



CAMPS POLICY

BASIC BELIEFS

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 their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

GUIDELINES FOR ACTION

- All camps must be approved by the Head of Sub-school, Campus Principal, School Operations Committee (SOC), Education Sub-committee and School Council.
- The Campus 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 College Council for in principle approval in the November Council meeting in the preceding year. All camps must be submitted for final approval by School Council at least six months prior to the date of the camp where possible.
- Staff wishing to organize a camp must adhere to the Excursion/Incursion process which are outlined in the MWSC Staff Handbook and reviewed annually. All camps must be approved prior to running. This decision will be made by the SOC in consultation with the Education Committee of School Council. The College 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 Campus Principal, Head of Sub-school or nominee/s, in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The School office will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 - 8 weeks prior to the camp departure date, and pass on to the Campus Principal 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 College Council for their approval.

ACCESS TO CAMP:

- 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 Accounts Office and/or 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.
- Head of Faculty, Business Manager and/or Campus Principal must approve camps to ensure there are cost neutral and that they complement the curriculum and comply with all DET requirements.
- 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 excursions. Parents are required to provide consent and make payment online via the Compass parent portal with full camp information clearly stated in the event including payment finalization date. Students whose payment have not been finalized at least 2 weeks prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Campus Principal/Business Manager.
- 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 Campus Principal, Head of Sub-school, and in some instances, the Student Wellbeing Manager, in consultation with the organizing 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 code of conduct 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.
- The Sub-school staff, together with organising teacher, are responsible in monitoring payments and consent made by parents and will work in conjunction with other school Admin staff to provide detailed records on a regular basis.



- The refund payable to a student who withdraws from a camp will be determined in line with the Refund Policy as approved by School Council through the Finance Sub Committee.
- College Council may set aside a budget line each year that will contribute to the cost of replacing teachers (with CRT's) who are involved on camps. The cost to parents of each camp should cater for the need of CRT coverage for staff. Other funding sources for CRT coverage may be from the Specific Purpose nature of additional funding models.

The College offers the following Camping Programs annually:

- Year 7 Phillip Island Camp
- Year 8 Kinglake Adventure Park
- Year 10 Coonawarra Camp
- Year 11 Flying Start Program
- Year 11 Central Australia Trip
- Year 12 Surf Camp

Please note that other programs offered, whilst not overnight Camps, meet the aims of the Camps Policy above. These include:

- Year 9 Humanities Interconnections
- Year 9 Explore Program
- End of Year YEP Program
- Year 11 & 12 Environmental Science fieldtrips
- Year 11 & 12 Geography fieldtrips

Proposals for Overseas Travel should be considered separately and managed according to the DET Travel Policy Guidelines.

ORGANISATION:

- A full risk assessment must be completed as part of the proposal to the Education Sub Committee.
- All food, equipment, staffing, organization 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.
- Event Handbook (printed from Compass prior to camp) provides full student medical information and emergency contact numbers which must be carried by staff at all times.
- The Teacher in Charge must ensure that the camp Compass roll is marked on Compass prior to departing from the school. The Compass event will provide full details of the camp including the students and staff attending and location of the camp.



- 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 as well as any specific medications for students where applicable. The teacher in charge is responsible for collecting these prior to leaving.
- For high risk outdoor education activities, the staff member organizing 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.
- Staff to student ratios are in accordance with DET requirements
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners). In some cases, and where possible, one of the school nurses will attend the camp.

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: [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 to General Office staff in the event of delays in anticipated return times where camp will be returning out of school hours and/or outside of previously nominated time. Parents will be advised via Compass News if there is any variation to the excursion anticipated return time.

For further ratios refer to 4.4.2.6 of the Victorian Government Schools Reference Guide For further information regarding safety please check the policy documents below.

Links which are connected with this policy are:

- [DET Excursion Policy](#)
- [Safety Guidelines for Education Outdoors](#)
- <https://edugate.eduweb.vic.gov.au>

REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review in June 2024.

