



CAMP PROGRAM

Rationale:

The school's camp program enables students to further their learning and social skills development as it provides opportunities and experiences that are not always possible within the confines of the school.

Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

Aims:

The aim of our camp program is to provide opportunities within the context of our Catholic principles and values that:

- ✚ Develop deeper learning, confidence, independence, responsibility and sense of community
- ✚ Promote self-esteem, resilience, resourcefulness and leadership
- ✚ Extend learning beyond the classroom
- ✚ Provide opportunities to explore different environmental settings
- ✚ Develop an appreciation of the wonder of the world
- ✚ Enhance physical, social and emotional growth
- ✚ Promote growth of relationships

Implementation:

Our camp program falls under the umbrella of the Physical, Personal and Social Learning Domain which houses our extra curricula programs of - Interschool Sports (Winter/Summer Sports, Athletics, Cross Country, Kanga 8s Cricket etc), Dance and Swimming.

The camp program is directed at Year 5 & 6 students and will comprise of a 3 day/2 night camp in Year A and a 2 day/1 night camp in Year B. Therefore the extra curricula structure of the domain will look like this:

Dance Program:	Years Prep - 6
Swimming Program:	Years Prep - 4
Interschool Sporting Program:	Years 4 – 6
Camp Program:	Years 5 - 6

As school camp forms part of the school's curriculum program, all students are expected to attend. Where parents have an issue regarding the attendance of their child/children these issues need to be discussed with the Principal.

The right of parents and carers to decide whether or not to send their child/children to school camps will be respected. Where a student does not attend a school camp the school, where possible, shall provide an alternative educational program.

The Principal is responsible for approval of all overnight excursions and camps. Each year parents should be notified of the camp details, including the itinerary and cost, as early as possible so as to give them the opportunity to plan and budget.

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 school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal. However, 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.

Permission notes must be signed and completed by the child's parent/guardian before he/she is allowed to attend the camp. A separate permission note is required if students are to participate in water activities. Health forms must be completed and submitted by ALL participants. The health form should include such information as:

- + any known medical conditions e.g. asthma
- + any medication that is required
- + any allergies
- + any medical condition that may prevent a student from participating in a particular activity
- + dietary needs
- + emergency contact details

Specific instructions and completed documentation needs to be obtained from parents for the administration of medication while on camp (See Medication Policy).

The school will issue a Fitness to Participate form to ALL participants with known medical conditions where:

- + Hospitalisation has occurred due to their medical condition in the past 12 months
- + A systemic or an anaphylactic reaction has occurred due to their allergy and triggered in the last 10 years?
- + An adrenaline (Epi-pen or similar) has been prescribed, for an allergic reaction
- + Asthma has interfered with participation in physical exercise within the past 12 months
- + Oral cortisone for asthma has been prescribed within the past 12 months (e.g. Prednisone, Cortisone, etc)
- + The use of a nebulising pump is required as a part of the child's regular or emergency asthma treatment
- + Deemed appropriate by the school.

If a Fitness to Participate form is issued, the decision for the participant to attend rests with their Doctor.

School camps are to be regarded as an extension of the school. The same code of conduct expected during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion. Schools, principals and teachers must remain cognisant of the legal duty of care owed to students under their supervision by virtue of the special nature of the relationship between the school/principal/teacher and the student. More information about the duty of care can be found in the Catholic Education Commission of Victoria Ltd's (CECV) <Catholic Schools Operational Guide>.

In determining the student-adult ratio for school camps the school will ensure (at the very least) that the minimum staff-student ratios have been met as described in the CEOM document [Supervision of Students on Camps, Excursions, Outdoor Activities and Tours](#). Where possible, both male and female staff should attend camps.

As a general rule, the Year 5 & 6 class teachers will attend camp along with other teachers needed to achieve the required student-adult ratio. At least one of the teachers attending will have a Level 2 First Aid qualification. One teacher will be nominated to travel to and from camp by private vehicle so that transport is available should an emergency occur.

Parents will only be invited to assist in the supervision of school camps if there is a shortage of staff available to attend. If this is the case the selected parents will be required to undertake a Working with Children Check.

Only children who have displayed sensible, reliable behaviour 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 behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher. 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 Principal, will make this decision. Costs incurred will be the responsibility of the parent.

The safety of students and staff is paramount on school camps. The Principal or Deputy Principal will ensure that camp information is posted on the Student Activity Locator and is updated accordingly. Corpus Christi School will cancel, reschedule or, if safe to do so, recall offsite activities that will be affected by;

- ✚ a forecast Code Red fire danger weather warning
- ✚ an active bushfire
- ✚ any other actual or forecast extreme weather event such as flooding and storms.

In regard to bushfire preparedness, Corpus Christi staff may choose to cancel, reschedule or recall camps affected by a forecast extreme or severe fire danger weather warning. Staff must continually check forecasts leading up to camp. In all circumstances, Corpus Christi will notify parents and guardians directly of any changes to a planned camp.

The principal will verify that the chosen camp has appropriate Risk Assessment and Emergency Management plans in place. The school will conduct its own Risk Assessment (especially in regards to teacher lead activities) prior to attending camp and this will be discussed with staff attending camp.

