



## SANDRINGHAM EAST PRIMARY SCHOOL Camping & International Travel Policy

### Rationale

The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have an educational, cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. International travel camps may be offered as an enrichment opportunity.

### Aims

- To consider preparation of Level 2 students for the Camping Program by offering a one night at school or specified venue.
- To provide children in Years 3 to 6 with the opportunity to participate in a camping program.
- To experience shared activities and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge encouraging a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes our school values; self-esteem, resourcefulness, independence, leadership, judgement, fitness, cooperation and tolerance.

### Implementation

A **national camp** is defined as any activity involving at least one night's accommodation. There are two broad categories of a national camp:

- Year level – where the expectation is the majority of a year level or levels will attend
- Special – usually themed camps which involve a smaller percentage of the student body (e.g. ski camp)

An **international camp** is defined as any activity involving international travel and at least one night's accommodation.

- All Camps require School Council approval. Information presented to the School Council will comply with DET requirements and compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval.

and will include: -

1. The educational aims and objectives of the camp.
2. The names of all adults attending and their expertise and experience.
3. Travel arrangements and costs.
4. Camp name, accreditation details, venue and an itinerary of events.
5. Procedures followed to ensure the safety of the children.
6. Risk assessment

7. Details if any students are excluded from attending a national camp.

8. Alternative program for students not attending a national camp.

9. Names of all students attending an international camp

10. Itinerary details for an international camp

- The School Council will ensure that all school camps are offered at a reasonable and affordable cost, and comply with all DET requirements. It is, however, understood that international travel is expensive and international camps may be unaffordable to a significant number of students.
- Parents will be informed of dates and approximate costs associated with the national camps at Information Nights conducted early each year. International camps will have information nights conducted in a timely manner depending upon the planning period required for the camp
- All camps will be budgeted with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Camps are a user pays program but students will not be excluded from 'year level' national camps for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a national camp, will be invited 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. International camps and special camps (e.g. ski camp) are only offered on a user pays basis.
- An effort will be made to fund at least one student through sponsorship.
- All families will be given sufficient time to make payments for individual camps.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- The cost of replacing teachers (CRTs) who are involved in year level national camps must be included in the Camp Budget. CRT costs for special national camps and international camps (where the pool of students attending will generally be a small percentage of the student body) will be determined for each case based on recommendations/options presented in the camp proposal.
- The designated '**Teacher in Charge**' of each camp will ensure that all camps, bus arrangements and camp activities comply with DET Guidelines and applicable school policies. For example, the vehicle used to travel to Camp will adhere to the School Travel Policy Guidelines.
- The '**Notification of School Activity**' form will be completed and forwarded to the DET three weeks prior to the camp departure date. (Approval Proforma – see below)
- All students will be required to provide written permission from parents/guardian to attend the camp, as well as a '**Confidential Medical Information**' form.
- The **Teacher in Charge** will ensure the **Camp Checklist** is followed prior to and during the camp. The Checklist can be found in the **Staff Information Book**.
- Passports, specific documentation, vaccinations and local currency that may be required for international travel will be identified by the teacher in charge, but obtaining these items will be the responsibility of the parents.

## **Student Safety and First Aid on Camps**

- A comprehensive first aid kit will be taken on camps. The first aid kit will include any individual Epi-Pens for students.
- All children attending camps will submit a signed medical form identifying medical details and giving teachers' permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms will be taken on camps and excursions and original documentation will be kept at the school.
- Medication will only be dispensed in accordance with the information provided in the **Confidential Medical Information forms**.
- Parents/Guardians will be contacted if their child's wellbeing is a concern.
- The school provide a medically trained person on camp (Parent/Teacher, Level 2 First Aider, nurse or doctor).
- The school will provide a mobile phone for all camps and the Principal will be phoned to follow up any incidents with parents.
- In the case of a student being ill or any other health issues during an **international camp**, the student will remain with a staff member at accommodation. This staff member has a mobile phone and is in touch with other staff members while they are out for the day.

