



# Camp Policy

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This policy seeks to provide the St Benedict's Catholic Primary School approach to holding of school camps for its students. Camps, as with other excursions, are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skill development, in a non-school setting. Camps may include a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

## Purpose

St Benedict's School aims to provide camp opportunities for students so that they may:

- Provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- Provide shared class and year level experiences, team building and a sense of group cohesiveness.
- Reinforce and extend classroom learning.
- Provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- Provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- Further develop the problem solving and life survival skills of students.
- Extend understanding of their physical and cultural environment.
- Be involved in the decision making, planning, preparation and presentation processes associated with these opportunities.

## Values

St Benedict's School values:

- Extended links with the curriculum and classroom.
- Working together in a team environment.
- Children broadening their perspective of the real world.
- A spirit of cooperation, understanding, independence and trust.
- Friendship and communication between students and adults.

## Policy Statement

All students are encouraged to participate in all aspects of camps as part of the school curriculum. School camps are to be diligently planned, managed, supervised and monitored in a manner which ensures the health, safety and security of participating students and staff, as well as others who may be affected by the conduct of the experience.

## Guidelines

- All camps must be approved by the Principal.
- The Principal or their nominee will ensure that full records are submitted regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Principal for approval. The camp should be at an affordable cost.
- The 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 Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with Brisbane Catholic Education policy and requirements including compliance with the Safety Guidelines for Education Outdoors.
- Risk Assessment documentation must be completed prior to approval of a camp.
- Once the camp has been approved, all relevant documentation must be completed

## Consequences

- The educational value of a camp takes account of the needs and resources of the school along with the needs of the students and the total learning program.
- Camps are inclusive, with all students within the specific learning group provided with the opportunity to participate.
- The duty of care owed to students in the school environment and while on camp is carried out by the school and not delegated to parents, caregivers, volunteers or employees of organisations who assist during the camp.
- Teacher to student ratio is approved by the Principal to allow for adequate supervision and considers such factors as the age and maturity and specific needs of the students, the location of the camp, anticipated behaviour and the nature of the activities undertaken.
- For overnight camps, supervision and accommodation arrangements are such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made.
- Student protection obligations and requirements outlined in the School Student Protection Policy and Processes are carried out throughout all stages of a camp.
- A Risk Management Plan is developed for all camps which includes hazard identification, risk assessment, control options, monitoring and review of all activities to be undertaken, and documented on the Risk Management Plan Proforma.
- For students to participate in an overnight camp, consent and medical information and medical attention form must be obtained from parents or caregivers.
- It is an expectation that all children attending camps will pay associated costs with the provision for exceptional circumstances. This will be at the discretion of the Principal.

# Planning and Implementation

The annual camp program will consist of:

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| Year 2 | Students participating in an evening meal & designated activities.                                       |
| Year 3 | Students participating in an evening meal & designated activities followed by overnight sleep at school. |
| Year 4 | Overnight two-day outdoor activity program   |
| Year 5 | Three-day outdoor activity and leadership program  |
| Year 6 | Four-day outdoor activity program  |

- A designated Teacher in charge will be appointed whose responsibility will be to oversee the organisation, finances and program for the camp, make key decisions where necessary and accept ultimate responsibility for the camp.
- The staff member responsible for booking the venue must ensure it is accredited by an education recognised accreditation provider and be satisfied of the following about the venue:
  - The suitability of the accommodation/meals and safety of the site
  - Location of adult sleeping quarters (must be in close proximity to student sleeping quarters)
  - Availability of activities that are challenging, age level appropriate and in close proximity to main area of camp.
  - Availability of activities that support the educational goals of the school’s camp program
- If necessary, a visit by staff should be arranged prior to booking.
- When selecting the date for the camp, the teacher in charge will consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.
- The teacher in charge will ensure that parents/carers are informed of all camp details through information sent home. The information will include costs, dates, venues, duration, program, requisites and emergency contact details.
- When planning for camp arrangements, gender-based segregation will generally be avoided. In the case of unavoidable segregation on the basis of gender, the school will respect the student’s gender identity and/or preference by allowing student choice and non-gendered options will be provided wherever possible.
- Only buses and other vehicles with seat belts will be used unless otherwise agreed to by School.
- Where staff/students attending camp are due to return after the end of the school day the Principal or delegate will attend school until their return. The teacher in charge will communicate with the Principal in regard to the anticipated return time.
- It is compulsory that school camp programs show evidence of the inclusion of Prayer or Liturgical experiences.

- Prior to camps that involve aquatic activities, teachers will assess the swimming ability of each student. A detailed record on competency levels to be completed and issued to adults attending the camp.
- At least one teacher/assisting adult/instructor supervisor attending the camp will hold a current First Aid Certificate.

## Student Participation

- Students will not be excluded from camps due to financial hardship. Parents experiencing financial difficulty, who wish for their child/ren to attend, 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.
- Students who do not attend camp are required to attend school. For students remaining at school, appropriate instruction will be provided. Where possible, the instruction received at school will have a correlation to the camp activities.
- Parents will be notified if their child is in danger of losing their invitation to participate in a camp experience due to unsatisfactory behaviour at school. If the unsatisfactory behaviour continues, the child may then be excluded from camp. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and parents.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The teacher in charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- Students should not be denied attendance to any excursion or camp because of disability or medical condition. Parents will be consulted about reasonable adjustments that may be implemented by the school to enable the student to safely attend the excursion or camp.