Camps and Outdoor Education Policy

Preamble

The College’s camping and outdoor education program enables students to further their learning and social skills in an offsite setting, and may provide leisure and recreational activities to complement school based programs.

Camps may have a cultural, environmental, outdoor or educational emphasis and are an important aspect of the educational programs offered at our College.

Aims

The school aims to provide:

- all students with the opportunity to participate in a sequential camping program
- shared experiences and a sense of group cohesiveness
- extension and reinforcement of classroom learning
- a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits and positive risk taking
- a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation, tolerance, team work and connectedness to peers.

The Camping Program

- The camping program will be developed sequentially throughout the College
- A camp is defined as any activity involving at least one night’s accommodation
- Adventure and physical challenge activities are part of the outdoor education program
- In August the College Council will approve the Camping and Outdoor Education program for the following year and publish approximate dates and associated costs in the College Newsletter
- Final approval to conduct a camp or outdoor education activity will only be given when DET requirements have been met and formally approved at a regular meeting of the College Council.
- Interstate or overseas camps need to have both School Council and DET Travel Tracker approvals.

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Costing

- Sufficient time to make payments for individual camps will be provided
- Camp coordinator will remind parents of the need to finalise payments six weeks before the activity
- No school subsidy is available for optional camps or optional outdoor education activities
- All camps will have some portion of the cost which is non refundable
- All payment for camps and outdoor activities will be made through regular payment channels

Parent Payments

- Alternative arrangements for payment to be agreed with the Business Manager prior to initial payment
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until the previous debt is cleared.

Payment Difficulties

- Parents experiencing financial difficulty, who wish their children to attend camp, will be offered the opportunity to discuss their situation with the Business Manager and arrange a mutually acceptable payment plan
- This option will be prominently identified in the camp/activity information and the College Newsletter
- If an acceptable payment plan is not able to be reached a student may not be able to attend the camp
- Decisions relating to alternative payment will be made by the Business Manager (in consultation with the Principal as needed) on a case-by-case basis.

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Preparation, Planning and Implementation

• The designated Teacher in Charge will ensure that all camps, bus arrangements and camp activities are planned in accordance with and satisfy Department of Education and Training (DET) regulations and have School Council approval.

• A notification of school activity form must be sent to the DET at least six weeks prior to all camps and adventure activities.

• Liaison with the Camps Coordinator is essential to ensure all aspects of the preparation, planning and implementation for the camp are addressed.

• Camps will be staffed appropriately, according to student needs.

• Home group Teachers will be encouraged to attend year level and Orientation Camps.

• A staff member with a current Level 2 First Aid certificate will attend all camps.

  Note: The College will continue to provide the opportunity for teachers to update their First Aid skills.

• The College will maintain a list of mobile phone numbers for supervising staff.

• A senior staff member will be in attendance when students return from camp.

Documentation Required

• All camps require College Council approval, which must be sought at a scheduled meeting at least six weeks prior to the departure date.

• Information presented to the Council will include:
  – educational aims and objectives of the camp
  – names of all adults attending, and their expertise and experience
  – travel arrangements and costs
  – venue details and an itinerary of events
  – safety procedures in place
  – number of students attending
  – number of students not attending and alternative program available

• Completed documentation for camps and outdoor activities will be provided to the Principal one week before the College Council meeting.

• All students will provide written permission from their parents to attend the camp / activity, a completed Medical Information form and signed Code of Conduct before receiving approval to attend a camp or outdoor education activity.

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Parental Involvement

- Parents may be required to assist with supervision or attend a camp to support their child’s special needs.
- Parents selected to assist with the camps program must hold a Working with Children Check.
- Parents attending camp may be required to pay the accommodation and meal costs.

Basis of Discretion

- Parents will be notified if their child is in danger of losing their invitation to a camp due to poor behaviour at school.
- These decisions will be made by the Principal, in consultation with the sub-school staff and Camp Coordinator.
- Students will be sent home from camp if their behaviour is considered to be unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parents.
- All participants in the camp/trip are required to be currently enrolled students in the school at the time of the trip.

Related Documents

**Intranet Processes**

- *Camps Process*

**Intranet Supporting Documents**

- *Overnight Excursion Form – Section A*
- *Overnight Excursion Form – Section B*
- *Confidential Medical Information Form*

**External Links**

- *DEECD - Notification of School Activity Form*

Review Date

This Policy shall be reviewed by College Council annually in August.