

Dimboola Memorial Secondary College

CAMPS AND EXCURSIONS POLICY



Rationale:

Camps and excursions 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 and excursions 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.

DMSC is fully cognisant of its responsibilities under the *Child Safe Standards* – Ministerial Order 870 – effective from August 1 2016 and will take all necessary steps to ensure the safety of children on all camps and excursions.

Purpose:

- To provide students with the opportunity to participate in a camping/excursion 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

Implementation:

1. The Principal and School Council must approve all camps.
2. The Principal and School Council must approve all excursions that involve adventure type activities.
3. The Principal and School will ensure that the safety of students is of paramount importance at all times and all appropriate steps will be taken to facilitate this.
4. 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. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
5. Staff wishing to organize a new camp should present a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal or Assistant 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.
6. 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.
7. The staff member in charge of the camp will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp four 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.
8. All camps/excursions requiring approval will be presented to School Council for their consideration and approval.

Access to Camp/Excursion.

- 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.
- CSEF money will be available to eligible families and this can be used to subsidise the cost of the camp/excursion.
- 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, Assistant Principal and Year Level Coordinator in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp. Students participating in a school camp may 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, organization of activities and student management procedures must be addressed prior to the camp/excursion. 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 organizing teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and informing staff at briefing.
- 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 organizing 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 organizing 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.

- A Risk Assessment must be completed and submitted prior to the camp, for approval. Refer: Safety Guidelines for Education Outdoors
- NB – In the fire season, due consideration must be given to the assessment of fire risk. Liaising with the appropriate authorities may be necessary.
- 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 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.
- **Child Safe Standards** – the school will request evidence from the camp provider that all staff members have the appropriate WWCC or Police Checks before the camp commences.
- At no time during a camp will DMSC staff allow any unauthorised adults to interact with students.

Forms and procedures

- Staff organising a camp/excursion should ensure they have checked the most recent DET guidelines for staff to student ratios, risk assessments etc.
- The Assistant Principal maintains all records of camps and excursions and will inform school council of upcoming camps for approval
- The Assistant Principal has overall responsibility for camps and excursions and will deliver an annual update on forms and procedures at the start of each year or in the event of changes to DET policy

Evaluation:

This policy was last ratified by School Council in....

May 2016