

## NORTHERN BAY P-12 COLLEGE CAMPING POLICY NBC080

### 1. RATIONALE

- 1.1. The College camping program enables students to further their learning and social skills development in a non-college setting.

### 2. BROAD GUIDELINES

- 2.1. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our college.
- 2.2. Camping experiences will be underpinned by Child Safe procedures and guidelines.
- 2.3. All planning and processes prior to, and during the camping experience will take into account all relevant Child Safe policies and guidelines.
- 2.4. A camp is defined as any activity involving at least one night's accommodation
- 2.5. College students will have the opportunity to participate in a sequential camping program to:
  - provide shared class experiences and a sense of group cohesiveness.
  - reinforce and extend classroom learning.
  - provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
  - provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- 2.6. Each Northern Bay College student will be provided with an opportunity for at least one overnight Northern Bay College camping experience within their stage of schooling from year three onwards.
- 2.7. Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Campus Principal. Decisions relating to alternative payment arrangements will be made by the Central Administration team on a case-by-case basis.
- 2.8. The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with Department of Education and Training guidelines.
- 2.9. Only Camping Association of Victoria accredited camp sites will be used.
- 2.10. Education Support staff will be invited to participate and the agreed compensation allowance will apply.
- 2.11. Classroom teachers are expected to participate in their relevant camp.
- 2.12. The college will continue to provide the opportunity for teachers to update their first aid skills and will provide sufficient current trained first aid staff on each camp.
- 2.13. A point of Contact phone number will be given to all families when children are on a camping experience. Emergencies messages will be conveyed accordingly.
- 2.14. If required, parents will be invited to assist in the delivery of college camps. When deciding which parents will attend, the campus will take 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 supervisors.
  - The special needs of particular students.
  - Compliance with Child Safe guidelines
- 2.15. Parents selected to assist with the camps program will be required to undertake a Working with Children Check. The college will pay for the associated costs.
- 2.16. Parents 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 Campus Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- 2.17. Camping, Swimming and Excursion Fund (CSEF) has been implemented in Victorian Government schools. Families apply for this funding and if successful this can support to cost of a camp.

### 3. IMPLEMENTATION

- 3.1. The School Council will ensure that all college camps are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- 3.2. All camps need to be planned and budgeted with detailed and accurate costing presented to the Campus Principal in time for a mid-November Council and campus newsletter/ communication

- 3.3.** The December information will provide parents with approximate dates and costs associated with the following year's camps.
- 3.4.** Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 3.5.** All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least two college days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the College Administration Team.
- 3.6.** 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.
- 3.7.** All college camps will be visited prior to the event (if not previously used) by the 'Teacher in Charge' and a risk analysis report completed, via allocated school time release. Costs involved should be built into camp costings.
- 3.8.** A senior staff member will be in attendance at college whilst the children are returning from camp. The Teacher in Charge will communicate with this person in regards to the anticipated return time.
- 3.9.** Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to their unpredictable behaviour at college. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Campus Principal, in consultation with the classroom teacher if the student's behaviour is such that it presents a risk to themselves or others. Only the deposit will be returned to the family.
- 3.10.** If the child is taken ill prior to camp prohibiting attendance on doctors' orders, a medical certificate will be required prior to the commencement of the camp. The deposit made by the family will not be refunded and the CSEF contribution, if any, will be retained. Any other payments made, will be refunded.
- 3.11.** The online DET 'Notification of School Activity' information will be completed at least three weeks prior to the camp as required at:  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursionsafety.aspx>
- 3.12.** All students will be required to provide written permission from their parents to attend the camp, as well as a completed "Confidential Medical Information for School Council Approved Excursions" form.
- 3.13.** Northern Bay College requires final information to be entered on COMPASS at least 3 weeks prior to commencement: The following must have Campus Principal approval. -
- The educational aims and objectives of the camp.
  - The names of all adults attending and their expertise and experience.
  - Travel arrangements and costs.
  - Venue details and an itinerary of events.
  - Risk analysis report and the procedures followed to ensure the safety of the children.
  - Details on the number of students excluded from camp.
  - Alternative program for students not attending camp.
- 3.14.** Special program camps will be held as required, ie: DOXA (year six), Somers Camp, Cottage by the Sea, subject based camps, Duke of Edinburgh, etc.
- 3.15.** Duty of Care - part of that duty of care, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also from those that could arise (those that the teacher could not have easily foreseen) which preventative measures could not have been taken. Teachers planning and participating in College campus must:
- Be aware that children are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
  - Be aware that camp activities require the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
  - Be aware that excursion and camp activities require the teacher to ensure that the venue and transport adhere to DEECD guidelines.
  - Be aware that College policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities.
  - The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. Copy of this material will also be kept at the College as per DEECD requirements.

- Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.
  - The teacher in charge or designated teacher of an excursion or camp will carry mobile contact known to the College and a first aid kit. All group leaders to have first aid bags, if going around individually.
  - If the return time from an excursion or camp is delayed, the teacher in charge will contact the College to inform the Campus Principal of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive. (Refer to Duty of Care Policy).
- 3.16.** Staff must check ratios when planning activities. Refer to the outdoor education website [http://outdoorsvictoria.org.au/activity\\_standards\\_download.php](http://outdoorsvictoria.org.au/activity_standards_download.php)
- 3.17.** Refer to DET School Policy and advisory guide for additional information <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

#### 4. EVALUATION

**4.1.** This policy will be reviewed as part of the College's three-year review cycle.

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council:
NBC080	Leadership / Council	December 2019	Website Compass NBC Public Policies	<b>14/12/16</b>
	Related document			
	Excursion / Incursion			
	Excursion Camp Planning List NBC080A			