

CAMPS AND EXCURSIONS POLICY

RATIONALE

Camps and excursions are a valuable part of primary school education. They stimulate and extend the classroom curriculum and provide an opportunity for children to understand that the school is part of the wider community.

Camps and excursions also develop each child's self-confidence, self-reliance and independence. They promote teamwork and the concept of community spirit. Thomastown West Primary School actively promotes the participation of all children in the full camping program.

GUIDELINES

Camps and excursions will be:

- Self-funded (CSEF funds can be used) and provide an opportunity for all students to participate.
- Conducted with minimum disruption to other curriculum programs.
- Staffed by a majority of teachers with the balance attending by invitation. (Additional staff, ie those other than teachers and Education Support Staff at Thomastown West Primary School, will be required to hold a current satisfactory Working with Children Check or Police Check). Consideration will be given to gender representation when selecting staff.
- Conducted with the highest standard of behaviour from all children.
- The responsibility of a co-ordinator, who will ensure that the overall proposal, planning and costing of each camp adheres to current DET guidelines.
- Unavailable to those students whose behaviour has been deemed unacceptable.

The Thomastown West camping program will be a planned progression of experiences from Prep to Year 6.

PREP:

YEAR 1: Dinner at school

YEAR 2: Camp experience – overnight stay at school

YEARS 3 & 4: 3 day/2 night camp - every year

YEARS 5 & 6: 5 day/4 night camp - every year

IMPLEMENTATION

- Consent forms and appropriate medical forms must be signed and returned to the school. This policy operates in conjunction with the Anaphylaxis Management, Asthma Management, Student Diabetes Management, First Aid and Medication Policies.
- The environments of venues for school camps and excursions will be risk assessed using the Excursion/Camp Environment Emergency Management Assessment tool at least three weeks prior to the camp or excursion. Any indicated precautions will be put into effect prior to the event.
- Full school uniform (including hat) will be encouraged to be worn on all day excursions, unless special attire is appropriate.
- A camp file will be maintained.
- Each child attending the camp, and their parent, will sign a code of behaviour form.
- Written information will be provided to parents/carers at least one month prior to each camp to allow for organisation of funds, equipment and care.
- Refund of money will not be considered (except in extenuating circumstances and by approval of the Principal).
- Victorian camp venues must be DET accredited.
- Buses with seatbelts will be used where practical and possible..
- Funds may be sought from the community, eg the Lions' Club, to provide monetary assistance to students in exceptional circumstances where possible.
- Student attendance will be determined by the Principal in line with the Student Wellbeing and Discipline Policy.
- Students may be invited to attend specialised camps if available.
- The DET will be notified of all school camps and excursions via the School Activity Notification website.

EVALUATION

- Appropriate written comments on each camp or excursion will be maintained and kept in the camps and excursion file.
- This policy will be reviewed as part of the Thomastown West Primary School policy review cycle.