

CASTLEMAINE NORTH PRIMARY SCHOOL
CAMPING POLICY 2021-2024

RATIONALE

1. This policy outlines the content, procedures, and implementation of the camping program.
2. The school's camping program enables students to further their learning and personal and social development in a non-school setting. It is designed to assist with the gradual development of independence and responsibility by providing educational experiences and activities not normally available in the classroom program.

AIMS

1. To provide all year levels from Grade One to Six with the opportunity to participate in an annual, sequential sleep-over/camping program.
2. To provide a program that promotes self-esteem, resourcefulness, independence, resilience, leadership, organisation, and cooperation.
3. To provide shared class experiences and a sense of group cohesion.
4. To provide educational experiences that enhance the classroom program.

GUIDELINES

1. The camping program will be developed sequentially throughout the school from Grade One to Grade Six.
2. School Council will ensure that all school camps comply with all DET requirements/regulations.
3. All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be informed of estimated costs via newsletter, Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
4. Payment plans may be set up for any family at the school to allow payment for the camp over time (Payment for camps can commence at the beginning of the school year and need to be completed before the camp commences).
5. Parents experiencing financial difficulty are invited to discuss their individual situation with the Principal if they wish to do so.
6. Parents will be informed of the 'Camps, Sports and Excursions Fund' (available to Health Care card holders) via the newsletter and website at the beginning of the school year.
7. All student/adult ratios stipulated by DET for camps will be followed.

IMPLEMENTATION

1. The camping program will consist of:
Grade 1 – A sleep-over at school
Grade 2/3/4/5/6 – Three days and two nights.
2. All camps require prior School Council approval using the DET proforma. Information presented to the School Council will include:
 - a) Travel arrangements and costs.

- b) Venue details and an itinerary of events.
 - c) Names of all adults attending.
 - d) Risk Assessment
3. A designated camp coordinator will be appointed, whose responsibility will be to oversee the camping program for the designated camp.
 4. The camp coordinator will ensure the camp, bus arrangements and camp activities comply with DET guidelines, including information submitted to the DET Student Locator database.
 5. All students will be required to provide written permission from their parents to attend the camp, as well as a completed 'Confidential Medical Information for School Council Approved Excursions' form.
 6. The Business Manager will provide classroom teachers with a summary of outstanding camp payments in the weeks leading up to camp. Class teachers will follow up with parents.
 7. Staff will meet with the parents of students with special needs to discuss possible modifications or the provision of additional support which would enable the student to attend the camp.
 8. Students who do not attend camp are required to attend school. For students remaining at school alternative placements and appropriate instruction will be provided.
 9. A designated teacher will be required to coordinate First Aid on the camp.
Duties include:
 - a) Keeping the medical details of all students who attend
 - b) Highlighting students with specific medical needs including medication.
 - c) Overseeing of medication administration.
 - d) Attending to all students who need medical attention.
 - e) Recording details of treatment of any illnesses and accidents as well as the administration of medication.
 10. Parents are to hand over any medication for their children as well as a completed Medication Authority Form to the camp coordinator.
 11. Parents will be invited to assist in the delivery of school camps. When recommending which parents will attend, the school will consider:
 - a) Any valuable skills the parents have to offer, eg. First Aid
 - b) The need to include both males and females.
 - c) The special needs of students.
 - d) Parents selected to assist with the external camps program will be required to possess a current Working with Children check. This must be sighted by school staff.

Staff will:

1. Inform parents of all camp details in writing. The information will include costs, dates, venues, duration, program, and emergency contact details.
Provide a list of items required on camp, including expectations around responsible and appropriate use of "technology" (that is, phones, cameras, etc).
2. Follow the Victorian Institute of Teaching's 'Code of Conduct' and exercise appropriate duty of care of the students.
3. Follow the Castlemaine North Primary School's student welfare and discipline procedures.

Parents will:

1. Ensure that all notices, forms, and payments are returned prior to the camp commencing (including the Medication Authority Form).
2. Supply their children with all the clothing and other items specified in the camp information. This includes supporting the school's request around the use of phones/devices on camp.
3. Support the staff in their application of any student welfare and discipline procedures at camp.
4. Be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The camp coordinator, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
5. Be requested to collect their child in the event of illness or injury if required. The camp coordinator will make this decision.

Students will:

1. Adhere to the school rules whilst on camp.
2. Abide by the specific rules of the camp.
3. Willingly cooperate with all duties and requirements at camp.
4. Treat all staff, teachers, parents, and camp personnel with respect and always show courtesy and manners.

EVALUATION

This policy is to be reviewed triennially as part of the School Council's review cycle.

This policy was ratified by School Council 2021

Principal (S. Chapman)

School Council President (G. Turner)

Ratified – 2021

Review date - 2024