



## ROMSEY PRIMARY SCHOOL CAMPS POLICY & PROCEDURES

### **Rationale:**

The school's camping program enables students to further their learning and 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.

### **Aims:**

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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.

### **Implementation:**

- A camp is defined as any activity involving at least one night's accommodation, including sleep overs at school.
- The program will be developed sequentially throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal will not be eligible to attend.
- Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camping program until the outstanding payment is finalised.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for staff replacement can be borne by the participants.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with the Department's [Safety Guidelines for Education Outdoors](#) website. They must meet formally with the principal, to present the principal with a [planning summary](#), to discuss the proposed camp, and to seek 'in principle' support for the event.
- If the principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide (Appendix E). This must include a site visit and [risk assessment](#).

- The school only uses residential campsites accredited by the ‘*Australian Camps Association*’ or the ‘*National Accommodation, Recreation & Tourism Accreditation Program (NARTA)*’ for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the principal and present him/her with all documentation, including the completed School Council [approval](#) proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online [Notification of School Activity](#) form then be submitted three weeks prior to the activity.
- When presenting information to School Council, the Teacher in Charge must be aware that Council will consider the following:-
  - What is the purpose of the camp and its connection to student learning?
  - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
  - Is an appropriately trained member of staff able to provide [first aid](#) ?
  - Have staff members who are not registered teachers completed a Working with Children Check?
  - Is the location of staff and students throughout the camp including during travel known?
  - Is a record of telephone contacts for supervising staff accompanying the camp available?
  - Is a record of the names and family contacts for all students and staff available?
  - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the camp available at the school?
  - Has a copy of the completed School Council [approval](#) proforma (including all attachments) been submitted and approved?
  - Will the online [Notification of School Activity](#) form be submitted three weeks prior to the excursion?
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council’s requirements. [Emergency management plans](#) are to be developed when adventure activities are being undertaken.
- School Council requires that students only travel on buses fitted with seatbelts.
- School Council requires that a report be tabled after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- Classroom teachers will be given the first option to attend camps.
- The school will provide a mobile phone for all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge will take into account –
  - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
  - The preference to include both male and female parents.
  - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check. The school will pay for any associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.

- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- Parents will 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.
- The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website: <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm> as well as the Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.
- To be read in conjunction with the ‘Excursions’ policy.

### **BUSHFIRES AND CONTROL PROCEDURES:**

- Pre-activity planning will include consideration of the possible fire risk and potential for bushfire in the relevant location. The camp will be cancelled in the event of a bush fire. Alternatives will be planned to allow for last-minute change in the event of severe fire danger.
- Fires and open fire places will be used in accordance with the requirements of the fire and/or land management authorities.
- Students will be briefed on the safe siting and use of fuel stoves and alerted to the risks associated with open flames in a bush setting.
- The communication strategy will include mechanisms to ensure that the group is alerted to a potential Total Fire Ban or other communications from fire authorities.
- In addition, staff will consider prevailing local conditions and adjust the camp accordingly. Adjustments could include further consultation with the school and/or land management authorities to determine course of action, evacuation, changing location or cancellation of the activity.

### **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 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](#)**

- 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. 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.
- 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 the anticipated return time.

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 AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

[DET Excursion Policy - Vic Schools Policy & Advisory Guide](#)

[Safety Guidelines for Education Outdoors](#)

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)
- Appendix E: Planning Questions

### **Evaluation:**

This policy and procedures will be annually at the conclusion of the school's camps program, and as part of the school's three-year review cycle (or more often if necessary due to changes in regulations or circumstances).

**Date Ratified by School Council: March 2015**

**Review Date: March 2018**

## Appendix A

### **Pupil / Teacher Ratios**

<b>Abseiling and Rock Climbing</b> 1:1 Rock Face 1:10 Others 2 Experienced Staff	<b>Ropes Course</b> 1:12 3 students to any one element, 1 participating, 2 spotting <b>NOTE:</b> No student on any element unless supervised
<b>Bass Camping</b> 1:10 Residential; canvas 1:15 Study: residential	<b>Scuba Diving</b> 1:8 Pool training 1:4 Diving, 2 buddy systems <b>NOTE:</b> 2 qualified staff
<b>Board Sailing</b> 1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors	<b>Shooting</b> 1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting
<b>Boats, Small Sailing - (Dinghies, Catamarans)</b> 1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse	<b>Snorkelling</b> 1:8 Closed water: pool 1:4 Open water <b>NOTE:</b> 2 qualified staff
<b>Bushwalking</b> 1:5 Overnight 1:10 Day	<b>Snow Activities</b> 1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing
<b>Canoeing</b> 1:6 2 Staff members	<b>Surf Activities</b> 1:10 Beach 1:8 Surf <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach
<b>Cycling</b> 1:10	<b>Swimming</b> 1:20 Enclosed pools 1:10 Open water
<b>Horse Riding</b> 1:1 Basics 1:5 Beginners 1:8 Semi-experienced <b>Riding School:</b> 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10	<b>Water Skiing</b> 1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member
<b>Orienteering</b> 1:10 Bush	

**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.

<b>ACTIVITY</b>	<b>STAFF RATIO</b>	<b>SPECIAL STAFF ON SITE QUALIFICATIONS</b>	<b>STUDENT EQUIPMENT</b>

## 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.

<b>INSURANCE COMPANY</b>	<b>POLICY NO.</b>	<b>TYPE OF INSURANCE</b>	<b>LIMIT OF COVER</b>

## 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 Region on a “Notification of School Activity” form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
  - (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.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, 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 written consent for their child to take part in an excursion. 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 excursion 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.

School uniforms **must** be worn on all school excursions except whenever specialised clothing is a requirement, e.g. snow trip.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected 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

## **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 database using the online notification form available at:

[www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp)

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. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. 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"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
---	---	---

<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		
<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

**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:
--------------	-------	----------------------

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.  
**If a student is lost** – ensure all other students and staff are safe. Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this with them.  
**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.