

Rationale

Hazel Glen College'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 our College.

Aims

- a) To provide all students with the opportunity to participate in a sequential camping program.
- b) To provide shared class experiences and a sense of group cohesiveness.
- c) To reinforce and extend classroom learnings.
- d) To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance of others.
- e) To further develop a student's problem solving and life survival skills.
- f) To extend understanding of a student's physical and cultural environment.

Implementation

1. Camp Preparation

- 1.1. A camp is defined as any activity involving at least one night's accommodation.
- 1.2. The program will be developed sequentially throughout the school from Year 2 to Year 12. Prep and Year 1 students participate in camp readiness activities. In Years 2 to 12, students participate in the camping program involving overnight stays.
- 1.3. Parents / Carers are expected to familiarise themselves with the camping policy prior to confirming a student's attendance at any camp.
- 1.4. Parents / carers need to be aware that the Department for Education does not provide accident cover for students on camp.
- 1.5. Parents will be notified of the exact costs and other relevant details of individual camps in a timely manner appropriate to the camp.
- 1.6. Students who do not adhere to the College code of conduct and demonstrate serious or regular breaches of this, may jeopardise their ability to attend. Final decisions on a student's attendance or place on a camp will be made by the College Principal.
- 1.7. The College will take into consideration students with medical conditions (eg. special dietary requirements) and disabilities when planning camps.
- 1.8. Specialist camps eg overseas or interstate may require students to apply for a place. Students must demonstrate a commitment to College culture in order to be considered for a place.
- 1.9. All camps will have a completed risk assessment that complies with Department for Education requirements. This includes the consideration of cancelling, recalling or the altering of camps for any reason eg bushfire risk.
- 1.10. All camps require College Council approval. Information presented to the College Council should include: -

- a) The educational aims and objectives of the camp.
- b) The names of all adults attending and their expertise and experience.
- c) Travel arrangements and costs.
- d) Venue details and an itinerary of events.
- e) Procedures followed to ensure the safety of the children.
- f) Details on the number of students not attending the camp.
- g) Alternative program for students not attending camp.

2. Camp Costing

- 2.1. 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 teacher in charge. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- 2.2. All families will be given sufficient time to make payments for individual camps. Parents will be sent a reminder via Compass before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised in a timely manner before the departure date will not be allowed to attend unless alternative payment arrangements have been confirmed by the Principal.
- 2.3. The teacher in charge of the camp will be responsible for managing and monitoring the consent and payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- 2.4. Parents / carers may be liable for any costs related to exiting a camp early eg illness or misbehaviour.
- 2.5. If a student is no longer able to attend part or all of the camp the college will consider requests for full or partial refunds of payments 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 college. Where possible, we will provide information about refunds to parents and carers at the time of payment.
- 2.6. Families have the opportunity to apply for the Camps and School Excursions Fund if eligible.

3. Camp Management

- 3.1. The designated teacher in charge of each camp will ensure that all camp, bus arrangements and camp activities comply with Department of Education and Training guidelines.
- 3.2. Parents are required to provide written permission for their child to attend camp, as well as a completed "Confidential Medical Information and special dietary requirements Information for College Council Approved Excursions" form.
- 3.3. The College will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- 3.4. A senior staff member will be in attendance at the College whilst the children are returning from camp. The teacher in charge will communicate with this person in regards to the

anticipated return time.

- 3.5. In the event that our College does not meet 1 to 10 teacher : student ratio we will seek parent assistance.
- 3.6. Students are not permitted to bring electronic devices to camps, except with prior approval from the teacher in charge. The teacher in charge may approve students bringing electronic devices to a camp although they may place conditions on its location and use during the camp.
- 3.7. When deciding which parents will attend, the camps committee will take into account :
 - a) Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - b) The need to include both male and female parents.
 - c) The special needs of particular students.
 - d) Parents selected to assist with the camps program will be required to undertake or supply evidence of a Working with Children Check.
 - e) The school will pay for the associated camp costs for parents.
- 3.8. Parents will agree to collect their child from camp, as part of the permission process, if their child exhibits behaviour that is considered unacceptable. The teacher in charge, in consultation with the Principal, Assistant Principal, Head of School or Year Level Leader will make this decision. Costs incurred will be the responsibility of the parent.

Related Policies / Documents

Code of conduct

Allergy and Anaphylaxis

Food Sharing

First Aid

Administration of medication.

Asthma

Bus

Child safety

Duty of care

Student wellbeing.

Evaluation

This policy was created in term 3 of 2016

This policy was reviewed in term 3 of 2019

This policy will be reviewed as part of the colleges review cycle.