

## CAMPS AND TOURS POLICY

### **POLICY:**

Mooroolbark College camps and tours program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school.

### **GUIDELINES:**

- To provide all students with the opportunity to participate in a sequential camps and tours program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- A student who has not paid College charges may not be eligible to attend College camps.

### **IMPLEMENTATION:**

**All Camps and Tours must be approved by School Council prior to the Camp/Tour being advertised to the Community and/or student sign up.**

- A camp is defined as any activity involving at least one night's accommodation, including sleepovers at school.
- The program will be developed for students at all levels of the school.
- School Council will ensure that all school camps are maintained at a reasonable cost, and comply with all Department of Education and Early Childhood Development requirements.
- The December edition of the school newsletter will provide parents with approximate dates and costs associated with the following year's camps. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Where camp numbers are restricted, all students who have paid a deposit by the due date will be eligible for selection to attend the camp. Where the number of students exceeds places available, preference will be given to students who have paid their essential charges and the remaining places allocated via a ballot system. If more students have paid their essential charges than places available, a ballot system will be used to select students from that group.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their students to attend camp, 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.
- All families will be given sufficient time to make payments for individual camps. All camps will have a due date for deposits clearly.
- Communicated to parents. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised at least a week before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required alternative payment for a previous camp will be unable to participate in the camps and tours program until the outstanding payment is finalised.
- Camp organisers will include costing that will cover the cost of replacing teachers (CRT) who are involved in camps.
- School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.

- School Council is responsible for approval of all overnight excursion, camps, interstate and overseas visits excursions requiring sea or air travel: excursions involving weekends or vacations: and adventure activities.

Prior to the commencement of any detailed planning relating to a newly proposed school camp, the organising teacher and other key members must meet formally with the Principal or Principal's nominee, to present the principal with a [planning summary](#), to discuss the proposed camp, and to seek 'in principle' support for the event.

- If approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This must include a site visit and [risk assessment must be completed for new camps](#).
- The school only uses **residential** campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)' for overnight camps.
- Prior to seeking School Council approval for the camp, organising staff are required to meet again with the Principal or Principal's nominee and present him/her with all documentation, including the completed School Council approval proforma and all attachments, ensuring that time permits for the matter to be placed on a School Council agenda and, if approved, that the online Notification of School Activity form will then be submitted by the Assistant Principal three weeks prior to the activity with full staffing completed.

When presenting information to School Council, organising staff must be aware that Council will consider the following:-

1. What is the purpose of the camp and its connection to student learning?
  2. Number of students able to be accommodated on the camp.
  3. Do staff members attending have the competence to provide the necessary supervision of students throughout the camp?
  4. Is an appropriately trained member of staff able to provide first aid?
  5. Have staff members who are not registered teachers completed a Working with Children's Check?
  6. Is the location of staff and students throughout the camp including during travel known?
  7. Is a record of telephone contacts for supervising staff accompanying the camp available?
  8. Is the Emergency response plan proforma completed?
  9. Is the risk analysis completed?
  10. Is a record of the names and family contacts for all students and staff available?
  11. Are copies of the [parental consent](#) and [confidential medical advice forms](#) for those students on the camp available?
  12. Complete Excursion Approval Notification form.
  13. Has a copy of the completed School Council [approval proforma](#) (including all attachments) been submitted and approved?
  14. Will the online Notification of School Activity form be submitted three weeks prior to the excursion?
- Adventure activities are those that involve greater than normal risk such as base camps and tours, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sail boarding, and similar activities. School Councillors may not have detailed knowledge of adventure activities. In such instances organising staff should consult the adventure activities website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements.
  - School Council requires that students only travel on buses fitted with seatbelts.
  - Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Mooroolbark College's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. In the event of a Code Red Day being announced, excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.
  - School Council requires that a report should be written by the teacher in charge of the camp or tour and be tabled after each school camp, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
  - Classroom teachers will be given the first option to attend camps.
  - The school will provide a mobile phone for all camps.
  - A senior staff member will be in attendance at school whilst the students are returning from camp. The Teacher in Charge will communicate with this person in regards the anticipated return time.

