



Robe Primary School

Camp and Excursion Policy

Respect – Courage – Integrity

At Robe Primary School, we believe that school camps and excursions offer a unique opportunity for learning in the world in which we live in. The school's camp and excursion policy enables students to further their learning and social development in a non-school setting.

School camps also offer the opportunity for students to interact with their teachers and peers in a setting vastly different from the classroom. Additionally, students will build self-esteem and confidence and further develop their social skills.

The aim of school camps is to:

- Enrich the curriculum through practical experience
- To reinforce and extend classroom learning
- Foster relationships
- Provide opportunities for social skills development
- Support students in gaining responsibility, leadership and independent living skills
- Provide a range of experiences in a variety of different geographical areas

Camps at Robe Primary School:

- Should be designed to meet Australian Curriculum outcomes
- Should be cost effective, with the aim of every child being able to attend
- Should consider the availability of suitable camp venues, buses and available activities
- Should have Principal approval and willing teacher participation
- Should have adequate parent attendance, who have a current working with children check.
- Should consider the dynamics of a particular year level or group of children as to whether a camp would be suitable and safe

Staff Responsibilities:

- Ensure that the camp is educationally relevant
- Complete an **ED169 Application to Conduct an Excursion** and follow DfE guidelines, information needed:
 1. The educational aims and objectives
 2. The names of all adults attending and their expertise and experience
 3. Travel arrangements and cost
 4. Venue details and an itinerary of events
 5. Procedures followed in the case of an emergency
 6. Details of the number of students attending
 7. The supervising teacher will be identified
- Organise, distribute and collect back all relevant consent and medical forms:
 1. **ED170 Consent form for an Excursion Camp**
 2. Robe Primary School **Medical Consent Form for Excursions & Camps**
 3. Transport for students in **Privately Owned Vehicles** if applicable
 4. Transport of students by **Parents, Teachers or Volunteers** if applicable
- Complete a risk assessment and complete an **Excursion Risk Management Plan**
- Run a safe, educational and enjoyable camp providing 'Duty of Care' at all times
- Support parents and students in fundraising for the camp
- Follow the First Aid Policy in the event of a student becoming injured or unwell



Note: The **ED169 Application to Conduct an Excursion** must be completed and provided to the Principal at least 4 weeks prior to camp. All relevant consent forms and payments must be completed 1 week prior to camp.

Parent Responsibilities:

- Prompt return of all consent and medical forms
- Ensure that deposits and fees are paid on time
- Negotiate with the relevant teacher or principal if the cost of the camp will cause a burden
- Get a working with children check if attending the camp
- Provide and label all necessary and required equipment/ clothing for the camp.
- Follow the *Complaints management in schools procedure* if you have any issues before, during or after the camp
- Collect their child from camp if he/she exhibits unacceptable unsafe behaviour, or becomes ill. (The teacher in charge or the Principal will make this decision).
- Help organise and support fundraising ventures to subsidise camp fees
- Enforce their child to attend school (unless there is a closure) if not attending the camp

Student Responsibilities:

- Be actively involved in the learning activities
- Demonstrate a safe, caring and positive attitude towards themselves and others
- Demonstrate responsibility for their own behaviour
- Approach a teacher in the first instance if there is a problem
- Attend school (unless there is a closure) if not attending the camp
- Represent Robe Primary School in the best way possible, adhering to our school values of Respect, Courage and Integrity.
- Participate in fundraising efforts to support the camps

Guidelines for Adult Supervisors on Camp:

Ratios need to be checked according to DfE's **Camps and Excursions Procedure**.

Generally, the minimum requirement is as follows:

Reception to Year 2 **1 adult: 6 students**

Years 3 to 6 **1 adult: 10 students**

- The bus driver is not counted as one of the supervising adults
- Parents attending camp will not necessarily have their own child placed in their group for travelling, activities or sleeping
- Adults, including teachers, may not bring or consume alcohol at any time
- Adults who wish to smoke may only do so off site and well away from view of students

When selecting parents to attend camps and excursions, preference will be given to parents whose child has specific medical conditions or needs, have not attended a camp before, or have been specifically asked to attend camp.

Guidelines for the Location of Camps:

Even Years

Reception	Local area	Local Area
Year 1	Local area	Local Area
Year 2	1 or 2 nights	SE Local area
Year 3	1 or 2 nights	SE Local area
Year 4	1 to 2 nights	Adelaide
Year 5	2 to 3 nights	Adelaide
Year 6	2 to 3 nights	Adelaide

Odd Years

Whole School camp**

Aquatics & Leadership camp may also be offered to Year 6 students every year

****Note:** A Whole School Camp may be held in odd years. Year 6 may be offered both camps. Possible locations: Sovereign Hill, Halls Gap and Portland area.