

Camp Policy 2013

Aims

- A.** For camps to be fun, educational and help develop positive relationships between members of the school community
- B.** To facilitate the organisation of whole school camps twice a year

Scope and Application

- A.** Camps are considered a type of excursion, so the Excursion Policy will be used in conjunction with this policy.
- B.** This policy is designed to help with the practical aspects of organising camps and to clarify issues specifically related to camps.
- C.** All school policies also apply on camp and issues addressed in other policies will not be addressed here, for example, first aid, supervision and food and nutrition.

Principles

- A.** Camps are generally held twice a year. They are usually for four days/three nights and the fifth day of the camp week is pupil free.
- B.** Cost of camps is kept as low as possible to enable all students to attend. Camp is paid for by the people who attend and must be paid prior to camp week. Regular school fees are paid during camp week.
- C.** Attendance
 - 1.** Staff are required to attend camp for the days they are employed by the school. They are requested to attend the whole camp and will be paid for the days they attend. They are not expected to pay camp costs of food and accommodation.
 - 2.** All students are encouraged to attend camp. Supervision at school will not be provided for students who do not attend.
 - 3.** Parents are strongly encouraged to attend. All adults attending camp must have a working with children check. All family members are welcome on camp.
 - 4.** Students in pre-primary and year one are required to have a parent attend with them. Students in year two are recommended to have a parent attend with them. Other students may attend without a parent except at the discretion of the Coordinator.
- D.** Duty of Care (see Duty of Care Policy)
 - 1.** Teachers are responsible for students on camp, once they have arrived and until they leave

2. Therefore, parents attending camp are asked to cooperate with teachers about directions given to their child during the camp
3. Parents may supervise groups of children on camp, under the authority of the teacher in charge. Parents on camp in the capacity of volunteering to supervise groups of students will provide a working with children check.

Responsibilities

A. Council

1. Monitoring and revising this policy as needed

B. Camp Coordinator

1. Organisation of all aspects of the camp is the responsibility of the camp organiser, in conjunction with the teacher in charge

C. Teachers

1. It is the responsibility of the teaching staff to initiate camps
2. Once at the camp, the teacher in charge is responsible

D. School Community

1. All members of the school community are responsible for assisting to make the camp safe and enjoyable

Related Legislation

- A. See Policies and Procedures Guidelines for Schools, Compliance Issues, AISWA
- B. Working With Children (Criminal Record Checking) Act 2004

Related Kerry Street Documentation

A. Policies including:

1. Emergency Procedures Policy
2. First Aid Policy
3. Sun Protection Policy
4. Severe Allergies Policy
5. Asthma Care Policy
6. Supervision Policy
7. Transport in Private Vehicles Policy
8. Duty of Care Policy
9. Child Protection Policy
10. Excursion Policy

11. Curriculum Policy
12. Food and Nutrition Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Attachments

- A. Procedures
- B. Camp Organiser Check List
- C. Camp Review (for teacher in charge)
- D. Camp Evaluation (for families)

Authorisation and Review

- A. This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B. Reviewed by meeting of staff and council on 13/1/06
- C. This policy was reviewed September 2012
- D. Reviewed September 2013
- E. To Be reviewed April 2018

Helen Sugars Duff

Camp Policy 2013 – Attachment A

Procedure

One person will be nominated as the camp organiser

- A.** This person may be any adult member of the school community
- B.** They will be responsible for coordinating all organisational aspects of camp, including:
 - 1.** keeping school community informed
 - 2.** accommodation: liaising with camp venue caretaker, dates and bookings, determining what needs to be brought to camp and what is provided
 - 3.** food: menus, shopping, transporting, incidentals on camp
 - 4.** organising required items from school, in particular the first aid kit and other as required (with teacher in charge)
 - 5.** money (liaise with administrator): budget, set camp costs per person, collect money, make deposits and final payments for accommodation, pay for extra activities, and organise petty cash or temporary accounts for incidental costs on camp
 - 6.** researching and booking activities on camp through external providers, soliciting help from parents to do activities on camp
 - 7.** list of people planning to attend and confirmation of this at camp
 - 8.** transport: people, resources
 - 9.** cleaning and helping rosters
 - 10.** camp review
- C.** They may consult with and delegate to as many members of the school community as they desire
- D.** They will consult with the teacher in charge about integrating camp experiences with the school curriculum
- E.** They will give clear information to the teacher in charge about all planned activities and will work together with them to facilitate the smooth running of the camp

