

Montmorency Secondary College

CAMPS POLICY

Rationale

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.

Aims

- To provide students with the opportunity to participate in a camping program that is linked to positive social, cultural and educational outcomes.
- 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

Implementation

- A camp is defined as any school activity involving students in at least one night's accommodation supervised by school staff. It includes local, interstate and overseas destinations and all high-risk adventure activities.
- All camps require Principal and School Council approval.
- School Council must also ensure that all school camps comply with all Department of Education and Early Childhood Development (DEECD) guidelines.
- The School Council should ensure that the overall school camp program is coherent, sustainable and educationally sound. A list of camps planned for the following year should ideally be tabled at the November meeting of School Council each year to allow for this fact.
- The December edition of the school newsletter should include a table that provides parents with approximate dates and costs associated with the following year's school camp program.
- School Council should ensure that all school camps are widely accessible and affordable, given the nature, destination and duration of the camp. Consideration should also be given to the impact of the camp on the overall school program (re timing, etc.).
- The principal, or their nominee, must ensure that all required preliminary documentation is submitted to School Council well in advance of the proposed date of the camp so that in-principle approval to proceed can be obtained from School Council. This must occur prior to:
 1. Any financial commitment being made of behalf of the school or parents
 2. Parents being given formal notification of the camp
 3. Any money/deposits being collected from parents
- Final approval must be sought at a scheduled meeting of School Council at least three weeks prior to the departure date of the camp. Information presented to the Council must include: -
 1. The educational aims and objectives of the camp.
 2. Venue details, timing and transport arrangements.
 3. The names of all adults attending and their expertise and experience.
 4. An outline of the program to be followed.
 5. First aid arrangements and qualifications of accompanying staff.
 6. The procedures followed to ensure student safety, including emergency contact details and a detailed, risk analysis assessment (especially in relation to bushfire – if applicable).
 7. Alternative program for students not attending camp (if applicable).
 8. A completed online DEECD 'Notification of School Activity':
www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
 9. Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

The above information must be provided to the Principal, or nominee at least a week before the School Council meeting date.

Financial Considerations

- All camps must develop a budget that includes detailed and accurate costing. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- All efforts will be made to not exclude students from attending a camp simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, are invited to discuss alternative payment arrangements with the Business Manager and/or the Student Wellbeing Coordinator (SWC). Decisions relating to alternative payment arrangements will be made on a case-by-case 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 individual camps. Parents will be sent reminder notices a fortnight before the final payment date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two weeks before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager or SWC.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide the Teacher in Charge with detailed payment records on a regular basis.

Student Safety and Administration

- All school camps must be visited prior to the event and a risk analysis report completed.
- The designated Teacher in Charge of each camp must ensure that all camps, bus arrangements and camp activities comply with DEECD guidelines.
- Residential campsites operated or used by Victorian government schools must be accredited with a DEECD recognised accreditation provider. Refer to the DEECD School Policy and Advisory Guide – Venue Selection section for currently accredited providers. Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.
- 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 teaching staff in writing regarding special dietary and medical requirements when returning consent and confidential medical forms. Students with special medical or other needs will be encouraged to participate in camps whenever appropriate arrangements to ensure their well-being and safety can be made.
- The Teacher in Charge will ensure that student medical forms are available at the site and all camp staff are aware of special needs and/or medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for first aid and/or administering student medication if required (following consultation with parents and/or appropriate medical practitioners).
- The school will provide suitable mobile communication and well resourced first aid kits for all camps.
- The school will provide the opportunity for teachers to update their first aid skills on a regular basis.
- For high risk Outdoor Education activities, the Teacher in Charge must have suitable training and appropriate, current qualifications. All staff members attending must have corresponding, relevant experience and be made aware of the increased duty of care.
- The school will ensure that there is an open, equitable process for selecting staff to attend school camps, with preference being given to staff who teach the students attending and/or have required qualifications, as appropriate.
- School staff travelling on interstate camps must have permission of the Principal.
- School Staff travelling overseas on a school camp require the permission of the Regional Director.
- The Principal requires the permission of the Regional Director to travel interstate or overseas.

Parent/Other Community Involvement

- Parents and/or Community Members may be invited to assist in the delivery of school camps. When deciding which parents will attend, the School Council will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students.
- Persons selected to assist with the camps program will be required to undertake a Working With Children check. The school will pay for the associated costs if required.
- Volunteers may be required to pay the accommodation and meals cost of the camp.

Student Behaviour

- Only students who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the Teacher in Charge.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or dangerous. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

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 and training 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 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.
- A senior staff member will be in attendance at school, where appropriate, until all students have returned from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.

This policy should be read in conjunction with:

- DEECD Camp and Adventure Activity Student/Teacher ratios (attached)
- MSC Camps Proforma – School Council Approval
- MSC Confidential Medical Form for School Camps
- MSC Camps Risk Assessment Proforma
- DEECD Risk Analysis Tools
- DEECD Interstate and International Staff Travel Request Form (if applicable)
- MSC School Camp – School Council Checklist
- MSC School Camp – Principal Checklist
- MSC School Camp – Teacher In Charge Checklist

Evaluation

- This policy will be referred to annually when determining the school's camps program for the following year, and reviewed three-yearly as part of the school's review cycle.

Ratified by School Council: 26th November, 2014

DEECD Student / Teacher Ratios

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members minimum</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p>Riding School</p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore 1 Student on tow at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	<p>Please note: Caving, Hot Air Ballooning and Gliding have special requirements that must be investigated and followed.</p> <p>Bungee Jumping, hang gliding, parachuting or skydiving and flying ultra light aircraft are not allowed at any time.</p>