

Rationale

Watsonia North Primary School considers the provision of an Outdoor Education Program to be a valuable part of the education of all students. The Outdoor Education Program is designed to provide students with a variety of challenging and exciting learning experiences not usually available in the school and home environments.

Watsonia North's students' health, safety and security are the highest priority to all adults attending camp. It is important that each child be given the opportunity to gain knowledge, experience and a sense of achievement through a variety of learning situations. The camping experience provides children with the opportunity to develop social skills, group responsibilities and independence in an alternate setting, away from daily home and school routines.

Purpose

- To ensure that camps are planned and approved in accordance with DET policy and guidelines.
- To promote and develop cooperation, communication and interpersonal relationships with fellow students and staff.
- To provide a program that promotes confidence, resourcefulness, independence, judgement, cooperation and tolerance.
- To develop an awareness and appreciation of the environment.
- To extend, enhance and support the school programs.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.

Implementation

- A camp is defined as any activity involving at least one night's accommodation.
- A staff member will be designated as Teacher in Charge and the Principal will ensure that the camp's program will adhere to and maintain the standards and procedures set out for excursions and other out of school activities by the Department of Education & Training (DET).
- Staff are expected to act in accordance with their duty of care to children, which is in force during the entire time of the camp and must be aware that the consumption of alcohol/illicit substances by staff during camps is:
 - inconsistent with the standard of professional conduct necessary to maintain community confidence in these activities and is considered unwise
 - could lead to allegations of negligence and loss of WorkCover rights.
- Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school retains responsibility for students, as the duty of care of the school staff to students cannot be delegated to a third party. Child Safety standard Guidelines (Ministerial order Mo. 870) which sets out actions schools need to be taken to meet the Child Safe Standards.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
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Implementation *(continued)*

- Students on the PSD program will have a meeting with the Assistant Principal prior to the camp to ensure appropriate framework is in place to best support the respective student.
- Parents will be informed of all camp details in writing. Additional information will be provided by the way of information evenings (when required), Wednesday Weekly articles and a comprehensive Camp Booklet.
- All children are expected to participate in the Camping Program. The program will cater for individual student needs where necessary and appropriate, that is on the basis of the disability or on cultural or religious grounds.
- Students who do not attend camp will participate in classroom activities at Watsonia North Primary School for the duration of camp.
- Where possible, parents should be given four months notice of the approximate costs and dates of each camp.
- One or two vehicles will accompany the group to camp as an emergency vehicle.
- Prior to and during camp experiences, Watsonia North Primary School cannot accept children with the following symptoms and conditions:
 - Elevated temperature.
 - Diarrhoea or vomiting.
 - Undiagnosed rash.
 - Any infectious disease listed on the school's exclusion table.
- 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 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.
- The Teacher in Charge will complete the "Notification of School Activity" online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp at least four weeks prior to the camp departure date.

Implementation *(continued)*

- 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 discuss the proposed camp, and to seek 'in principle' support for the event.
- On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**
- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- 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 and first aid kits for all camps.
- One staff member will be designated as the First Aid Officer who to take responsibility for:
 - student medical forms are available at the site
 - ensuring all camp staff are aware of special medical issues or medication requirements
 - administering student medication as required.
- 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.
- 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.
- A student may be excluded or removed from a camp for the following reasons:
 - Behaving in a manner which endangers the safety and wellbeing of them self or others.
 - Causing damage to property.
 - Persistent refusal to carry out the instructions of the teacher in charge.
 - Persistent attempts to disrupt the learning and participation of others.

Implementation *(continued)*

- 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.
- In the event of an emergency, the Principal will notify the Department's security Services Unit to be telephoned on 9589 6266,

Further Information and Resources

The primary references that must be consulted when considering all camps is the Department's Safety Guidelines for Outdoor Education Activities

Other policies and guidelines which support this policy:

- DET Excursion Policy
- DET Student Safety & Risk Management
- WNPS Duty of Care Policy
- WNPS Supervision of Students Policy
- WNPS Child Safe Standards
- WNPS Administration of Medication Policy
- WNPS First Aid Policy
- WNPS Asthma Policy
- WNPS Anaphylaxis Policy
- WNPS Inclusion and Diversity Policy
- WNPS Excursion Policy
- WNPS Emergency Management Plan

Appendices which are connected to 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
- Appendix D: Notification of School Activity (camps)
- Appendix E: Camps Risk Management Assessment Form

Evaluation & Review Cycle

Evaluation of the *Camping Policy* will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated in September 2018 and is scheduled for review in 2022.

APPENDIX A: Pupil/Teacher Ratios

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



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 at least TWO regular 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

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 Details:

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

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. 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"/>		

NOTE: All staff cars must be covered by comprehensive insurance policies

Route

In the space below, outline the main route of travel for this camp.

8. 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 Training booklets for the activities above.

Signed: _____ Date: _____

9. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-7, 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.
 - (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).
- (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:

- overnight 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
- alternative timetable arrangements during camp week in consultation with the Pssistant Principal
- 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 (DET) 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

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



APPENDIX E: CAMPS Risk Management Assessment Form

Venue Assessed _____ for month of _____

Section 1 – Environment Emergency Management Assessment

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> Bushfires Severe storms and flooding Earthquake School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> Missing Student Medical Emergencies Incidents Aggressive student behaviour 	<ul style="list-style-type: none"> Intruders Internal fires and smoke Snakes and other wildlife Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

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

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:
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	Dangers Factors which could lead to each inherent risk eventuating	Risk Management Strategies Strategies to reduce risks
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
Environment 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 in the excursion DISPlan.

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.