One teacher will liaise with the camp organiser and will be the teacher in charge on camp. They are responsible for:

- A.** liaising with other teachers about educational activities on camp
- B.** organising what resources from school are required
- C.** all camp activities

- D.** directing students and adults on camp
- E.** safety and supervision

Camp Policy 2013– Attachment B

Camp Check List

To be completed by camp organiser with teacher in charge

Camp organiser:	Teacher in charge:
Dates:	Excursion venue:

Education

- We have planned educational activities on camp
- We have assessed the suitability of the camp site for each student, including those with special needs, and made arrangements necessary to meet students' needs

Organisation before camp

- The camp has been booked at a suitable time and confirmed close to the date
- Extra activities have been booked, if required
- The cost of the camp has been budgeted and the cost per person determined
- A note has been sent to each family detailing venue, dates, costs and activities, with a tear off slip asking who from their family will be attending, if they need help with transportation or if they can help in any way and who is the camp organiser.
- Returned notes have been collected and collated. Families not returning the note have been contacted individually. Assistance has been given to those otherwise unable to attend.
- Any family choosing not to attend clearly understands the school is unable to provide supervision for their child at school.
- Adults offering help have been contacted and any arrangements made
- There is a list of who is going on camp
- Transportation for any students who need it has been arranged
- A note has gone to families detailing what they are required to bring on camp, more information about the camp site, eg, a map, and any other details
- Menus have been organised and shopping has been arranged
- Provision has been made to purchase incidental items on camp, eg, bread and milk
- Items required from school have been organised, including the emergency first aid kit and additional first aid equipment as desired, materials and equipment, and toilet paper and cleaning materials
- An approximate timetable, including arrival and departure times, activities, cleaning, meals and bed times has been made
- Sleeping arrangements have been discussed
- Rosters for cooking and cleaning have been made

Safety (teacher in charge)

- I have assessed the risks associated with the camp and conclude they are acceptable
- I have made plans to minimise any risks
- I have assessed individual students' abilities to cope successfully and safely with the activities and made plans to accommodate individual needs in regard to safety
- I have confirmed with the venue, external providers and transport company, if applicable, that they have public liability insurance.
- I have adequate assistance for supervising and transporting children
- I have resources available in case of injury or other emergency, **including the emergency first aid kit**
- I have current health information for students and any medication necessary (eg epipen)

Organisation at camp

- All people on camp are aware of:
- Who is the teacher in charge and who is the camp organiser
- Rosters
- Daily timetable (eg, morning meeting, diary writing, bed time)
- Camp rules (eg, requirements of venue, boundaries of exploration, supervision, food)
- Emergency procedures (eg accident, lost child, location of first aid kit)
- Activities planned for the day and how they will be organised
- All students whose parents are not attending camp know which adult is responsible for them
- Supervision strategies have been put in place
- A record is being kept of camp attendance

Review

- Camp Reviews have been distributed and collated and filed in the camp file

Camp Policy 2013 – Attachment C

Camp Review

To be completed by camp organiser

Camp organiser:	Teacher in charge:
Dates:	Excursion venue:

Comments and recommendations from the camp organiser:

Summary of main points from feedback:

Camp Policy 2013 – Attachment D

Camp Evaluation Form

Please complete and return to _____ pigeonhole by _____.

Better still fill it in right now if you can. Thanks. It really helps for planning future camps.

What did you like most about camp?

Have you any suggestions for improvement?

Have you any suggestions for future camp locations?

	V gd	Good	OK	Not gd	Comments
Location					
Accommodation and facilities					
Organisation					
Cost					
Activities					
Food					
Duration of camp					
Camp date					
Rosters					
Other					