

HOLY ROSARY CATHOLIC SCHOOL

SCHOOL CAMP POLICY



School camps create life-changing experiences and life-long memories.

RATIONALE

School camps are considered an essential part of the Holy Rosary Catholic School curriculum. Camps are held annually for Grades 3 - 6 students as part of the outdoor education program. A particular duty of care exists when on school camps and this differs from that which exists of school premises. Through careful planning students are given opportunities to experience living away from the school and home environment and in a way that teaches them the value of cooperative group work, the need to develop an awareness of God in their lives and the skills necessary to live in different environments.

AIMS

- The development of character building with a strong Christian emphasis.
- The development of an appreciation of the wonder of the world.
- The development of skills to facilitate cooperative learning.
- Linking all areas of the curriculum and, in particular, links to Religious Education, Science and HASS.
- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning experiences.
- 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 provide an opportunity for students to build positive relationships and friendships with their peers.

IMPLEMENTATION

- A camp is defined as any activity involving at least one night's accommodation.
- The program will be developed sequentially throughout the school.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- 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.
- Specific information is issued to parents well before the camps begin.
- The camps vary from between one to three days' duration.
- Parents/Guardians must provide written permission for students to attend camp.
- Parents/Guardians must also provide a written explanation if their child is unable to attend the camp, this must be handed to the class teacher **no later than two weeks** before the commencement date of camp.
- It is expected however, that all students will attend camp and an absentee from camp would generally only be related to a medical condition of a child which is restricting their capacity to attend, or if a child is absent from school during the camp dates.
- Students may, in exceptional cases, be asked by the school not to attend camp due to behavioural issues which could potentially threaten the overall safety of students on camp. In this instance parents/guardians will be informed by the Class Teacher and the Principal prior to camp departure should their child be asked not to attend camp.
- Students not attending camp are required to attend school during the camp days and will be placed in a nominated classroom to complete school work.
- School camp notices, which include permission slips for parents to sign, provide details of the camp and will include:
 - The venue of the camp.
 - The itinerary for the camp.
 - Camp requirements such as food, clothing, money.
 - Emergency contact numbers.
 - Health details of students, including information about allergies, medication, medical conditions, etc.
 - Authorisation to obtain medical treatment if required.
 - Permission for travel by bus or private car.
 - Permission to administer specific analgesics (eg. Panadol) for recognised localised pain.
 - Permission to transport students in a private car in cases of illness or injury.
- Considerations for staff when planning school camps include:
 - The needs and experience of the group involved.
 - The abilities/disabilities of the group.
 - The experience of the attending staff.
 - The resources and limitations of the venue.
 - The student/teacher ratio for activities being planned.
 - The adult female/male ratio to students.
 - Previous camp experiences already undertaken by the group.
 - The time and nature of travel involved during the camp.
 - Risk assessment of the planned activities.
- All other procedures for camps are identical to those documented in the Excursions Policy.

PRE-CAMP CHECKLIST

- Preliminary check of site/venue and the surrounding area by class teacher/s if the area has not been visited previously.
- Costs to cover site/venue fees, food, transport etc.
- Suitable transport to enable participants and equipment to travel to and from the destination in safety and relative comfort.
- Notification to parents of full details of the camp - where, when, reason for choice and type of camp.
- Student/adult ratio.
- Clarification that camp is self-catered by the school or venue catered.
- Excursion contact numbers - of students, venue and of related excursion sites.
- First Aid supplies.
- Signed parent consent forms.
- Detailed list of camp requirements for the students eg. clothing, food etc.
- The need for extra cars to accompany buses.
- A prior briefing session for students that will include information about the nature of the camp, the environment in which it will take place, minimal impact practices and safety and risk management.
- Alternative venues/activities if required.
- Cash/cheques for the various activities/venues.

DETAILS TO BE LEFT WITH THE SCHOOL

- Names and contact numbers for each participating staff member.
- Transport arrangements, including the name of the transport company.
- Route, times and locations for the various stages of the camp.

PROCEDURES IN THE EVENT OF AN EMERGENCY

- Supervising staff must be adequately prepared and equipped.
- They must be familiar with the procedures to be followed in the event of a critical incident.
- Staff must carry lists of names of students, together with any relevant medical information.
- Staff must carry with them a mobile phone and carry emergency telephone numbers.
- They must carry a First Aid kit.

EVALUATION:

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

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