



## CAMPS POLICY

### CHILD SAFE STATEMENT

At Mornington Secondary College we hold the care, safety and wellbeing of children and young people as a central and fundamental expectation of our college. Mornington Secondary College is committed to protecting students from abuse or harm while at school and in our care. Mornington Secondary College's Child Safety Code of Conduct is consistent with the Education Department's recommendation.

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their 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 school. A camp is defined as any activity that involves at least one night's accommodation.

The Principal is responsible for the conduct of all camps, excursions and activities and must ensure:

- an online notification of Student Activity Locator form is completed prior to the activity
- a planning and approvals process is undertaken, in accordance with Departmental policy and requirements, which takes into account the following considerations:
- venue selection
- safety, emergency and risk management (including bushfire warnings/risks)
- informed consent from parents
- medical information
- appropriate staffing and supervision
- student preparation and behaviour requirements for any adventure activities

The Principal must also ensure that:

- excursions are appropriately planned and approved in accordance with Departmental policy and requirements
- all camps, excursions and activities requiring School Council approval meet the requirements of the
- DET Safety Guidelines for Education Outdoors (including specific advice to Council regarding bushfire rating and warnings/risks)
- All interstate Camps must be approved by the College Principal. TRA must be completed.
- All overseas Camps must be approved by the Regional Director. TRA must be completed at least 6 months prior to the camp and approved by the Regional Director.



## PURPOSE

- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life survival skills
- To extend understanding of their physical and cultural environment

## GUIDELINES FOR ACTION

- All camps must be approved by the Principal, Assistant Principal and College Council.
- The Daily Operations Assistant Principal and the Education sub-committee will meet prior to College Council to consider all camps before recommending approval to be considered by the College Council. Ideally, all camps should be submitted to College Council for in principle approval in the November/December Council meeting in the preceding year.
- All camps must be approved prior to running. Approvals will be made by Assistant Principal in consultation with the Education sub-committee of School Council prior to recommendation to the College Council. The College Assistant Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The School office will complete the “Notification of School Activity” online at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) at least 4 weeks before camp departure date.
- All camp applications will be presented to College Council for approval.

## ACCESS TO CAMP

- All efforts will be made not to exclude students for financial reasons. Every effort will be made to assist parents who have genuine payment concerns. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager.
- Year level Leaders /Head of Faculty, must approve camps prior to Sub Education Committee meeting to ensure they compliment the curriculum and comply with all DET requirements.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.
- All families will be given sufficient time to make payments for excursions. Parents are required to provide consent and make payment online via Compass Parent Portal with full



camp information clearly stated in the event including payment finalisation date. Students whose payment have not been finalised at least 2 weeks prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Assistant Principal/Business Manager.

- Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal/Year Level Leader in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by the College Code of Conduct and all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The 'Teacher in Charge', in consultation with a member of the Leadership Team, will make this decision. Costs incurred will be the responsibility of the parent.
- The Year Level Leader together with organising teacher and Home Group teachers (if year level camp) are responsible in monitoring payments and consent made by parents and will work in conjunction with the College Administration staff to provide detailed records on a regular basis.
- Should a student withdraw from a camp - a refund will be determined in line with the Refund Policy as approved by School Council through the Finance Sub Committee.

#### ORGANISATION:

- A full risk assessment must be completed as part of the proposal to the Education Sub Committee.
- All food, equipment, staffing, organisation of activities and student management procedures must be planned for prior to the camp. Staff must be aware of all students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements.
- Event Handbook (printed from Compass prior to camp) provides full student medical information and emergency contact numbers which must be carried by staff at all times.
- The Teacher in Charge must ensure that the camp Compass roll is marked on Compass prior to departing from the school. The Compass event will provide full details of the camp including the students and staff attending and location of the camp.
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp (to be added to compass in the Administration section).
- The school will provide a mobile phone, satellite phone (if required) and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.



- For high risk Outdoor Education activities (see DET guidelines) the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care. If an external provider is being used, the risk assessment for that provider must be included in the Compass entry by providing an online link to the website to access the risk assessment and the link is also to be included in a letter to parent. It is also expected that any additional information is added in the Resources tab on the Compass event. It is the camp organiser's responsibility to check that all risk assessments are current.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners).

## SITE SAFETY

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the College, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision. Refer: Safety Guidelines for Education Outdoors

The teacher in charge, in selecting staff assistants, should endeavour to minimise the extra classes created and also take into account staffing needs in other areas of the college. The partner/spouse/child/children of any approved staff member, is/are not permitted to attend local, interstate or international school camps, excursions and Professional Development. A designated 'Teacher in Charge' will coordinate each camp. All camps will have an experienced teacher in attendance where possible.

The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

The Teacher in Charge will communicate to General Office staff in the event of delays in anticipated return times where camp will be returning out of school hours and/or outside of previously nominated time. Parents will be advised by sms if there is any variation to the excursion anticipated return time.

The College expects that:

- All supervising staff or volunteers involved in accompanying any student on any school-based activity hold a current Working With Children Check – copies to be obtained for non-College staff
- All staff organising an excursion or activity, either on or off campus, will follow the guidelines and checklist put in place to ensure that correct procedure is followed as per DET excursion guidelines

## REVIEW CYCLE AND EVALUATION

This policy was last updated in September 2018 and is scheduled for review in March 2021.