

# TALBOT PRIMARY SCHOOL

## CAMPING

### POLICY

#### **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 camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge and experiences 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.
- DET accredited camps will be regularly evaluated and new sites being considered will be visited prior to being booked.
- The program will be developed where possible throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department requirements.
- All camps will be planned and an estimated budget drawn up at the beginning of the year. Detailed and accurate costing to be presented to the Principal and parents notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 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 encouraged 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. Parents will be encouraged to pay the camp off over time from early in the year. A notice a fortnight before the camp departure date will itemise costs, previous payments and outstanding money. Contact will be made with families whose payments have not been finalised at least two school days before the departure date to organise alternative payment arrangements.
- Office staff will be responsible for managing and monitoring the payments made by parents and will liaise with classroom teachers as appropriate.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines. The SAL will be completed online three weeks prior to the camp departure date.
- 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.

- Instructions for the administering of medication and copies of individual asthma management plans, where appropriate, will be carried in the first aid kit.
- It is the expectation that classroom teachers of students attending will attend camps.
- The school will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp whenever possible.
- The school will ensure that the staff member in charge has a mobile phone with them at all times and this will be the main point of contact.
- A 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 to the anticipated return time.
- Parents who are invited to assist with school camps must have an up to date Working With Children's check. When deciding on which parents will attend, consideration will be given to –
  - Any valuable skills the parents have to offer e.g. bus licence, first aid etc
  - The need to include gender specific parents
  - The special needs of particular students
- Children whose behaviour at school is frequently unacceptable will have their participation in a camping experience reviewed. Parents will be notified when this action is being considered.
- Parents will be requested to collect their child from camp if continuous unacceptable behaviour is exhibited. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. Information presented to the School Council will include:-
  - The educational aims and objectives of the camp
  - The names of all adults attending and their expertise and experience
  - Travel arrangements and costs
  - Venue details and an itinerary of events
  - Risk Assessment

The above information will be provided to the Principal at least a week before the School Council meeting date.

**Evaluation:**

- All camps will be reviewed annually.
- This policy will be reviewed as part of the school's three-year review cycle.

*This policy was last ratified by School Council*

2015
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