



ANDERSONS CREEK
PRIMARY SCHOOL

Anderson's Creek Primary School

School Number: 5104

Camp Policy

APPROVED: ACPS SCHOOL COUNCIL

ENDORSED AT: JULY, 2020 SCHOOL COUNCIL MEETING

DOCUMENT CONTROL

VERSION NO	ISSUE DATE	AUTHOR	AMENDMENT
1	April 2015	School Council	Draft
2	July 2020	Education Sub Committee	Updated

● PURPOSE

To explain to our school community the processes and procedures Anderson's Creek Primary School will use when planning and conducting camps and adventure activities for students.

All students of Anderson's Creek Primary are involved in school camps. The school camps offer students the opportunity to gain greater independence through living together and learning in a non school environment. Camps have a cultural, environmental or outdoor emphasis, and are an important aspect of the educational programs offered at our school. Camps help to develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

SCOPE

This policy applies to all camps organised by Anderson's Creek Primary School. This policy also applies to adventure activities organised by Anderson's Creek Primary School regardless of whether or not they take place on or off school grounds.

This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Victorian government schools are required to follow. Anderson's Creek Primary School will follow both this policy, as well as the Department's policy and guidelines when planning for and conducting camps and excursions.

1.1 DEFINITIONS

Excursions:

For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- attend school 'sleep-overs' on school grounds

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Adventure activities are activities that involve a greater than normal risk. Further information and examples of adventure activities are available on the Department's

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website under Adventure Activities, at the following link:

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/adventure.aspx>

1.2 POLICY

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. Camps:

- PROVIDE SHARED CLASS EXPERIENCES AND A SENSE OF GROUP COHESIVENESS.
- REINFORCE AND EXTEND CLASSROOM LEARNINGS.
- 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.
- INCREASE THE OPPORTUNITIES FOR GREATER INDEPENDENCE AND SELF-RELIANCE AS WELL AS DEVELOPING INTER AND INTRA PERSONAL RELATIONSHIPS.
- PROVIDE HIGH QUALITY LEARNING OPPORTUNITIES FOR ALL STUDENTS IN A CAMP ENVIRONMENT.

The School Camps Policy is intended to provide all children from Prep with the opportunity to participate in a sequential camping program.

PREP – GRADE 2:

Camp Program on the last Thursday/Friday of Term 3

- Prep – attend a breakfast at school at the end of Term 3 (Friday)
- Grade 1 – attend a BBQ dinner with an activity (game/movie) on Thursday evening
- Grade 2 – attend a BBQ dinner with an activity (game/movie) on Thursday evening, sleep over in the Performing Arts Theatre and then have breakfast on the Friday with Preps.
- Prep- Grade 2 - camp day on Friday with fun activities and go home at 2:30pm (end of term).

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GRADE 3 – GRADE 6:

- Grade 3 & 4 – Alternate between a 3 night / 4 day CYC Phillip Island camp (Coastal camp) and a 2 night / 3 day Camp Jungai (bush camp run by OEG - Outdoor Education Group based in Eildon)
- Grade 5 & 6 – Alternate between a camp to Marysville (Alpine camp) & camp to Maldon (Bike education camp). Both camps will be 3 nights and 4 days.

A key focus for camp, is that students attend with their class whether it be grade 3 and 4 or grade 5 and 6 to continue to build community within our school.

Venues may be subject to change depending on requirements and availability.

Further details of each camp is available at the end of this document.

For all camps and excursions, including adventure activities, our school will follow the Department's School Policy and Advisory Guide: [Excursions and Activities](#). For camps and excursions requiring school council approval, our school will also follow the Department's School Policy and Advisory Guide: [Safety Guidelines for Education Outdoors](#).

Planning process for camps and excursions

All camps and excursions will comply with Department planning requirements.

Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Anderson's Creek Primary School's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the camp location. In the event of a Code Red Day being announced, camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Anderson's Creek Primary School is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp activities.

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In cases where a camp involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp.

When planning for a camp, the following factors need to be taken into account:

