

CAMPING & EXCURSION POLICY

RATIONALE:

Findon's camping and excursion program provides a whole school sequential program that enables students to further their learning and social skills development in a non school setting. Excursions, camps and special events complement, and are an important aspect of the educational programs offered at our school. An excursion is defined as any activity beyond the school grounds. Findon's camping program will encompass a series of carefully planned outdoor experiences in line with components of Health and Physical Education.

AIMS:

- To develop self reliance, independence, social skills and outdoor education skills in a range of environments
- To build resilience, perseverance and personal best in students
- To develop a sense of care and sustainability for our environment
- To reinforce, enrich and extend powerful learning opportunities beyond the classroom
- To develop a student/peer relationship outside of the school environment
- To develop a sense of community participation

IMPLEMENTATION:

- Each excursion, camp or special event will be coordinated by the Learning Team leader or a nominated staff member
- Camps, excursions and special events are to be advertised well in advance
- Camps, excursions and special events to be spread as evenly throughout the year with the goal of keeping the costs to a minimum, to encourage greater participation
- 70% cohort uptake of camp and financial viability costs will be a consideration when planning camps

Camping

- Before final arrangements are made, details of each camp/overnight stay must be presented to School Council for approval. This approval is sought at a scheduled meeting
- Information presented to the School Council will include:
 - educational aims and objectives of the camp
 - names of all adults attending and their expertise and experience
 - travel arrangements and costs.
 - venue details and an itinerary of events
 - procedures followed to ensure the safety of students – including bushfire risk assessment
- The above information will be provided to the Principal at least a week before the School Council meeting date
- Details of the proposed camp/sleepover/excursion must be entered via the designated DET website to the Office of Emergency Management
- All DET regulations and guidelines must be strictly adhered to when planning and implementing a camping or excursion program
- Camps should be booked before the end of the preceding year
- Parent/Care givers must complete consent forms and approved individual medical; asthma management plan; anaphylaxis risk management plan; diabetes risk management plan and where applicable, provide current list of medication
- Lead up and follow up activities should complement the camp/sleepover/excursion
- Students not attending camps are expected to attend school and follow an amended program
- When budgeting for camps, factoring in the cost of employing a Casual Replacement Teacher is required
- Expressions of interest to attend camp and deposits are to be submitted at least a term in advance, with a regular payment schedule in place and notices to follow

- A senior staff member will be in attendance at school whilst students are returning from any out of school hours camp. The teacher in charge will communicate with this person with regards to the anticipated return time

Staffing for Camping Program

- One adult to ten students (legal requirement) at no charge to the adults
- All volunteers to have a current Working With Children Check or VIT registration
- Where possible, ensure staff representing both genders are present
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio, however extra volunteers can be taken
- Minimum of one senior teacher (Classroom teacher – Range 2, Leading Teacher, Assistant Principal, Principal) employed by the school, to be in attendance at the camp
- As part of pre service training, priority given to one trainee teacher to attend
- Parents of students involved in camps may be invited to assist in the delivery of the camp. We need the very best volunteers for the safety and care for all students attending. Attendance by parents is not a right; it is by invitation, to fulfil medical and legal responsibilities. When deciding on which parents will attend, the School Improvement Team (SIT) will take into account:

Priority **will** be given to:

- trained doctor or nurse
- any valuable skills the parents have to offer. eg. bus licence, first aid, outdoor education training
- the need to include both gender parents
- the special needs of particular students
- priority to parents who will take on a 'de facto' staff role

Due to School Council approval of school camps and legal responsibility;

Priority **may** be given:

- to one non DET School Councillor
- where there are more volunteers than places, after all criteria has been considered, selection will be at the discretion of the principal

CONSIDERATIONS

There are increasing numbers of students who have serious medical conditions eg. anaphylaxis, diabetes etc. Sometimes, parents of these children claim that their child cannot attend camp unless the parent attends.

In making staffing decisions the following factors need to be considered:

- Inclusion of all students particularly those with special needs (Anaphylaxis Policy, Program for Students with Disabilities)
- When planning the camp, a risk management strategy will be developed in consultation with student's parents/care givers to accommodate the requirements of their special needs
- School staff are well briefed and approved to administer medicines as prescribed by parents
- At least one staff member is current Level 2 First Aid trained; current CPR and anaphylaxis trained
- All staff present at camp, need to be aware, if there is a student at risk of anaphylaxis and the emergency procedure that will be followed in the event of an anaphylactic reaction
- If a parent attends camp for the specific purpose of caring for their own child who has critical medical needs, then the parent is deemed as being out of the adult ratio and would be required to pay their own way

EXCURSIONS

- Parents/care givers sign a 'Local Excursion' notice at time of enrolment. Parents will be notified when students will be attending a local excursion. This gives permission for students to be taken on short walking trips while students attend Findon Primary School
- The designated teacher in charge of each excursion will ensure that they follow the processes and complete all related excursion activity forms that comply with DET guidelines and excursion regulations
- Team Leader/nominated coordinator, before proceeding with final arrangements, must seek approval from the Principal/School Improvement Team

- An excursions/incursions/special events proforma to assist with the planning is to be completed by the team leader and retained in the excursion folder. The excursion coordinator is responsible for organising bus bookings
- Excursion notices are to be sent home at least two weeks prior to the final day for payment.
- Final payment of excursions is to be one week prior to the excursion, unless covered by the Excursion Levy
- All costs of the excursion will be the responsibility of parents and caregivers
- Parents experiencing financial difficulty, who wish for their child to attend an excursion, will be required to discuss their individual situation with the Principal
- Only students who have displayed behaviour in line with our Findon values will be invited to participate in school excursions. Parents will be notified if their child is in danger of losing their invitation to participate in an excursion due to unacceptable behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the teacher in charge
- The teacher in charge will ensure a mobile phone and First Aid backpacks are taken on all excursions
- Excursions involving costs will be limited to a maximum of two per term (where possible)
- Where appropriate, name tags will be worn by students attending excursions
- The legal ratio requirement is one adult to 20 students
- Written permission and medical forms duly signed by the parents are to be taken on excursions. No student will be permitted to take part in any excursion without this parental consent form being returned by the required date. These forms are then to be archived as per DET guidelines
- A list of students, teachers and helpers attending the excursion and permission forms, including Consent Statement, must be carried by excursion staff at all times. A copy of the list of students, teachers and helpers attending is to be left at the office along with a contact mobile number for the duration of the excursion
- A senior staff member will be in attendance at school whilst students are returning from any out of school hours excursion. The teacher in charge will communicate with this person with regards the anticipated return time
- Parents of students involved in any excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, learning teams in consultation with School Improvement Team will take into account:
 - any valuable skills the parents have to offer. E.g. bus licence, First Aid etc.
 - the special needs of particular students

EVALUATION:

This policy will be evaluated as part of the school's three year review cycle.

REFERENCE:

Victorian Government Schools Reference Guide – 4.4.2 School Excursions

www.eduweb.vic.gov.au/referenceguide

Anaphylaxis Policy, Findon Primary School

Victorian Guidelines for Managing Anaphylaxis in Government Schools

Diabetes Policy, Findon Primary School

First Aid, Findon Primary School

Asthma Policy, Findon Primary School

Camping Process FlowChart

Camping Program Proposal /Cycle

Diabetes Camp Plan, Royal Children's Hospital

Asthma Plan

Camps Program Overview

APPENDIX 1

YEAR LEVEL	PROGRAM
Foundation	Breakfast at school
Year 1	Dinner at school
Year 2	Overnight Sleepover
Year 3	
Year 4	Adventure Camp
Year 5/6	Canberra Tour