

# CAMPS AND EXCURSIONS

## POLICY

### **Rationale:**

Camps and excursions foster independence, personal responsibility and interdependence in a communal environment outside the family.

### **Aims:**

1. To provide a range of educational, social and recreational experiences, which relate to and enhance school based programs and develop a sense of inclusion across the team.
2. To experience a range of environments that broaden children's horizons within and beyond their local community

### **Implementation:**

#### **Both Camping and Excursion Programs**

1. All Department of Education and Training guidelines and regulations must be adhered to in all camp and excursion organisation.  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
2. For excursions outside of the local Ballarat area, and for ALL camping programs, an online DET Notification of School Activity form must be completed by the teacher in charge.  
<https://www.eduweb.vic.gov.au/forms/school/sal/EnterActivity.asp>
3. All costs for CRT replacement and extra resources are to be included in the cost per child for participation in the camp or excursion.
4. As part of the curriculum all children are expected to attend.
5. Adequate staffing will be provided representing appropriate gender balance where possible.
6. Parents/volunteers attending camps/excursions or Pre-Service Teachers will be required to have a Working With Children Check prior to attending.
7. Professional Learning Teams are to determine venues/dates for camps/excursion well in advance and publicise in the school newsletter.
8. Costs are to be kept to a minimum and parents given adequate notice for payment. Where possible, excursions should form part of the yearly School Levy for each student. School camp is a separate cost.

9. All permission forms with emergency contact numbers and medical forms where applicable, must be taken on all excursions and camps by the teacher in charge and returned to the office for filing in a reasonable timeframe.
10. Preference will be given to buses fitted with seatbelts where possible and within budget.

### **Camping Program**

1. The camping program is related to the classroom programs with pre and post curriculum content.
2. The school camping program is age and stage appropriate. It is dependent on the yearly change in class structures and a proviso of adequate numbers to proceed. Professional Learning Teams *may* include:  
**Junior PLT** Annual after school activities with a BBQ tea with Prep / 1 students and a Year 2 movie night  
**Middle PLT** - A two year cycle comprising of a seaside camp rotating with a bush camp.  
**Senior PLT** - a two year cycle comprising of an urban camp rotating with a bush camp.
3. The teacher in charge of the camp organisation must seek Principal and School Council approval prior to departure, indicating the nature of activities to be undertaken; personnel attending (staff and students) and contact details.
4. The school will use Department of Education and Training accredited camps only.
5. At the campsite at least two people must have a current First Aid Certificate.
6. Parents and volunteers need to have approval by School Council and a Working with Children card before they are able to attend camp.
7. Parents are required to pay for each child's camp costs in full two weeks prior to the departure date in order for the child to attend.
8. Parents are encouraged to meet the camp costs by instalments throughout the year.
9. Camp Coordinators must submit a fully detailed camp program including staffing and emergency procedures to the Principal or Assistant Principal and office one week before the camp date.
10. Classroom teachers are expected to attend camps with their class, however in extenuating circumstances where a teacher cannot attend local arrangements will be made to replace them.
11. All Department of Education and Training guidelines and regulations must be adhered to in all camp organisation and excursions.
12. All costs including staffing will be included in the total camp budget.
13. The school may make internal organisational arrangements that recognises the additional workload placed on staff when attending camps e.g.: specialist programs cancelled / late start the following day for returning staff and students.

### **Excursion Program**

1. A local excursion permission form will be sent home at time of enrolment to cover all excursions undertaken in the Ballarat area. Excursions outside of Ballarat will require a different permission slip.
2. Teachers taking classes for local walks must adhere to DET guidelines regarding adult to student ratios. <http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>
3. Parents will be notified at the beginning of each term of planned excursions.

### **Evaluation:**

This policy will be reviewed as part of the school's annual Policy and Program review cycle.

