



Cranbourne East Primary School Camps Policy & Procedures 2014

RATIONALE

The school's camping program enables students to further their learning and 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 Cranbourne East Primary School.

AIMS

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences 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.

IMPLEMENTATION

- A camp is defined as any activity involving at least one night's accommodation, including sleepovers at school.
- The program will be developed sequentially throughout the school.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Children whose parents have not paid deposits by the due date, who do not make full payment by the due date, or who have not made alternative arrangements with the Principal may not be eligible to attend.
- Any family who has not met the required alternative payment for a previous camp may not be able to participate in the camping program until the outstanding payment is finalised.
- School Council may set aside a budget each year that will cover the cost of replacing teachers who are involved in camps, or the costs for staff replacement can be borne by the participants.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.
- School Council is responsible for approval of all overnight excursions, camps, interstate and overseas visits, excursions requiring sea or air travel, excursions involving weekends or vacations and adventure activities.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with DEECD's [Safety Guidelines for Education Outdoors](#) website. They must meet formally with the Principal, to present the Principal with a [planning summary](#), to discuss the proposed camp, and to seek 'in principle' support for the event.

- If the Principal's approval is granted, detailed planning should commence using the school step by step planning sheet as a guide. The planning must include a site visit and full risk assessment.
- The school only uses residential campsites accredited by the Australian Camps Association or the National Accommodation, Recreation & Tourism Accreditation Program (NARTA) for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet with the Principal and present all planning documentation.
- Once approved by School Council the online [Notification of School Activity](#) form is then submitted three weeks prior to the activity.
- When presenting information to School Council, the Teacher in Charge must be aware that Council will consider the following:
 - What is the purpose of the camp and its connection to student learning.
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp.
 - Is an appropriately trained member of staff able to provide first aid.
 - Have staff members who are not registered teachers completed a Working with Children Check.
 - Is the location of staff and students throughout the camp including during travel known.
 - Is a record of telephone contacts for supervising staff accompanying the camp available.
 - Is a record of the names and family contacts for all students and staff available.
 - Are copies of the parental consent and confidential medical advice forms for those students on the camp available at the school.
 - Has a copy of the completed planning documents including risk assessment (including all attachments) been submitted and approved.
 - Will the online Notification of School Activity form be submitted three weeks prior to the excursion
- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities. School Council members may not have detailed knowledge of adventure activities. In such instances organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy School Council's requirements.
- School Council requires detailed feedback regarding the event, in particular any mishaps or areas for future improvement.
- Classroom teachers will be given the first option to attend camps.
- The school will provide a mobile phone for all camps.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.
- Parents will be invited to assist in the supervision of school camps. When deciding which parents will attend, the Teacher in Charge will take into account –
 - Any valuable skills the parents have to offer eg first aid qualifications etc
 - The preference to include both male and female parents.
 - The special needs of particular students.
- Parents selected to assist with the camps program will be required to undertake a Working with Children Check and be approved as a school helper by School Council.
- While school camps are a team activity requiring the cooperation and common-sense of all participants, it is the Teacher in Charge who oversees the operations of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.

- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable, unsafe or they become unwell. The Teacher in Charge will make this decision in consultation with the Principal. Costs incurred will be the responsibility of the parent.
- This policy is to be read in conjunction with the Excursions policy.
- The primary references that must be consulted when considering all camps is the School Policy and Advisory Guide– Student Safety & Risk Management and the Safety Guidelines for Outdoor Education Activities website:

<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm>

DUTY OF CARE - Legal background

Whenever a student teacher relationship exists, the teacher has a special duty of care. This is a legal obligation to protect students from injury.

**"A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teachers charge from the risks of injury that the teacher could have reasonably foreseen."
(Richards v State of Victoria, 1969)**

As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also from those that could arise (those that the teacher could have easily foreseen) and against which preventative measures could have been taken.

- Teaching is a skilled profession and teachers must accept the legal consequences of such special knowledge and skills.
- Teachers in breach of duty of care may be liable for injuries inflicted by one student on another, as well as the injuries sustained by the student.
- For a teacher or a school to be held guilty of negligence, it must be proved that the injury was foreseeable result of the action or lack of action. In courts this test **is not a demanding one**.
- In situations where the teacher should reasonably have foreseen the possibility of injury, the teacher has a duty to take reasonable care.
- The teacher's duty of care will increase as the child's age is lower.
- Schools are bound by standards which are issued under legislative authority, non compliance with these standards may amount to negligence.

The Principal is responsible for making and administrating such arrangements for supervision as are necessary according to the circumstances in the school. Teachers are responsible for the carrying out of their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

(This background information is based upon the appropriate sections of the School Policy and Advisory Guide, plus information from relevant court judgements and legal texts).

In the context of duty of care owed to our students and responsibility as Principal to administer the necessary arrangements for student supervision appropriate to this school, the following instructions and notices apply to all teaching staff.

