmental education, social development, initiative and group building skills together with a range of cultural and historical understandings
- 3.1.5 Provide a best range camp experience for all students in Years 3-6 that will include an overnight component.
- 3.1.6 Ensure that camps selected are recognised as accredited providers by the Dept.
- 3.1.7 <http://www.education.vic.gov.au/school/principals/spag/safety/pages/venue.aspx>
- 3.1.8 Ensure that costs are kept to a reasonable level to allow maximum participation. Give parents at least a month's notice of the costs incurred in attending the camp and allow for deposit and instalment payments. The hardship policy and state government financial assistance (CSEF) program may be available where deemed appropriate by the Principal.
- 3.1.9 Use only seat belted buses for all travel associated with the camps

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- 3.1.10 Where full payment has been made for a school camp and a child is unable to attend, a full refund will be made to parents up to one week prior to the camp. If the school is notified in the week prior to the camp, an appropriate pro-rata refund will be made to parents based on the schools out of cost expenses and all these decisions will be made on a case-by-case basis.
- 3.1.11 Ensure that the embarking and disembarking process is smooth and well-organised
- 3.1.12 Nominate a teacher responsible for communication to parents whilst at camp
- 3.1.13 Feedback from participating teachers, parents and students will be obtained at the conclusion of each camp

### 3.2 Staff will:

- 3.2.1 Evaluate each camp to provide feedback to both the camp provider and the school
- 3.2.2 Communicate information with parents before, during and after the camp as appropriate
- 3.2.3 Provide the students with relevant activities before, during and after the camp
- 3.2.4 Encourage students to display sensitivity, empathy and respect toward all others whilst on camp
- 3.2.5 Exercise appropriate duty of care of the students as per the Departments Policy and all emergency management procedures and follow the Victorian Teaching Code of Conduct
- 3.2.6 Follow the Armadale Primary School's Student Engagement policy
- 3.2.7 Complete the Department's template for Risk Assessment and Management
- 3.2.8 Contact parents when a child becomes unwell and agree to the appropriate course of action except in the case of a medical emergency

### 3.3 Parents will:

- 3.3.1 Ensure that all notices, forms and payments are returned by due date
- 3.3.2 Supply their children with all of the clothing and other items specified in the camp information
- 3.3.3 Support the staff in their application of any Student Engagement procedures at camp.
- 3.3.4 Ensure that children are well enough to attend the camp and ensure that there has not been evidence of vomiting or diarrhoea in the 48 hours preceding camp
- 3.3.5 Be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The teacher in charge will make this decision. Costs incurred will be the responsibility of the parent.
- 3.3.6 Ensure that they are able to be contacted at all times

### 3.4 Students will:

- 3.4.1 Adhere to the school's Student Engagement Policy and school rules whilst on camp
- 3.4.2 Abide by the specific rules of the camp
- 3.4.3 Willingly cooperate with all duties and requirements at the camp
- 3.4.4 Treat all staff, teachers, parents and camp personnel with respect and show courtesy and manners at all times.

## **4. EVALUATION**

Teachers and parents will evaluate the Policy by observing whether the objectives of the policy are being met through the school program.