

# Camp Policy

## Purpose

The College Camping Program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, leadership, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our College. Carrum Downs Secondary College is committed to the safety of all children and young people.

## Aim

- To provide all students with the opportunity to participate in a Camps and Tours program
- To provide shared 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.
- The College Council will ensure that all college camps are maintained at a reasonable and affordable cost, and comply with DEECD requirements.
- Camps will be budgeted for, and accurate costing presented to the Business Manager before the beginning of the school year. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Wellbeing Leader and Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices 4 weeks before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least 10 school days before the departure date will not be allowed to attend unless alternative arrangements have been organised with the Business Manager.
- 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 Pastoral teachers with detailed records on a regular basis.
- The designated Teacher-in-Charge of each camp will
  - Ensure that all camp, bus arrangements and camp activities comply with DEECD guidelines.
  - Complete the "Notification of School Activity" form and forwarded it to DEECD three weeks prior to the camp departure date. Or application can be submitted on line to [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
  - If the camp is over the DFAT must be notified.
- Ensure that there is a mobile phone on camp that can be used to maintain contact with the College.
- All students will be required to provide written permission from their parents to attend the camp, as well as a completed "Confidential Medical Information Form"
- The College will provide a trained first-aid teacher and a First-Aid kit on each camp.

- A senior staff member will be in attendance at school while the children are returning from camp. The Teacher-in-Charge will communicate with this person in regards the anticipated return time.
- Volunteers may be invited to assist in the delivery of school camps. When deciding which volunteers will attend, the Leadership team/Camps committee will take into account:
  - Any valuable skills the volunteers have to offer, eg. bus licence, first-aid
  - The need to include both male and female volunteers
  - The special needs of particular students
  - Volunteers selected to assist with the camps program will be required to undertake a police records check
- Only students who have displayed sensible, reliable behaviour at school will be invited to participate in the camps 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 student will then be excluded from the camp. The decision to exclude a student will be made by the House Leader in consultation with the Principal.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher- in -Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- All camps require College Council approval. This approval is to be sought at a scheduled College Council meeting at least 2 Terms prior to the camp departure date. Information to be presented will include:
  - The educational aims / objectives of the camp
  - The names of the adults attending and their expertise and experience
  - Travel arrangements and costs
  - Venue details and an itinerary of events
  - Procedures to be followed to ensure the safety of the students, including risk assessments
  - Details on the number of students excluded from the camp
  - Alternative program arrangements for students not attending the camp
  - The names of students financially supported by the College Council to attend the Camp

**Evaluation:** This policy will be reviewed as part of the College's review cycle

**Related policies:** School Policy Advisory Guide – <http://www.education.vic.gov.au>

*This policy was endorsed by the College Council in June, 2016*