On camps the school will provide its own medical kit, appropriate to the circumstances, which shall be kept within close proximity (and central to the activities) at all times. If an injury occurs during the camp, processes and procedures will be followed in accordance with the school's First Aid and Medical Policies.

At the conclusion of a camp, a report should be submitted to the Principal. It should cover:

- ✚ the adequacy of the camp site
- ✚ recommendations for the future use of the camp site
- ✚ the overall management of the camp
- ✚ any injuries that occurred
- ✚ the achievement or otherwise of the objectives of the camp
- ✚ other information relating to specific incidents of the camp
- ✚ any other information that may assist in the planning of future camps

Note: Where a camp or excursion was strenuous or when, during the course of any excursion, a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report shall be submitted to the Principal by the Teacher in Charge.

The primary references that must be consulted when considering all camps are:

- ✚ CEOM [Offsite Activity Planning Checklist](#) and accompanying [Emergency and Critical Incident Support Information](#)
- ✚ [Safety Guidelines for Outdoor Education Activities](#) (DEECD)

Evaluation:

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified in September 2013

Camp Checklist		
Task	Person Responsible	Date Task Completed
Arrange to visit and inspect the venue before you book	Principal & Deputy Principal	
Book method of transport	Admin Officer	
Ensure teacher/student ratios are compliant with CEO/DEECD guidelines	Principal	
Check First Aid qualifications are up to date and that at least one person has current Level 2. For water activities, check one person has Bronze Medallion/Lifesaving Qualifications	Principal	
Arrange for an Information pack to be distributed to parents detailing the camp 4 – 6 weeks prior to the Camp taking place. The pack will include: <ul style="list-style-type: none"> <input type="checkbox"/> The Camp venue and full address <input type="checkbox"/> Date of the Camp <input type="checkbox"/> Time of departure and return to school <input type="checkbox"/> Method of transport <input type="checkbox"/> List of what to bring (and what NOT to bring) <input type="checkbox"/> An itinerary for the Camp <input type="checkbox"/> Permission Forms <input type="checkbox"/> Relevant Medical Forms (Including Asthma & Allergies) <input type="checkbox"/> Camp agreement, explaining that in the event of serious misbehaviour that places their child and/or others in danger, parents will be contacted to collect their child 	Principal	
Ensure children with Asthma have provided an Asthma Management Plan completed by a Medical Practitioner	Teacher in Charge	
Ensure that the Fitness to Participate form is completed and returned by children who have medical conditions such as asthma, allergenic reactions, Epilepsy etc	Teacher in Charge	

Collect and Collate Permission Forms and Medical Forms. Keep a record of permission slips returned <input type="checkbox"/> The <i>Confidential Medical Information for Excursions Form</i> is to be copied before departure for Camp. The copy is to remain at the school and the originals are to be maintained by the Teacher in Charge for the duration of the camp. On return the original will be archived and the copy is to be shredded	Teacher in Charge	
Distribute and collect medication forms (in relation to the school Medication Policy) where necessary	Teacher in Charge	
Collect Medical Forms from staff	Principal	
Provide details of missing documentation to Principal no later than 1 week before the camp	Teacher in Charge	
All other permission forms are to be kept by the class teacher and forwarded to the school office at the end of the camp for archiving	Class Teachers	
Ensure the Student Activity Locator (SAL) is <i>completed and maintained</i>	Principal & Deputy Principal	
Ensure children with Anaphylaxis have provided an Anaphylaxis Management Plan completed by a Medical Practitioner	Teacher in Charge	
Ensure staff are trained in Anaphylaxis Management and that the Teacher in Charge of First Aid carries an EpiPen for any child in their care who may require its use	Deputy Principal	
Ensure the First Aid kit is stocked and ready to be taken on the camp	Deputy Principal	
Ensure all children with asthma have an asthma puffer and carry it with them at all times, whilst on the camp	Teachers	
Ensure all staff are trained in Asthma Management	Principal	
There should be a teacher designated as the Teacher In Charge of First Aid	Principal	
Any medication (not including Asthma puffers) must be handed in to the First Aider (on the morning of the camp) with a completed Corpus Christi School Medication Form. No child is to be administered any medication without the form being provided. No child to carry any medication (not including Asthma puffer).	Teacher In Charge First Aid (Must be Level 2 Trained)	
Organise the students into groups for activities and the various duties to be performed	Class Teachers	
Organise the students in to 'Cabin/Room groups	Class Teachers	
Inform the Administrative Officer of the final number of students attending the Camp and the names of any students who are not attending.	Principal	
Send invoice reminders to parents 4 weeks and 2 weeks before camp	Admin Officer	
Forward Medical Summary Sheet to Principal 2 weeks prior to going on camp	Teacher in Charge	
Forward Medical Summary Sheet to camp 2 weeks prior to going on camp	Principal	
Mobile phone to be taken by the teacher in charge	Teacher in Charge	
Camp Deposit and Final Payment to be made to camp	Admin Officer	