Camps

- Be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that a visit to an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that excursions/camps outside the school require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere to DEECD guidelines.
- Be aware that school policy requires for students to be counted on and off transport and at other times on a regular basis whilst on camp activities.
- The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. Copies of this material will also be kept at school.
- Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.
- The Teacher in Charge or designated teacher of an excursion or camp will carry a mobile phone containing contacts known to the school and a first aid kit.
- If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive.
- If crossing roads students are to use designated crossing points. Staff are to walk to the middle of crossing to ensure visibility and orderly crossing. Other staff are to control the flow of students across the road.

All staff must follow the DEECD guidelines when organising an excursion, incursion or camp. All procedural steps contained in the School Camping, Excursions and Incursions Policy and Procedure outlines must also be followed.

TEACHER RESPONSIBILITIES AND PROCEDURES

- The Teacher in Charge will discuss and request permission from the Principal to conduct the excursion. The purpose of the excursion must be clearly defined. Permission is to be sought from School Council.
- A designated Teacher in Charge will coordinate the camp.
- The step-by-step planning guide (see Appendix B) must be followed by the Teacher in Charge.
- The Teacher in Charge is to determine entrance fees, bus costs and any other costs associated with the conduct of the camp.

- The Teacher in Charge completes the School Excursion/ Camps Details Form (see Appendix C) and submits to the Business Manager. The Business Manager confirms the costing.
- The General Office will generate the CASES21 camp notification form and *what to bring list* for each student. The Principal or nominee is to check the camp notification form and *what to bring list* prior to sending home to families.
- Refunds can only be made in accordance with the school Payments and Refunds Policy.
- Children whose payment have not been finalized by the cut off date for payment may not be allowed to attend unless alternative payment arrangements have been organized with the Principal.
- The Teacher in Charge must provide the General Office with a final student list and copy of the camp and medical consent form for each student attending the camp.
- Students not attending a camp will be placed in another class and have an appropriate educational learning program provided by the class teacher.
- All students must have returned a signed consent, medical form and payment made to be able to attend the camp. Copies of completed consent form and medical information must be carried by camps staff at all times.
- The school will provide a mobile phone and first aid kits for each camp. Students suffering Asthma, Anaphylaxis and other medical conditions are to be identified. The Teacher in Charge is responsible for collecting the mobile phone and first aid kits prior to leaving. The first aid kits are to contain the current and not expired EpiPen. In the event of group activities the EpiPen is to be with the relevant student. It is expected teachers will carry their own personal mobile phone for communication purposes.
- Parents may be invited to assist in the delivery of camps. Parent helpers and volunteers are required to produce a satisfactory Working With Children Check and be approved by the School Council as school parent helpers/ volunteers.
- On the morning of, or prior to the camp the Teacher in Charge will brief any volunteers or parent helpers on the conduct of the camps and procedures to follow in the event of an incident or medical emergency occurring.
- The Teacher in Charge will communicate the anticipated return time with the General Office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the camp, so that they can phone the office to receive an updated anticipated return time.
- Disciplinary measures apply to students on camps consistent with the School Engagement Guidelines.
- The school's emergency procedures do include the effects of an emergency on student supervision in the event of camps staff being required to assist injured students or to go for help.
- All camps staff will be familiar with the specific procedures for dealing with emergencies on each camp.
- On days of extreme fire danger or total fire ban, the Principal or their nominee may need to cancel a camp at short notice. Where a camp is not cancelled, special fire safety precautions will be implemented.
- Camp groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.
- Prior to arrival at camp the teacher in charge is to contact all local emergency services including the local doctor or surgery and hospital and inform them of the location and dates the camp is to be conducted.

EVALUATION

This Policy is to be reviewed three years from ratification or as required by DEECD policy

Ratified by School Council: 11th December 2014

Appendix A: Student/Teacher Ratios

Description	Staff : Student Ratio
Day excursions (not involving adventure activities)	1 : 20
Overnight excursions (not involving adventure activities) <ul style="list-style-type: none"> • Base camps in residential premises or under canvas • Study camps in residential premises • Tours, including interstate tours • Overseas tours 	1 : 10 1 : 15 1 : 15 1 : 10
Boating Activities	Staff : Student Ratio
<ul style="list-style-type: none"> • Canoeing • Rafting • Rowing • Sailboarding – beginners - semi-experienced • Water skiing (in tow) 	1 : 6 1 : 6 1 : 9 1 : 3 1 : 5 1 : 1
Swimming – based Activities	
Recreational Swimming <ul style="list-style-type: none"> • Swimming pools and confined, shallow natural water • Open deep water • Surf beaches 	1 : 10 1 : 10 1 : 5
Snorkel swimming <ul style="list-style-type: none"> • Beginners • Training situations in clear, confined water, without wind, swell or waves • Semi-experienced in calm water not exceeding 15 metres 	1 : 6 1 : 12 1 : 8

