

# WARRINGA PARK SCHOOL

## CAMPS AND EXCURSIONS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

### PURPOSE

To explain to our school community the processes and procedures Warringa Park School will use when planning and conducting camps, excursions and adventure activities for students.

The camping program enables students to explore, extend and enrich their learning and their social skill 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 by WPS. A camp is defined as any activity that involves at least one night's accommodation. **This policy applies to all campuses of Warringa Park School.**

### SCOPE

This policy applies to all camps and excursions organised by Warringa Park School. This policy also applies to adventure activities organised by Warringa Park School, regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Warringa Park School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

This policy does not apply to student workplace learning or intercampus travel.

### DEFINITIONS

#### Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds.

**Camps** are excursions involving at least one night's accommodation.

**Local excursions** are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

**Adventure activities** are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's Policy and Advisory Library, at the following link:

<https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>

### POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).



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## AIMS

- To provide students with the opportunity to participate in a camping program that is linked to social and educational outcomes for students.
- To provide shared class 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.

## REFERENCES

The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website: and the [School Policy & Advisory Guide – Student Safety](#)

## PLANNING PROCESS FOR CAMPS AND EXCURSIONS

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Warringa Park School risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for

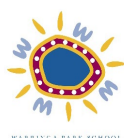
In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

- Prior to the commencement of any detailed planning relating to a proposed school camp, the Teacher in Charge must familiarise themselves with DET's Safety Guidelines for Educational Outdoors:  
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>
- All camps must be approved by the Principal or Assistant Principal and the School Council.
- Staff wishing to organise a camp must first complete an excursion/camp proposal form and provide it to the Principal or Assistant Principal for approval.
- The Teacher in Charge must ensure that all the camp, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The Teacher in Charge will complete the DET Notification of School activity form online at four (4) weeks prior to the camp departure date.  
<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx>
- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp.

## SUPERVISION

Warringa Park School follows the Department's guidelines in relation to supervision of students during excursions and camps.

All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.



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All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether external providers are managing the activity.

## VOLUNTEER AND EXTERNAL PROVIDER CHECKS

Warringa Park School requires all parent or carer camp or excursion volunteers and all external providers working directly with our students to have a current Working with Children Check card.

## FINANCIAL

- School Council will ensure that all school camps are maintained at a reasonable and affordable cost and comply with all DET requirements.
- Parents who have a Health Care Card may apply for the CSEF – government funding to provide payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. Payments are made directly to the school and are tied to the student.
- 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 and the Business Manager on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps.
- 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 replacement staff may be factored into the camp costs of participants.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- Staff camp costs will be covered by the Learning Centre budget.
- Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary requirements when returning consent forms.

## VENUE

- The school will only use residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- Camp venues will be assessed for their inherent safety and suitability, as well as for the risks associated with the activities that may occur during the camp or excursion.

## SAFETY

- The school will ensure that all camps comply with all DET requirements. All safety requirements must be considered and adequately resolved prior to the camp.
- Telephone numbers of all emergency services must be provided to the school and be taken on camp by The Teacher in Charge and accessible to all staff.
- Code Red: the principal may need to cancel camps at short notice on days of extreme weather and/or extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up-to-date information for communication to schools that may be affected by wildfire, including schools that may have students attending camps or venues in areas affected by wildfire. If a camp is not cancelled, special fire safety precautions will be required. When required, WPS follow the Department's Emergency Management (bushfire) procedures for off-site activities for all excursions.  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
- If any swimming activities are to occur, there must be sufficient staff in attendance with a approved DET nominated swimming qualification. Refer: [Swimming Supervision and Water Safety](#)



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## STUDENT HEALTH

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

## CAMP MEDICATION ADMINISTRATION

Allocate two teaching staff to give medication

1. Each medication must be co-signed by both staff.
2. The two staff responsible for giving the medication must know the first and last name of the child and must personally know the child.
3. Medication needs to be drawn up and prepared by both staff and both staff need to witness the administration prior to signing.
4. All Camp Medication Authority Forms must have a photo identification.
5. Staff need to check the Five Rights of medication administration:
  - Right Student: First Name, Last Name & photo ID
  - Right Drug
  - Right Dose
  - Right Route
  - Right Time

## COMMUNICATION TO PARENTS

- 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 options and payment finalisation dates.
- All parental consent and medical forms must be completed, signed and returned prior to the date of the camp.
- Copies of completed permission notes and medical information must be always accessible by staff at the camp location.

## STAFFING

- All camps will have an experienced teacher in attendance where possible.
- A designated Teacher in Charge will coordinate each camp.
- The Teacher in Charge must provide the Principal and General Office with a final student list before departure to the camp.
- The Teacher in Charge is responsible for ensuring that a mobile phone/satellite phone and first aid kit are taken to the camp.
- 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.



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- The Teacher in Charge will ensure that the attendant care needs of all students are met by staff in a manner which allows students to maintain their dignity.
- In special circumstances, parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g., bus licence, first aid, etc), gender balance and special needs of particular students. Parents selected to assist with the camps program will be required to undertake a Working with Children Check.

## STUDENTS

In the case where a camp involves a particular class group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.

## TRANSPORT

When transporting students to and from school camps the school will comply with DET Guidelines relating to [Excursion Support -Transport](#)

## ADVENTURE ACTIVITIES

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. Staff should consult the DET [Adventure Activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements. Refer: [Safety Guidelines for Education Outdoors](#)

## PLANNING & ORGANISATION QUESTIONS

- 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 School Council [approval](#) proforma been submitted and approved?
- Will the online [Notification of School Activity](#) form be submitted four weeks prior to the excursion?
- Do all activities including the bus travel have [Risk Assessments](#)?

Considerations for students with medical conditions e.g., Anaphylaxis – see anaphylaxis policy

## PRE- CAMP PREPARATION:

1. Parents requested to supply a second EpiPen for camp
2. Staff to collect details of
  - a. nearest emergency medical treatment in the area and
  - b. how far is the nearest ambulance base.
  - c. mobile phone reception in camp location
3. Staff to ensure the planned menu does not contain allergens
4. Parents of all students requested not to send snacks contain nuts etc.
5. At least one first aid officer to be familiar with the student and his needs



