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*Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.*

## **Rationale**

Westgarth Primary School's camps program is designed to complement the school's educational programs and provide students with further opportunities to develop their learning and social skills.

## **Aims**

- To reinforce, complement and extend learning opportunities beyond the classroom
- To provide shared class experiences and a sense of group cohesion.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To ensure that all camps are carried out in accordance with health and safety guidelines

## **Actions**

- Camps are conducted every year for Year 4 and Year 6 students only irrespective of the class groupings each year.
- School Council must approve all camps and, in doing so, will ensure that they are maintained at a reasonable and affordable cost and comply with all departmental requirements.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. School Council will set aside a budget each year in which a camp will be held that will cover the cost of replacing teachers who are involved in camps.
- Parents will be notified of the costs and other relevant details as soon as practical.
- All endeavours will be made to include all students regardless of their financial circumstances. Parents experiencing financial difficulty are invited 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.
- The designated Teacher-in-charge of each camp will ensure that all camps, transport arrangements and excursion activities comply with departmental guidelines.
- All buses hired to transport students must meet, or exceed, the safety standards equal to that of the existing public transport network or those recommended by the relevant government authority. All camps will be serviced by buses with seat belts.
- If travelling interstate for camps, air travel will be the preferred mode of transport.
- Prior to any student attending a camp, parents/guardians must have provided to the school a signed permission form, a signed special activity form if necessary and a signed 'Confidential Medical Information for Approved Excursions' form, and must have paid the costs involved.

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- The online DET 'Notification of School Activity' proforma will be completed.
- When organising off-site activities during the bushfire season, the Principal and staff will continue to assess the likely threat of fire. Off-site activities in areas affected by a predicted Code Red day will be cancelled or recalled.
- Classroom teachers will be given the first option to attend camps.
- The school will provide an accredited Apply First Aid staff member on each camp.
- The school will provide a mobile phone and a first-aid kit for all camps.
- Prior to camps, the participation of students with additional needs or behaviour management plans will be discussed with parents and the appropriate teachers.
- All students and parents will be required to sign a code of conduct prior to attending camps.
- Students attending camp and their parents/carers are required to sign an acceptable behaviour agreement. Part of this agreement states that in the event of a serious breach of this agreement, or in the event of illness or injury, parents or the designated emergency contact will be notified and where necessary, students will need to be collected from the camp site and that any costs associated with his/her return will be the responsibility of the parents/carers.
- All camps require School Council approval. Information presented to the School Council will include:
  - The number of students attending
  - The educational aims and objectives of the camp
  - The names of all teachers attending
  - Travel arrangements and costs
  - Venue details and an itinerary of events
  - Procedures to ensure the safety of the students
  - Alternative programs for students not attending the camp
  - Emergency Management Plan in the event of a fire or other emergency.
- Staff at camp will provide updates to the school to be shared with parents during the camp.

### **Supporting Documents**

- DET Bushfire At-Risk Register and the list of potential and actual closures of schools and children's services: [www.education.vic.gov.au/bushfires](http://www.education.vic.gov.au/bushfires)
- Country Fire Authority: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- Department of Environment, Land, Water and Planning <http://delwp.vic.gov.au>

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