

Maffra Primary School

Camps and Excursions Policy

1. Purpose

- 1.1 To provide an opportunity for students to try new challenges in a supportive environment
- 1.2 To provide opportunities for the building of self esteem, resilience, perseverance, independence, co-operation, leadership, tolerance, determination and initiative
- 1.3 To provide external activities that support classroom programs and goals
- 1.4 To provide opportunities for team building and the chance to recognise the skills and talents of others

2. Guidelines

- 2.1 Different settings and activities can stimulate learning through a sense of excitement, challenge and purpose
- 2.2 Skills and knowledge may be acquired that may lead to lifelong involvement in personal pursuits
- 2.3 Each camping experience forms the basis for the next
- 2.4 Enjoyable learning experiences can promote aspects of personal development such as self esteem, resilience, perseverance, independence, co-operation, leadership, tolerance, determination and initiative
- 2.5 Camp costs should not prohibit the participation by students
- 2.6 Activities and experiences of camps and excursions are an integral part of the school program and provide a stimulus for other aspects of the curriculum

3. Implementation

- 3.1 Every effort will be made to run a camping/special excursions program each year for all year levels. Year level combinations may differ from year to year
 - Prep /1/2 - Long day trip
 - Grade 3 – Melbourne Zoo excursion
 - Grade 4 – 2 day / night camp
 - Grade 5/ 6 – 2 or 3 day rural activity based camp alternating with a city camp
- 3.2 Other excursions or incursions may be organised to support academic and welfare programs
- 3.3 The venue and timing of school camps will be discussed between staff, school council, parents and students and will be chosen for the ability to provide experiences which are different to those normally experienced or easily accessed by the majority of the children involved
- 3.4 Venues and activities for both camps and excursions should be chosen for their ability to complement and enhance classroom programs, to provide access to cultural and/or sporting activities and to provide students with social interaction
- 3.5 Campsites must be accredited and meet all Department of Education & Early Childhood Development (DEECD) Guidelines <http://www.auscamps.asn.au/accreditation/WhosAccredFrameset.html>
<http://www.narta.org.au/Accredited.html>
- 3.6 DEECD guidelines and safety regulations will be followed in regard to adventure and outdoor activities
<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/siteuserguide.htm>
- 3.7 The teacher in charge should have prior experience in managing students in a camping environment
- 3.8 All camps and excursions must be fully self-funded and must include the cost of any staff replacement as deemed necessary
- 3.9 Details as required for School Council approval and including the final cost and what are required of each camper, is to be provided at least two School Council meetings prior to the camp date, to allow all families the opportunity to implement a payment plan. All camps and excursions must be approved in advance by School Council using the DEECD approval proforma
<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/schops/edoutdoors/approvalform.doc>
- 3.10 Payment plans will be made available for families. A non-refundable deposit is required with full payment required before the camp or excursion commences. In the case of illness part portion of the amount paid may be refunded. This will be considered after all camp/excursion costs are covered. A note outlining this process is to be included with all camps and excursion notices
- 3.11 At least one staff member must be identified as the First Aid Officer and must hold at least a current Level 2 Workplace First Aid Certificate. The First Aid Officer must ensure that all attending staff, parents and guardians are aware of students with specific medical and special needs, as appropriate
- 3.12 A ratio of 1 adult to 10 students will be catered for in camp costs. This may be reconsidered for self-catered camps and activities requiring a high level of safety or in cases where students require specialist attention or extra supervision
- 3.13 A ratio of one adult to 20 students will be catered for in excursion costs. This may be reconsidered for activities requiring a high level of safety or in cases where students require specialist attention or extra supervision
- 3.14 Parent helpers to be selected by teaching staff based on areas of need (gender balance, first aid training, special skills and ability to relate to students and staff)
- 3.15 It is important to consider the individual needs of each age group and ensure that adequate supervision is provided for all aspects of the camp, such as accommodation, organised activities and free play. This may involve a greater number of adults participating in the camp/excursion. These needs may include level of camp experience, age and type of activities being conducted

- 3.16 All supervising staff, parents and guardians on camp must have current Victorian Teaching Institute Registration or a current Working With Children Check and be familiar with the Maffra Primary School Privacy Policy
- 3.17 No student may participate in a camp or excursion unless written consent form is handed in. In the event a permission form is not present for a day excursion, verbal permission may be sought with details being recorded in the School Diary. Completed permission and confidential medical forms must be received prior to any student attending a camp
- 3.18 All DEECD guidelines for transportation must be followed. Unless in emergency situations, students should not be transported in private vehicles. Should private vehicles be required they should be driven by attending staff members http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_10.htm
- 3.19 Copies of student/staff medical permission and emergency documents are to be kept on file in the office during the camp and then stored in line with the DEECD Document Keeping Timeline
- 3.20 A Notification Of Activity form must be submitted to the DEECD Emergency & Security Management Branch at least three weeks prior to the activity.

4. Evaluation

Post camp / excursion discussion

Activity based tasks completed before, during and after the camp or excursion

Student, staff, council and parental feedback.

5. Resources

Victorian Government Schools' Reference Guide

<http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/environment/4-4.pdf>