## **Expectations of Students and Parents on camps**

- Parents will be invited to assist in the delivery of school camps. When deciding which parents will attend, the "Teacher in Charge" will liaise with the Principal/Assistant Principal and relevant staff to select suitable parents, taking into account:
  - Any valuable skills the parents have to offer: e.g. bus licence, first aid etc.
  - The need to include both male and female support.
  - The individual needs of particular students.
  - International and/or special camps are user pays for parents.
- Parents selected to assist with the camps program will be required to undertake a Working with Children check. Forms are available from the post office.
- Students and parents will sign the Behaviour Agreement before attending camp. A sample copy of this agreement is included in Appendix 1 of this policy.
- Parents will be requested to collect their child from a national camp if their child exhibits behaviour that is considered unacceptable/inappropriate. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- In the case of extreme behaviour during an international camp, a student will be excluded from the daily activities and will remain at the accommodation, accompanied by a staff member. A phone call at the teacher in charge's discretion could be made home to the parents. Costs incurred will be the responsibility of the parent.

## **Evaluation**

This policy will be reviewed as part of the school's review cycle unless an issue arises which requires review.

**This policy was ratified by School Council May 2017**

## **References:**

Student Code of Conduct; H/PE Policy; Transport Policy.  
 DET Policy  
[Approval pro form \(Word - 73kb\)](#).

[Safety Guidelines for Education Outdoors flow chart \(PDF - 39Kb\)](#) ([pdf - 38.7kb](#))

<http://www.education.vic.gov.au/Documents/school/principals/safety/flowchartt.pdf>

[Student Activity Locator online form](#)

# Appendix 1



## SANDRINGHAM EAST PRIMARY SCHOOL CAMP BEHAVIOUR CONTRACT

The aims of attending camp are:

1. Socialisation and learning to live and co-operate with others
2. Expanding the children's experiences and involvement in outdoor leisure activities.

For the children to achieve these aims we believe that they will benefit from an outline of expected behaviour which is consistent with school values and Code of Conduct.

We ask for your support and co-operation in discussing the need for consideration of the school values – in particular: **CO-OPERATION, SHARING and TOLERANCE.**

Please understand that for teachers, a camp means 24 hours a day duty and that it can take only one child to spoil the camp for everyone.

**IMPORTANT** – If the behaviour of any child is deemed to be of a serious enough nature, the parents will be contacted to take the child home with no refund of camp payment.

We expect that all the children will have a great time and that this will not be required, providing camp rules are followed.

Please complete the following contract with your child and return it with the other forms.

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### CAMP CONTRACT

#### A Contract of responsibility for behaviour at camp

I, \_\_\_\_\_ (Student Name) agree to follow the rules set by the camp owners and the teachers during the camp program.

Signature of Student ..... Date .....

I agree, if deemed necessary by the camp co-coordinator, to come and take my child home from the camp if their behaviour is inappropriate.

Signature of Parent/Guardian ..... Date.....

## Appendix 2



### SANDRINGHAM EAST PRIMARY SCHOOL

#### Guidelines for Volunteer / Parent Help on Camp

- ❖ Your help is required for the whole class/team so please be aware that your own child should not be the focus. Your own child may or may not be in the group for which you are responsible.
- ❖ Use your initiative if you see a situation that requires support from you.
- ❖ Be observant and aware of difficult / inappropriate situations.
- ❖ The emphasis is on safety at all times and all instructions by the teacher in charge must be observed immediately.
- ❖ The teacher in charge of the excursion/activity is legally responsible for the duty of care of all students.
- ❖ Support the teacher in all situations at all times.
- ❖ Confidentiality and Privacy must be kept for all students and teachers on Camp.
- ❖ The DET Code of Conduct, which you have signed, applies to Camps as well.
- ❖ ALCOHOL will not be consumed at any time on Camp
- ❖ Duty of Care and Safety of Students is the absolute priority for all Camp staff – parents, teachers and camp staff.

Thank you for your wonderful support for the camping program at Sandringham East Primary School. We appreciate the time you have given to help us with this program.

We hope you have a great time, but it will be a busy one!

Yours Sincerely

Laureen Walton

Principal.