- SCHOOL CAMPS ARE AN OUTDOOR EDUCATION ACTIVITY AND AS SUCH, ARE SUBJECT TO SPECIFIC PLANNING AND APPROVAL GUIDELINES.
- SCHOOL COUNCIL IS RESPONSIBLE FOR APPROVAL OF ALL OVERNIGHT EXCURSIONS; CAMPS; INTERSTATE AND OVERSEAS VISITS; EXCURSIONS REQUIRING SEA OR AIR TRAVEL; EXCURSIONS INVOLVING WEEKENDS OR VACATIONS; AND ADVENTURE ACTIVITIES.
- PRIOR TO THE COMMENCEMENT OF ANY DETAILED PLANNING RELATING TO A PROPOSED SCHOOL CAMP, THE TEACHER IN CHARGE MUST FAMILIARISE THEMSELVES WITH THE DEPARTMENT'S [SAFETY GUIDELINES FOR EDUCATION OUTDOORS](#) WEBSITE. THEY MUST MEET FORMALLY WITH THE PRINCIPAL, TO PRESENT A [PLANNING SUMMARY](#), TO DISCUSS THE PROPOSED CAMP, AND TO SEEK 'IN PRINCIPLE' SUPPORT FOR THE EVENT.
- IF THE PRINCIPAL'S APPROVAL IS GRANTED, DETAILED PLANNING SHOULD COMMENCE.
- THE SCHOOL ONLY USES RESIDENTIAL CAMPSITES ACCREDITED BY THE 'AUSTRALIAN CAMPS ASSOCIATION' OR THE 'NATIONAL ACCOMMODATION, RECREATION & TOURISM ACCREDITATION PROGRAM (NARTA)' FOR OVERNIGHT CAMPS.
- PRIOR TO SEEKING SCHOOL COUNCIL APPROVAL FOR THE CAMP, ORGANISING STAFF ARE REQUIRED TO MEET AGAIN WITH THE PRINCIPAL AND PRESENT HIM/HER WITH ALL DOCUMENTATION, INCLUDING THE COMPLETED SCHOOL COUNCIL [APPROVAL](#) PRO FORMA AND ALL ATTACHMENTS, ENSURING THAT TIME PERMITS FOR THE MATTER TO BE PLACED ON A SCHOOL COUNCIL AGENDA AND, IF APPROVED, THAT THE ONLINE [NOTIFICATION OF SCHOOL ACTIVITY](#) FORM THEN BE SUBMITTED THREE WEEKS PRIOR TO THE ACTIVITY.
- WHEN PRESENTING INFORMATION TO SCHOOL COUNCIL, THE TEACHER IN CHARGE MUST BE AWARE THAT COUNCIL WILL CONSIDER THE FOLLOWING:-
 - What is the purpose of the camp and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
 - Is an appropriately trained member of staff able to provide [first aid](#)?

- Have staff members who are not registered teachers completed a Working with Children Check?
 - Is a record of telephone contacts for supervising staff accompanying the camp available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the camp available at the school?
 - Has a copy of the completed School Council [approval](#) pro forma (including all attachments) been submitted and approved?
 - Will the online [Notification of School Activity](#) form be submitted three weeks prior to the excursion?
 - Have risk assessment forms been completed?
- ADVENTURE ACTIVITIES ARE THOSE THAT INVOLVE GREATER THAN NORMAL RISK SUCH AS BASE CAMPING, BUSH WALKING, CANOEING, SNOW ACTIVITIES, ORIENTEERING, CYCLING, HORSE RIDING, ROCK CLIMBING AND ABSEILING, CHALLENGE ROPES COURSES, SWIMMING (OTHER THAN SCHOOL SWIMMING PROGRAMS), SURF ACTIVITIES, SAILBOARDING, AND SIMILAR ACTIVITIES. SCHOOL COUNCILLORS MAY NOT HAVE DETAILED KNOWLEDGE OF ADVENTURE ACTIVITIES. IN SUCH INSTANCES ORGANISING STAFF SHOULD CONSULT THE [ADVENTURE ACTIVITIES](#) WEBSITE, OR SEEK ADVICE FROM PEAK BODIES OR SKILLED AND EXPERIENCED STAFF WITH RECENT EXPERIENCE INSTRUCTING THE ACTIVITY TO SATISFY COUNCIL'S REQUIREMENTS.
- [EMERGENCY MANAGEMENT PLANS](#) AND RISK ASSESSMENTS ARE TO BE DEVELOPED WHEN ADVENTURE ACTIVITIES ARE BEING UNDERTAKEN.
 - Should a Code Red day(s) be declared for any of the days within the camp's duration, within the school zone or encompassing the location(s) of the camp or camp activities, then the camp will not take place. The camp will therefore, be postponed or cancelled in the interests of safety of all staff and students. Communication will be made directly in person with each parent or guardian of each child by the school.
 - SCHOOL COUNCIL REQUIRES THAT STUDENTS ONLY TRAVEL ON BUSES FITTED WITH SEATBELTS.
 - SCHOOL COUNCIL REQUIRES THAT AN EVALUATION BE TABLED AFTER EACH SCHOOL CAMP, DETAILING FEEDBACK REGARDING THE EVENT, IN PARTICULAR ANY MISHAPS OR AREAS FOR FUTURE IMPROVEMENT.

Supervision

Anderson's Creek Primary School follows the Department's guidelines in relation to supervision of students during excursions and camps.

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All excursion staff (including parent volunteers) will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.

All school staff will be aware that they retain overall responsibility for the supervision and care of students throughout all camps and excursions (including adventure activities), regardless of whether or not external providers are managing the activity.

While school camps are a team activity requiring the co-operation and common sense of all participants, it is the Teacher in Charge who oversees the operation of the camp, takes charge of events, makes key decisions and accepts ultimate responsibility for the camp.

Classroom teachers will be given the first option to attend excursions. The school will ensure that attending staff have first-aid kits and access to mobile phones. A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards to the anticipated return time.