- If there is insufficient teaching staff, ES staff should be approached for their interest.
- Parents or volunteers with appropriate experience or qualifications will be invited to assist in the supervision of school camps. When deciding which parents will attend, the camps committee will take into account:
  1. Any valuable skills they have to offer e.g. bus licence, first aid, and water qualification.
  2. The need to include both male and female parents.
  3. The special needs of particular students.
- Parents/volunteers selected to assist with the camps program will be required to undertake a Working with Children's Students Check (Volunteer). The school will pay for any associated costs.
- Parent/volunteers may be required to pay the accommodation and meals cost of the camp. However, if the camp cannot run without parents/volunteers attending, then the parent/volunteers will incur no costs.
- Mooroolbark College is a family friendly workplace. If staff require family members to attend the camp then they will be required to pay the full cost of the camp.
- **Student eligibility:**
  1. Only students who have displayed sensible, reliable behaviour at school will be invited to participate in the camps and tours program. If a student receives a suspension or seriously misbehaves between now and the camp, then their place on the camp will be reviewed, with the likelihood that they will be removed.
  2. A student who has not paid College charges may not be eligible to attend college camps.
  3. Priority placement on camps will be given to students who have paid the current College charges or have committed to paying and are up to date with their instalment plans.
  4. Any student with outstanding Camp payments from previous camps will be ineligible to apply, until those costs have been paid.
- Position on the camp is confirmed by a letter of acceptance outlining the payment schedule, and the full deposit.
- All students will complete a behaviour contract prior to attending any camp or tour.
- 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.
- Parents are encouraged to have ambulance cover.
- The primary references that must be consulted when considering all camps is the Safety Guidelines for Outdoor Education Activities website:

<http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm> as well as the [Vic Govt Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management](#).

### **EVALUATION:**

Policy Reviewed – November 2021

Next Review Date – 2025

# MOOROOLBARK COLLEGE

## Excursion Leader checklist

Excursion/Camp Name: \_\_\_\_\_

Excursion/Camp Date: \_\_\_\_\_ Leader: \_\_\_\_\_

**ALL CAMPS AND TOURS MUST BE APPROVED BY SCHOOL COUNCIL PRIOR TO THE CAMP/TOUR BEING ADVERTISED TO THE COMMUNITY AND/OR STUDENT SIGN UP**

### Planning

- Create an event on Compass and submit the paperwork to the camps coordinator
- Determine the most appropriate staff for the excursion/camp. Staffing profile: local excursions, one staff. Other excursions, two staff minimum. Overnight, one staff member per 10 students, one to twenty students, two staff members.
- Distribute the staff responsibilities sheet to the camp staff
- See Nicole Kingsbury for costing for CRT – average three periods per person - \$70 per period
- Decide on cost per student for the excursion including CRT costs, Travel Insurance for all interstate/international trips
- Approval through Compass by Samantha McIntosh
- Adventure Activities and overnight excursions: Print and complete all necessary DEECD paperwork for approval and forward to Kellie Preyer for school Council.
- Once school council approval is granted, approval will be communicated through Compass
- Enter the complete list of teachers going on excursion into the daily organiser's book
- Jodie Mathieson will print information sheets with [consent forms/medical forms](#) for participants and parents.
- Pre book and/or arrange transport, whenever possible, once Compass approval has been granted.
- All interstate trips must include travel insurance, this can be organised through DEECD.

