



CAMP POLICY

Rationale:

The College's camp program enables students to further their learning and social skills 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 at our College.

Aims:

- To provide all students with the opportunity to participate in a camp program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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 perseverance, respect, independence, dedication to team work and excellence in a safe and inclusive learning environment.

Implementation:

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the College.
- The College Council will ensure that all College camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- All camps will be budgeted for at least a semester prior to departure with a detailed estimate cost presented to the Principal. Parents/guardians will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps simply for financial reasons. Parents/guardians experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal or nominee. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents/guardians will be sent reminder notices four weeks before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised at least one week before the departure date will not be able to attend unless alternative payment arrangements have been organised with the Principal.
- Office staff will be responsible for managing and monitoring the payments made by parents/guardians and will provide the Camp Organiser, as well as classroom teachers with detailed records on a regular basis.
- Camp Organiser will budget to cover the cost of replacing teachers (CRT) who are involved in camps.
- The designated "Teacher-In-Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DET guidelines.
- The designated "Teacher-In-Charge" of each camp will ensure all safety, emergency and risk management procedures have been followed, including appropriate DET notifications at least three weeks prior to the camp departure date.
- All students will be required to use Compass to provide permission from parents/guardians to attend the camp as well as completing and returning "Confidential Medical Information for School Council Approved Excursions" form.
- Teachers of the students attending the camp will be given the first option to attend camps.
- The "Teacher-In-Charge" of each camp will ensure gender representation in the staff attending the camp, in addition to staffing for the specific needs of students (e.g. students with additional needs)
- The College will provide a mobile phone and first aid kits for all camps.

This policy was last ratified by College Council in 2016

- Parents/guardians selected to assist with the camps program will be required to undertake a Working with Children check.
- Students must consistently meet College expectations in relation to behavior in order to be eligible to participate in a camp. Parents/guardians will be notified if a student is in danger of losing their invitation to participate in a camp due to poor behaviour at College. If the unsatisfactory behaviour continues, the student will then be excluded from camp. The decision to exclude a student will be made by the Principal or nominee, in consultation with the "Teacher-In-Charge" and other staff as necessary.
- Parents/guardians 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 or nominee will make this decision. Costs incurred will be the responsibility of the parent/guardian.
- All camps require College Council approval. This approval is sought at a scheduled meeting at least one semester prior to the departure date. Information presented to the College Council will include:-
 1. The educational aims and objectives of the camp
 2. The name of Teacher-In-Charge
 3. Travel arrangements and costs
 4. Venue details and an itinerary of events
 5. Procedures followed to ensure the safety of the students
 6. School Council will be informed of the names of any parent/guardian attending (changes in relation to parents attending camp must be submitted to School Council as soon as known but no later than the School Council meeting prior to camp departure)

Other relevant policies

[DET Safety, Emergency & Risk Management Policy](#)

[DET Planning and Approvals Policy](#)

Evaluation:

This policy was last updated in 2016 and is scheduled for review in Term 1, 2020