

St. John the Baptist Parish School

CAMP POLICY

St John the Baptist Parish School is a childsafe organization in compliance with Ministerial Order 870

Rationale

The school's camping 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 the school.

Aims

- provide shared class experiences and a sense of group cohesiveness
- reinforce and extend classroom learning
- provide a program that delivers skills and knowledge so as to enhance the children's learning
- offer experiences that cannot be provided at school
- allow the children the opportunity to experience a new environment
- provide a program that promotes self esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

DUTY OF CARE:

"A teacher is to take such measures as are reasonable in the circumstances to protect a pupil, under the teacher's charge, from the risks of injury that the teacher should reasonably have foreseen."

As part of that duty teachers are to supervise children adequately. This requires not only protection from known hazards but also protection from those that could arise and against which preventative measures could have been taken.

Implementation

- Camps must be approved by the Principal before any planning takes place.
- All details of the camp will be recorded on the student activity locator on CEVN.
- School will ensure all camps are maintained at a reasonable and affordable cost, and comply with all Catholic Education requirements.
- All external providers must read and sign the St John the Baptist “Child Safety Code of Conduct”
- Assessment of Bushfire risk is to be completed by the teacher in charge. Bushfire Ratings are to be checked daily, the week prior to departure and during the camp. In the case of a Code Red day being declared in the region in which the camp is located the camp will not commence. If a Code Red day is declared after the camp has commenced the children will return to school prior to the Code Red day.
- The teacher in charge will monitor the *Vic Emergency App* for warnings throughout the duration of the camp.
- Information will be delivered to parents in December with approximate dates and costs associated with the following year’s camps. Parents 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 for financial reasons. Parents experiencing difficulties, who wish for their child to attend camp, will be required 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.
- Students not attending camp are required to attend school.
- All families will be given sufficient time to make payments for individual camps. Children whose parents do not make full payment by the due date, or have not made alternative arrangements with the Principal, will not be eligible to attend.
- The following camp forms (application form which includes emergency details, medical information, camp fees and clothing list) are distributed to parents at least 4 weeks prior to camp to allow sufficient time for the forms to be filled in and any questions can be responded to prior to attending camp.
- The school requires that students only travel on buses fitted with seatbelts.
- Supervision for a school camp must be at least a ratio of 1:10. That is one adult per ten students.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the teacher in charge must familiarize themselves with the Catholic Education Guidelines in regards to camps as well as complete all the necessary documentation which is available on the CEVN website.

- A copy of all documentation needs to be placed into the camp/ excursion folder which is held in the school's administration area.
- When on camp a medical log book is taken to record all medication administered whilst on camp, first aid bags are present at all times, a mobile phone is required and medical forms and permission slips are with teachers at all times.
- A senior staff member will be in attendance at school whilst the children are returning from camp. The teacher in Charge will communicate with this person in regards the anticipated return time.
- Only children who have displayed sensible, reliable behavior at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a camping experience due to poor behavior at school. The decision to exclude a child will be made by the Principal, in consultation with the Teacher in charge.
- Parents will be requested to collect their child from camp if their child exhibits behavior that is considered unacceptable or they are unwell. The Teacher in charge will make this decision. Cost incurred will be the responsibility of the parent.

Evaluation

History of Updates to Policy

Date	Comment (e.g. major review, minor review)
9 th June	Minor review