### Before the Excursion

- Complete a Risk Assessment Plan and ensure that any risks associated with the excursion have been addressed
- Staff have been briefed and given the opportunity to participate in the planning
- Book first aid kit for the excursion
- Ensure all students have paid for the excursion/camp and contact parents of those still owing monies
- Make arrangements with Daily Organiser & Student Admin for students not attending (if applicable)
- Ensure the office has a contact phone number for the entire duration of the excursion.  
(Is a satellite phone required?) This must be entered into the Compass event.
- Ensure the office has an up to date itinerary for the excursion
- Generate an Event handbook from Compass - Take consent/medical forms on excursion/camp
- Ensure you have contingency plans and funds available on the excursions to deal with any emergencies

### During the excursion

- Take the Event Handbook, along with consent/medical forms.
- Mark the excursion roll on Compass (please note, Absence texts are sent by 10.20 am) and contact the office immediately and let them know of any student who has not turned up or any other discrepancy
- Carry out excursion, maintain discipline
- Constantly monitor any risks throughout the excursion
- Be prepared to stop the excursion immediately should there be any threat to the health and safety of members of the group
- Keep notes on the excursion
- If delays or changes occur to the planned excursion, inform the College and enact contingency plan for early return/delays/transport/medical problems

### After the excursion

- Liaise with the Business Manager to tidy up accounts, transport, etc.
- Report any incidents to the Principal Class
- Review the excursions/camp and amend as appropriate for next time

# MOOROOLBARK COLLEGE

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Excursion/Camp Date: \_\_\_\_\_ Leader: \_\_\_\_\_

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### Planning

- Create an event on Compass and submit the paperwork to the camps coordinator
- Determine the most appropriate staff for the excursion/camp. Staffing profile: local excursions, one staff. Other excursions, two staff minimum. Overnight, one staff member per 10 students, one to twenty students, two staff members.
- Distribute the staff responsibilities sheet to the camp staff
- See the Business Manager for costing for CRT – average three periods per person - \$70 per period
- Decide on cost per student for the excursion including CRT costs, Travel Insurance for all interstate/international trips
- Approval through Compass by Assistant Principal – Camps & Tours
- Adventure Activities and overnight excursions: Print and complete all necessary DET paperwork for approval and forward to Human Resources Officer for school Council.
- Once school council approval is granted, approval will be communicated through Compass
- Enter the complete list of teachers going on excursion into the daily organiser's book
- Accounts Receivable Officer will print information sheets with [consent forms/medical forms](#) for participants and parents.
- Pre book and/or arrange transport, whenever possible, once Compass approval has been granted.
- All interstate trips must include travel insurance, this can be organised through DET.

### Before the Excursion

- Complete a Risk Assessment Plan and ensure that any risks associated with the excursion have been addressed
- Staff have been briefed and given the opportunity to participate in the planning
- Book first aid kit for the excursion
- Ensure all students have paid for the excursion/camp and contact parents of those still owing monies
- Make arrangements with Daily Organiser & Student Admin for students not attending (if applicable)
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### **Staff Responsibilities - CAMP Staff:**

- All staff members are required to work as a team to plan and implement the camp program and ensure the health and safety of the entire camp community.
- Staff members are primarily responsible for supervising cabin groups, leading and/or co-leading activity groups, planning and facilitating large group activities, supervising students during both on and off-campus activities, monitoring camper health, safety, behaviour, and well-being.
- Specific expectations may vary from camp to camp, but typically include the following:
  - Participating in pre-camp training and planning sessions
  - Planning, leading, and participating in the full range of camp activities
  - Encouraging a sense of community, respect, and shared responsibility among students
  - Explaining, following, and enforcing all camp rules and policies
  - Instructing students in emergency procedures such as fire drills and cabin evacuation
  - Modelling appropriate camp behaviour to students, including good sportsmanship, good table manners and punctuality. No consumption of alcohol or other recreational drugs
  - Aiding students in assuming responsibility for meal-time hosting, camp clean-up, and personal cleanliness
  - Supporting fellow staff members by being consistent with expectations, showing enthusiasm for activities others are leading, helping prepare and clean up after activities, and offering to step in when others need a break
- Welcoming volunteer Staff and actively including them in camp activities
- Immediately reporting to Program Coordinator any serious and/or ongoing concerns about the health, safety, behaviour, or well-being of students or other staff members
- Immediately reporting to Program Coordinator in the event of missing students, strangers on camp site, fire, or other emergency situations
- Cleaning and maintaining camp property and equipment as assigned by Program Coordinator
- Taking part in a review of camp at the conclusion of any camp/tour