



CAMPS POLICY AND PROCEDURES

STATEMENT OF PURPOSE:

The Camping Program at Mandama extends the variety of learning experiences available to all students and complements important aspects of the educational programs offered at our school. Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their 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 school. A camp is defined as any activity that involves at least one night's accommodation.

AIMS:

- To create a safe and positive environment whilst on camp in which all staff assume responsibility for student wellbeing.
- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.

IMPLEMENTATION:

Mandama offers a camping program that considers the educational outcomes of the camp as well as the impact on the school program for the proposed dates. This program includes:

- Prep - breakfast at school.
 - Year 1 - dinner and games night at school.
 - Year 2 - dinner and sleepover at school.
 - Year 3 - two night camp.
 - Year 4 - two night camp.
 - Year 5 - two night camp.
 - Year 6 - two night camp.
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- All camps, planning and documentation must be approved by the Principal and School Council.
 - Camp proposals require School Council approval of the following completed DET forms: Notification of School Activity, Risk Register, Planning Summary and Emergency Management Plan.
 - All safety requirements must be considered and adequately resolved prior to the camp.
 - In the event of extreme weather conditions, the Principal/Assistant Principal may need to cancel a camp at short notice.
 - All camps, transport arrangements, emergency procedures and student/staff ratios must comply with DET guidelines.
 - Proposals should be submitted one term in advance.

- Unit leaders will liaise with the Business Manager and Assistant Principal regarding the planned camp prior to any bookings being made.
- Once approved, the planned camp can be booked and organised which will include costings, including GST obligations, activity schedule and purpose, parent notification and permission and Camp Planning Form and the Notification of School Activity.
- All aspects of the camp will be outlined to the parents/carers in writing including dates of camp, venue, transport arrangements, costs, itinerary, suggested clothing and equipment list, contact phone numbers and clearly stated payment finalisation dates.
- All parent/carer consent, and medical forms (including special dietary requirements) must be completed, signed and returned, and all monies paid prior to camp departure. Copies of completed permission notes and medical forms must be accessible at the camp location by staff at all times.
- Parents/carers will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal/Assistant Principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the camp.
- All students participating in a school camp will be asked to sign a contract, agreeing to abide by all camp rules.
- Parents/carers will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with a member of the leadership team will make this decision. Costs incurred will be the responsibility of the parent/carer.
- An alternative education program will be provided for students not attending the camp.
- All School Staff participating in the camp are clear about their roles and responsibilities.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners).
- All camp staff must be fully conversant with procedures as outlined in the school's First Aid and Anaphylaxis Management Policies.
- Staff attending the excursion must have access to a mobile phone and first aid kits for emergency situations.
- The teacher in charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- Photographs taken of the students at camp may be posted to the school Facebook page or used in other publications in accordance with the Mandama ICT Guidelines and Acceptable Use Agreement.

As Mandama considers camps and excursions during which students leave the school grounds to engage in educational activities of significant benefit to the learning and wellbeing of all students, the school may offer assistance in some circumstances for families experiencing financial difficulties.

In these situations:

- An appointment is required to be made with the Business Manager to discuss a range of support options available in the case of financial difficulty.
- Deposits of camps are encouraged and a payment plan is first to be discussed.
- The school may allocate some payment towards camps or excursions from the Supporting Students Fund.

EVALUATION:

This policy will be reviewed as part of the school's 3 year review procedures.

Ratified at School Council Meeting held March 21st, 2016.