

SCHOOL CAMPS POLICY

Introduction

Camps are activities that involve at least one night's accommodation for students. Eltham Primary School also runs annual events for Foundation and Grade 1 students that require attendance outside school hours for a meal and associated activities. This document provides an overview of camping, and then describes what Eltham Primary School will do to ensure our camps:

1. Are safe and inclusive
2. Teach students resilience
3. Foster independence and self-reliance
4. Help develop interpersonal skills
5. Expose students to a range of activities and locations.

Overview

Eltham Primary School provides a variety of camping experiences from Foundation to Grade 6. As students move from Foundation to Grade 6 the length, variety of experience and challenge involved in the camping experience increases. The table below outlines our camping program:

Foundation	Breakfast held before school
Grade 1	Activities after school, followed by dinner then parent/carer pick up
Grade 2	Activities after school followed by a sleepover on school grounds
Grade 3	Adventure camp (two nights)
Grade 4	Beach adventure camp (two nights)
Grade 5	City camp (two nights)*
Grade 6	Adventure Camp (four nights)**

* To commence in 2018

** Possible Canberra camp to commence in 2019

Implementation

Staff organising the camp will complete the following steps to ensure camps are safe and inclusive for Eltham Primary School students:

- Distribute an expression of interest with preliminary details and an estimated cost to families
- Ensure transport has been organized, including buses with seatbelts where relevant
- Obtain signed informed consent from parents/guardians
- Obtain a completed medical form for all students and staff. If a student requires medication, they must complete the medication authority form
- Send a copy of the DET guidelines regarding administration of analgesics to each family for overnight camps
- Ensure there is at least one level 2 trained first aid staff member. This may be a paramedic hired specifically for the camp. This staff member will collate the medication authority forms and distribute all medications throughout the camp
- Create a detailed itinerary with specific locations and contact numbers
- Source a copy of a map of the camp, with a map name, access routes and grid references if required
- Distribute staff and student clothing and equipment list
- In consultation with Principal class, create a supervision plan for activities and non-programmed periods. This may form part of the itinerary. It must also adhere to DET mandated staff/student ratios for specific activities
- Complete the staffing details pro-forma
- Obtain a risk management plan from the camp, or develop a risk management plan for school on-site activities.
- Develop/obtain an emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade and 24 hour school emergency number. This is to be held by staff on the excursion and by the nominated school contact person
- Complete school council approval documentation
- Hold a parent information evening two weeks before overnight camps
- Ensure one staff member has a comprehensively insured car available on site.

In addition to these steps, staff will ensure:

- Students will not be excluded from camps for financial reasons. Parents experiencing financial difficulty, who wish for their child to attend camp, can discuss their individual situation with the Principal. Decisions relating to alternative payment requirements will be made by the Principal on a case-by-case basis
- Students have the right to attend camp only if their behaviour is such that staff are confident they will be safe and reliable in an environment other than the school. Parents/Carers may be asked to collect from the camp any student whose behaviour whilst on camp is deemed to place themselves or others at risk.