Parent volunteers

Parents may be invited to assist in the supervision of children during camps. When deciding on which parents will attend, the Teacher in Charge will take into account:

- Any valuable skills and knowledge the parents have to offer. E.g. first aid.
- The need to include both male and female parents.
- The special needs of particular students.

School staff will notify parents/carers of any costs associated with attending. School staff are in charge of excursions and parent/carer volunteers are expected to follow teachers' instructions.

Volunteer and external provider checks

Anderson's Creek Primary School requires all parent or carer camp volunteers and all external providers working directly with our students to have a current Working with Children Check card. For more information about when a WWCC and other volunteer requirements, please refer to our Volunteer policy.

Parent/carer consent

For all camps, Anderson's Creek Primary School will provide parents/carers with a specific consent form outlining the details of the proposed activity. The school calendar edition of the school newsletter along with Year Level Term Newsletters provides parents with dates of camps. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable. A note will be sent home in

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the student bags, asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Medical information and next of kin information will also be requested at the same time. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp.

Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.

Cost of camps and excursions, refunds and support

The schedule of camps, including costs, will be distributed at the end of the preceding term to all parents, and will be updated on a needs basis. School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements. The cost of all camps are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for individual camps. Camp deposits will be required to be paid in advance. Consent forms will have clearly stated payment amounts and payment finalisation dates. Parents may be notified before the camp date reminding them of the need to finalise payment. Office staff, in consultation with the Principal, will be responsible for managing and monitoring the payments made by parents.

All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend the 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. Families experiencing financial difficulty may be eligible for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Please refer to the [Refund Policy](#) for further details.

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Student health

Parents and carers need to ensure the school has up-to-date student health information prior to the students going on camp. A member of staff will be appointed with responsibility for the health needs of the students for each camp. Teachers will administer any medication provided according to our *Medication* policy ([Medication Policy](#)) and the student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Behaviour expectations

Students participating in camps are required to co-operate and display appropriate behaviour to ensure the camp is a safe, positive and educational experience for all students involved.

Parents/carers will be notified if their child is in danger of losing the privilege to participate in the camp due to behaviour that does not meet the standards of behaviour set out in the school's [Student Engagement Policy](#), [Behaviour Management Policy](#) and the [Bullying & Harassment Policy](#). The decision to exclude a student will be made by the Principal or 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.

If on a camp the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

Disciplinary measures apply to students on camps consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will not be permitted to bring electronic devices to camps except with prior approval from the Principal. The Principal will only approve students bringing electronic devices to a camp in exceptional circumstances and when it is in the best interests of the student, and may place conditions on its location and use during the camp.

Food

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Students are not permitted to bring their own supply of food items to camps unless the item is medically indicated and discussed with the Organising Teacher, or included as an item on the clothing and equipment list for that camp or excursion.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Anderson's Creek Primary School and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Current Anderson's Creek Primary School camp programs include:
(NB these are subject to change)

Even Year

Grade 3 & 4 students will go to **CYC Camp Phillip Island** for a 4 day, 3 night trip, sleeping in cabins, experiencing a wide range of activities including the following: onsite activities: low ropes course, rock climbing wall, Giant swing and flying fox all with suitably qualified staff. In addition the students experience a night at The Penguin Parade, a walk and beach activities and a visit to the Koala Conservation Centre.

Grade 5 and 6 students will go to **Bike Ed Camp Maldon** for a 4 day 3 night trip. Following a term of Bike Ed instruction and practical training at school and in the local surrounding areas, students head to Maldon base camp. Students live in cabins and ride to different venues each day including one day trip which incorporates a picnic and a ride back on a steam train from Muckleford. Students are involved in a night hike with an historical theme as well as other activities around camp including giant soccer, archery rock climbing, mini golf and other activities.

Please note that for 2020:

Grade 5 students will go to the **Bike Ed Camp Maldon**

Grade 6 students will go to **OEG Adventure Camp Marysville**

Odd Year

Grade 3 & 4 students will go to **Camp Jungai at Eildon** for a 3 day, 2 night bush camp experience sleeping in cabins. Students experience a wide range of activities including: a bush walk, cultural activities, canoeing, orienteering and raft building amongst other onsite activities with suitably qualified staff.

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Grade 5 and 6 students will attend an **OEG Adventure Camp to Marysville** focusing on team building and developing leadership skills. Students sleep in cabins. Students participate in canoeing, mountain bike riding, campfire, initiative activities, rock climbing and abseiling wall, one day cross country skiing with tuition as well as environmental studies. The camp environment focuses on being as sustainable as possible and demonstrated this to students.

Venues may be subject to change depending on requirements and availability.

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

○ FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Excursions](#)
- [Camps, Sports and Excursions Fund](#)
- [Parent Payments Policy](#)

The following school policies are also relevant to this Camps and Excursions Policy:

- [Statement of Values and School Philosophy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Volunteer Policy](#)
- [Duty of Care Policy](#)
- [Inclusion and Diversity Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July, 2020
Approved by	Principal
Next scheduled review date	July, 2023