<p>Snorkel Diving</p> <ul style="list-style-type: none"> • Training situations in clear confined water, without wind, swell or waves • Semi-experienced in open water • Experienced in open water 	<p>1 : 12</p> <p>1 : 6</p> <p>1 : 8</p>
<p>Surfing</p>	<p>1 : 8</p>
<p>Bushwalking</p> <ul style="list-style-type: none"> • Day walks • Overnight 	<p>1 : 10</p> <p>1 : 5</p>
<p>Cycling</p>	<p>1 : 10</p>
<p>Orienteering</p> <ul style="list-style-type: none"> • City or town parklands with defined boundaries • Streets and small area of bushland with well-defined boundaries • Larger and more remote areas of bushland 	<p>1 : 20</p> <p>1 : 15</p> <p>1 : 10</p>
<p>Rock Climbing and abseiling</p> <ul style="list-style-type: none"> • Beginners • Semi-experience • Non-active climbers 	<p>1 : 1</p> <p>1 : 3</p> <p>1 : 10</p>
<p>Skiing – ski village areas for alpine and cross country skiing:</p> <ul style="list-style-type: none"> • One-day visit • Overnight stay <p>Non-ski village areas day and overnight</p>	<p>1 : 10</p> <p>1 : 8</p> <p>1 : 5</p>

Appendix B: Step by Step Planning Guide

Allocate a Teacher in Charge. (Physical Education Teacher or Professional Learning Team Leader.)	
Discuss and request permission from the Principal to conduct the camp making the purpose of the excursion clear.	
Determine costs Venue Transport CRT days if applicable Food Other Activities	
Teacher in Charge completes the Camp Activities Details Form available from the office	
Discuss the planning and costing with the Business Manager. Revise any changes and have the Camps Activities Details Form signed by the Principal.	
Office generates the CASES21 camp notices	
Book venue	
Book transport	
Organise other relevant activities.	
Principal checks the camp notices before distribution.	
Medical notices are to be checked and distributed	
Teacher in Charge to determine the medical needs of the group and ensure that this information is clearly communicated to all people going to the camp.	
Ensure that School Council has approved the activity.	
Ensure that the cut off date for notices and money is clearly communicated to students and parents.	
Send notices and money to the office in the correct bag on a daily basis. Teachers are to keep a record of the students who return notices and money.	
Notices are distributed to students.	
If necessary ask for parent helpers	
Check parent helper have current Working With Children Checks and are approved by School Council. (See Approved Parents list in office.)	

Ensure all children's notices are returned by due date.	
All children not attending are to be sent to other grades with appropriate work for the day	
Ensure the activity is logged on "Notification of School Activity" on the DEECD website by the Principal 3 weeks prior.	
All parent helpers attending are to be briefed on camp procedures including supervision and emergency procedures.	
Confirm all bookings 10 days before the camp.	
All staff are to be briefed on procedure for the activity. All camp staff will be familiar with the specific procedures for dealing with emergencies on each excursion. All staff are to be briefed on medical issues.	
<i>On the day of the camp, the following procedures must be in place</i>	
Take the roll before the camps and send to office.	
First aid kits collected by person responsible	
All notices are collected by classroom teacher and taken on the camp.	
All children with conditions such as Asthma and Anaphylaxis have the correct medication with them.	
Send non-attending students to other classes for the activity.	
Send a list of all students attending the excursion to the office	
Send a list of all students not attending and the grades they have been sent to, to the office.	
Ensure that mobile phone numbers of attending staff are sent to the office.	
Teacher in Charge is to take school mobile phone.	
Ensure Teacher in Charge has all appropriate emergency numbers as well as the contact phone number of the Principal.	
Maintain regular contact with the Principal during the camp.	
An outline of all activities to be left at the school.	

Appendix C: School Excursion/ Camps Details Form

Excursion/ Activity Details

Excursion : _____

Excursion Date _____ Number of students _____

Grades Involved in excursion _____

Destination/Venue) Address: _____

Melway's Reference _____ Ph : _____

Transport Method: _____

Departure Time : _____ From Cranbourne East Primary School

Pick-up Time : _____ Location : _____

Returning to CEPS : _____

Staffing Details

Staff Attending : _____

Parents Attending: _____

Teacher in Charge : _____ Mobile No : _____

First Aid Co-Ordinator : _____

Costing :

Bus Company : _____

Cost of transport : \$ _____

Cost of excursion: \$ _____

Additional Costs \$ _____

Food per student \$ _____

Accommodation per student \$ _____

Total Excursion Charge (per student)

Student Payment Due Date: _____

Approved : _____ **Date:** _____

Yard/First Aid Duty swap organised for staff involved	<input type="checkbox"/>
Parent Helper's WWC Current/SC Approved	<input type="checkbox"/>
Student/teacher ratio Within guidelines	<input type="checkbox"/>
First Aid kit/student Medications organised	<input type="checkbox"/>

