



# ST. PATRICK'S PRIMARY SCHOOL

## CAMP POLICY

### Rationale

The camping program is an important and much loved aspect of the educational program at St Patrick's Primary School. Camping offers students the opportunity to expand their learning, life and social skills in an alternative setting. St Patrick's camps have an academic, interpersonal or environmental emphasis.

### Learning Intentions:

To;

- ✚ Provide Year 4 - 6 students with the opportunity to participate in a safe, structured camping program.
- ✚ Foster a sense of group collaboration and shared experience.
- ✚ Deliver skills and knowledge and behaviours for lifelong involvement in meaningful leisure pursuits.
- ✚ Reinforce and extend the classroom program.
- ✚ Connect classroom programs to everyday contexts.
- ✚ Promote self-esteem, resourcefulness, independence, leadership, judgement, co-operation and tolerance.

### Implementation:

1. A camp program will be offered to Year 4 - 6 students each year.
  - ✚ The Year 4 program will be for 2 days, 1 night away.
  - ✚ The Year 5 program will be for 3 days, 2 nights away.
  - ✚ The Year 6 program will be for 3 days, 2 nights away.
2. Camping Association of Victoria accredited camp sites will be used.
3. Camps will be budgeted for at the beginning of the year with detailed costing presented to the Principal by the Camp Coordinator.
4. Camps will be maintained at a reasonable cost and comply with all Catholic Education Office (Melbourne) requirements. Families will be given sufficient time to make payments for individual camps.
5. Students will not be excluded from camps solely for financial reasons. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
6. The designated 'Teacher in Charge' of each camp will ensure that all arrangements are in accordance with the Camp Procedure Checklist and liaise with Camp Coordinator throughout each planning phase.
7. School Camps will be approved by the Principal and School Council and managed by the Camp Coordinator.

8. Emergency Management Plans will be presented to School Council including response procedures for fire, bushfire/grass fire, and severe weather storms and flooding and bomb/chemical threats.
9. Activities comply with the Department of Education and Training Guidelines.
10. Consenting parents will provide written permission for students and complete a confidential 'Medical information for approved excursions' form.
11. Classroom teachers will be given the first option to attend camps for their year level.
12. The school will provide a Level 2 First Aid Teacher on each camp.
13. Anaphylaxis Management Plans and Action Plans will be completed prior to all camps and actioned during the camps.
14. The school will provide a mobile phone for all camps. The 'Teacher in Charge' will communicate daily with a member of the Executive Team at school to share experiences.
15. Parents may be invited to participate/assist with school camp, to utilise their relevant, valuable skills, comply with gender ratio requirements of staff, or to meet the special needs of some students.
16. Parents will be requested to collect their child from camp if the child's behaviour is unacceptable. This decision will be made by designated 'Teacher in Charge' and Principal.
17. A member of the Executive team will be in attendance at school and manage the children's return from camp.
18. Parents invited to assist with the camps programme will be required to take a police check, the school will pay for associated costs. An information meeting will be arranged before each camp for staff to explain to parents the management and activities of the week.

## Appendix

### (i) Camp Procedure Checklist

## **Evaluation**

This policy will be reviewed as part of the school strategic plan review.

## **Appendix (i)**

### **Camp Procedures Checklist**

#### **Previous Year:**

- Mark camp in diary
- Review evaluation forms and discuss with Year Level staff and Camp Coordinator (formal meeting)
- Note any relevant suggestions; risk management and safety, educational, social, other
- Refer to School Camping Policy for compliance; Implement changes and complete Part 1 of the Offsite Activity Planning Checklist (OAPC)
- Source quotes for camp, travel and sundries
- Proposed costing and Part 1 of OAPC sent to Camp Coordinator and Principal for approval

#### **10 Weeks Prior to camp:**

- Costing of camp per student to cover all expenses checked with Business Manager
- Create camp information pack for families including; costing, rationale and learning experiences, permission forms (with disclaimer), medical forms (including dietary requirements), clothing and other items list.
- Send to Camp Coordinator and Principal for approval, once approved send home to families
- Complete Part 2 of OAPC and send to Camp Coordinator and Principal

#### **8 Weeks Prior:**

- Check relevant qualifications of staff and helpers (first aid, etc)
- Camp supervision ratio guidelines checked
- Camp details and Risk Management Plan presented to School Council
- Approval gained from School Council - Request copy of emergency management plan from camp including response procedures for fire, bushfire/grass fire, severe weather storms and flooding and bomb/chemical threats.
- Meet with Camp Coordinator to discuss camp progress

#### **6 Weeks Prior:**

- WWC checks for all camp volunteer helpers
- DEECD Notification of School Activity Form needs to be lodged
- Ensure families have returned all relevant camp forms for students
- Contact families of students that haven't returned forms for clarification. Offer meetings with Principal if due to financial hardship
- Complete Part 3 of OAPC and send to Camp Coordinator and Principal
- Overview of camp shared with students and connections to classroom learning established (if applicable)

#### **4 Weeks Prior:**

- Send home letter about Camp Information Evening
- Enter camp into Student Activity Locator
- Meet with Camp Coordinator to discuss camp progress

#### **3 Weeks Prior:**

- Hold Camp Information Evening for parents
- Collect student cabin preferences
- Specialists timetable modifications checked with Principal

**2 Weeks Prior:**

- All money finalised prior to attending camp unless by prior arrangement with the Principal
- Teachers work out camp groups (bus, bunkroom, activity, duty group)
- Updated ASCIA (including Camp ASCIA plan) and Asthma Action Plans collected and recorded
- Ensure all permission forms and medical forms (inc. dietary reqs.) are collected from students
- First Aider set up medical records folder with summary sheets
- Return final details to camp (dietary requirements, final numbers etc)
- Submit camp planning sheet / checklist to Camp Coordinator and Principal with Part 4 of OAPC signed
- Make provisions for non-camping students; class to report to each day, learning plan and expectations

**1 Week Prior:**

- Staff and helpers meet with Camp Coordinator to discuss medical needs and other camp arrangements
- Staff and parent emergency details collected and held by teacher in charge; copy given to Camp Coordinator and Principal
- Students briefed on organisational arrangements, requirements, behavioural expectations and preparation for activities

**On the day:**

- First aid kit and medical forms checked and collected by the teacher in charge of first aid.
- Bus lists prepared and handed to office
- Organised lunches on to bus (if needed)
- First Aider to collect and record all medicine from parents
- First Aider to collect all epipens

**At Camp:**

- All medicines given recorded and signed
- During every duty group a second staff member confirm medical processes
- List of students / staff in cabin groups displayed on cabin doors and in central point
- Timetable displayed in central point
- Emergency, first aid and evacuation procedures discussed with students and staff
- Parents notified of any major injuries or incidents
- Specific training given to staff supervising high risk activities (if needed)
- Evaluation forms completed for camp staff

**After Camp:**

- Hand back any medication on the day of return
- Review evaluation forms and discuss with other teaching staff
- Note any relevant suggestions
- Book camp for following year
- List any accident details from camp and attach accident forms
- Financial matters finalised

**Left at school:**

- Daily Activity lists
- Copy of Risk Management Plan including response procedures for fire, bushfire/grass fire, severe weather storms and flooding and bomb/chemical threats.
- Any non campers Attendance lists (with destinations of non attendees)