



# Camps

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## 1.0 Rationale

The Cheltenham East Primary School (CEPS) camping program provides students with rich learning experiences that develop personal and social qualities including co-operation, respect for others, resourcefulness, independence, resilience and leadership 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.

## 2.0 Goals

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experience and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To ensure that camping activities are high quality, appropriately organised and maintain the school's high standards of safety and care for all participants.

## 3.0 Implementation

- A camp is defined as any activity involving at least one night's accommodation, including sleepovers at school.
- The camping program will include students from Year 3 to Year 6. The program will be sequential and will begin in Year 3 with an overnight sleepover (or a long-day excursion past normal school hours, if considered more appropriate for a particular cohort) culminating in Year 6 with a 4-5 day overnight camp.
- All camp arrangements including transport, accommodation, activities and staffing must comply with the *DET Safety Guidelines for Education Outdoors*. The Teacher in Charge (TIC) will liaise with the Principal and the Business Manager when confirming costings, prior to any notification to parents.
- All camps require School Council approval, a designated TIC and a first aid officer who must hold a Senior First Aid Certificate (often referred to as a Level 2 First Aid qualification). A brief to School Council detailing the following should be prepared:
  - The purpose of camp and it's connection to student learning;
  - The number of staff attending camp, ensuring that Department guidelines in relation to student/adult ratios are adhered to;
  - The location of staff and students throughout the camp, including during travel; and
  - Any adventure activities planned for camp.
- If adventure activities are planned during the course of the camp (this includes activities that involve greater than normal risk such as bush walking, canoeing, orienteering, cycling, horse riding, challenge ropes courses, swimming, surf activities and similar activities) organizing staff should seek advice from other skilled and experienced staff with recent experience instructing the activity in order to appropriately satisfy School Council's requirements for approval.
- Male/female staff representation will be considered when selecting staff to attend camp.



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- Staff are to complete the online Student Activity Locator (SAL) for all camps at least three weeks before the activity commences so that the location and numbers of the staff and students on camp are available to the DET and Emergency Management should an emergency arise. To access the SAL select the following link:  
<https://partner.eduweb.vic.gov.au/sites/sal#/>
- Students will only travel on buses fitted with seatbelts.
- A mobile phone and a first aid kit must be taken on all camps.
- Students are not permitted to bring mobile phones or money to camp unless prior permission has been given by the TIC.
- Any students not attending camp for any reason will be expected to attend school for the duration of the camp, unless prior arrangements are made with the Principal.
- Only children who have upheld their responsibilities as set out in the school's Student Engagement Policy will be invited to participate in school camps. Parents will be notified if a child will be excluded due to poor behaviour at school. The decision to exclude a student will be made by the Principal in consultation with the classroom teacher.
- Students, teachers and volunteers will uphold school values and the rights and responsibilities documented in the Student Engagement Policy whilst on camp.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or they become unwell. The TIC will make this decision. Costs incurred will be the responsibility of the parent.
- All students will be required to provide written permission from their parents/guardians to attend the camp, as well as a completed Confidential Medical Form.
- Prior to the camp, parents/guardians are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover if they consider it necessary.
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty who wish their children to attend a camp will be required to discuss their individual situation with the Principal or Business Manager. Decisions relating to alternative payment arrangements will be made on a case-by-case basis.
- All families will be given sufficient time to make payments for camps. Parents will be sent notices before the camp date reminding them of the camp and the need to finalise payment.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- Should a parent request a refund due to the withdrawal from their child from a camp they have paid for, procedures outlined in the Refunds Policy shall be adhered to.

## 4.0 Resources

- DET School Policy & Advisory Guide  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>



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- DET Safety Guidelines for Education Outdoors  
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx>
- Student Activity Locator <https://partner.eduweb.vic.gov.au/sites/sal#/>
- DET Emergency Management portal  
<https://edugate.eduweb.vic.gov.au/Services/emergmgmt/Pages/Home.aspx>
- CEPS Excursions and Incursions Policy
- CEPS Student Engagement Policy
- CEPS Refund Policy

## 5.0 Evaluation

- Opinions from staff and students in attendance will be sought as part of an evaluation following each camp.
- This policy will be reviewed as part of the school's three year review cycle.

## 6.0 End of Document