

CAMPS POLICY

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their 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. A camp is defined as any activity that involves at least one night's accommodation.

Aims

- to provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students
- to provide shared class and year level experiences, team building and a sense of group cohesiveness
- to reinforce and extend classroom learning
- 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
- to further develop problem solving and life survival skills
- to extend understanding of the physical and cultural environment.

Implementation

Child Safety

- As a result of the Royal Commission into Institutional Responses to Child Sexual Abuse, the Victorian Government introduced a range of measures to better protect children. These measures include:
 - The Child Safe Standards
 - Reportable Conduct Scheme
 - Organisational Duty of Care
- Gisborne Secondary College (GSC) uphold our Statement of Commitment to Child Safety (refer to the GSC Child Safe Environment Policy, Appendix A).
- All staff, volunteers, contractors, and any other member of the school community involved in child-related work will be informed about, and expected to adhere to, the Gisborne Secondary College Child Safety Code of Conduct (refer to the GSC Child Safe Environment Policy, Appendix B).
- The Child Safety Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

Approvals and Consent

- All camps must be approved first by the Principal, then by School Council.

- The Principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- Ideally all camps should be submitted to Council for in-principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organise a camp must ensure they refer to all relevant preparation documentation (including and not limited to student/teacher ratios, refer Appendix A), complete a camp proposal form (refer to Appendices B and C) and lodge these with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal.
- The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The School office/designated Camps Co-ordinator will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp four weeks prior to the camp departure date, and pass on to the Assistant Principal/Daily Organiser to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their approval.
- Student attendance, participation and medical information and needs must be provided and consented to by parents/carers prior to the camp.

Access to Camps

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Director of Well Being, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- The Teacher in Charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- For high risk Outdoor Education activities the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners).
- Prepare students for the excursion (refer to [DET Student Excursion Support and Preparation](#))
- Teachers prepare the required documentation for School Council approval (refer to relevant policies and

Department links below, and Appendices B, C & D).

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 College, 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 to: [DET 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.
- 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, that they can phone the office to receive an updated anticipated return time.
- Student-staff ratios must be adhered to. Refer to Appendix A Pupil/Teacher Ratios and the [DET School Policy and Advisory Guide](#)
- For additional information regarding safety, please check the policy documents below.

Related Legislation and Policies

- [Ministerial Order No. 870](#)
- [DET Child Safety Policy](#)
- [DET School Policy and Advisory Guide](#)
- [DET Excursions and Activities Policy](#)
- [DET Student Excursion Support and Preparation](#)
- [DET Staffing and Supervision Ratios](#)
- [DET Safety Guidelines for Education Outdoors](#)
- [DET Adventure Activities](#)
- GSC Child Safe Environment Policy
- GSC First Aid Policy
- GSC Anaphylaxis Policy
- GSC Welfare and Discipline Policy
- GSC Student Code of Conduct

Appendices

- 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)

Evaluation

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

This Policy was last ratified by School Council in: 2017