



## Camp Policy

### Rationale

The Fairfield Primary School camping program provides students with rich learning experiences that develop personal and social qualities including cooperation, respect for others, resourcefulness, independence, resilience and leadership.

Camps may have a curriculum, wellbeing or outdoor education emphasis and are an important aspect of the educational programs offered at Fairfield Primary School.

### Aim

To ensure that camping activities are high quality, appropriately organised, and maintain the school's high standards of safety and care for all participants.

### Definitions

A camp is defined as any activity or excursion involving at least one night's accommodation.

### Implementation

#### PLANNING

- When planning a camp, the school will communicate the purpose of the camp.
- School Council is to approve all camps.
- The Regional Director (of the Department of Education and Training) is required to approve any interstate camps.
- FPS will obtain written consent from parents/carers for their child to attend a camp.
- A designated teacher will be in charge of the camp who, in conjunction with all staff attending, must undertake a detailed analysis of all risks associated with each activity.
- The school will ensure a minimum adult to student ratio of 1:10 attending a camp.
- Staff members will comprise at least half of the attending staff, where practicable.
- Camps will include a staff member/adult helper of each gender.
- Children will not be denied attendance at any camp because of disability or medical condition. The school will take reasonable steps to support the inclusion of all children.
- Parents/carers of children involved in camps may be invited to assist in their delivery, in accordance with the Department of Education and Training (DET) staffing and supervision guidelines.
- The special needs of particular children will be taken into account when considering parent/carer involvement.
- Instruction will be provided for children remaining at the school during the absence of staff accompanying the excursion.
- Parents/carers included in the supervision ratio, or assigned supervision roles by staff, must have a [Working with Children Check](#).



## MEDICAL

- All parents of children attending camps will sign a medical form providing medical details and giving teachers permission to contact a doctor or ambulance should an instance arise where the child requires treatment.
- Copies of the signed medical form will be taken on camp and the original kept at school.
- A staff member who is *Level Two First Aid* qualified will attend camp.

## FINANCE

- School camps are a not-for-profit activity.
- The cost of the camp is the responsibility of parents. Parents experiencing financial difficulty should discuss the situation with the Principal. The Principal, on a case-by-case basis, will make decisions relating to alternative payment arrangements.
- Any costs associated with a student returning from camp early due to illness or serious misbehaviour are the responsibility of the parent.
- When a child cannot attend in circumstances where the payment has already been made, or committed to a third party, the school will request a refund from the provider on the family's behalf. When no refund is available to the school, the school cannot refund the family. We will make this clear to parents at the time of payment.

## EMERGENCIES

- Parents/carers will be advised of telephone numbers to contact a designated school representative (both during and outside of school hours) in the event of an emergency.
- The school may decide to cancel camp at short notice on days of extreme fire danger, or total fire ban.

## SCHOOL SPECIFIC PROCEDURES

### Risk Management

- The conduct of camps will comply with the DET [Emergency and Risk Management](#) guidelines.
- Staff must have a mobile phone and first-aid kit appropriate for the location and activities.
- A senior staff member will be at school whilst the children are returning from any out-of-school-hours excursion.
- All buses hired to transport children must be equipped with seat belts.
- Prior to camp, the participation of children with additional needs or behaviour management plans will be discussed with parents/carers and the appropriate teachers.
- The teacher-in-charge must ensure that the anaphylaxis policy followed. Please refer to the [Anaphylaxis Management Policy](#).



## SCHOOL SPECIFIC PROCEDURES (Continued)

### Involvement of Parents/Carers

- Parents/carers of children involved in camps may be invited to assist in their delivery, in accordance with the DET [Staffing and Supervision](#) guidelines.
- The special needs of particular children will be taken into account when considering parent/carer involvement.
- Parents/carers included in the supervision ratio or given supervision roles by staff must have a [Working with Children Check](#).

### Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle in February 2023.

This policy was ratified by School Council in February 2020