



Procedure Name	Camp Procedure
Related Policies and Legislation	Camp Policy Duty of Care Policy Water-Based Activity Policy Behaviour Policy Behaviour Management Procedure for Parents on School Camp
Policy Category	Education Program Behaviour Management
Relevant Audience	Teachers
Date of Issue / Last Revision	04 June 2010 10 April 2015 – Re-Formatted
Date Set for Review	May 2016
Person/s Responsible for Review	Treetops Administration

Camp Procedure

A. Teachers arranging camps must take into consideration the following when choosing venues and activities:

- The age and ability of the students.
- The degree of supervision required to ensure compliance with the Duty of Care Policy.
- The adult-student ratio for supervision of general activities
 - 8 – 11 years: one (1) adult per ten (10) children**
 - 11 – 18 years: one (1) adult per twelve (12) children**
- That there are gender appropriate supervisors for each activity and for sleeping arrangements.
- That there is constant phone coverage.
- That there is access to emergency medical facilities within close vicinity to the camp site.
- All legal requirements that may need to be met. For example, special requirements for water based activities. (See Water-Based Activity Policy)
- Any disclaimers or indemnity clauses binding on the school from external providers.

B. Before committing to any arrangements for camp:

- Ensure that the Principal has given approval for the suggested camp location and estimated cost per child.
- Ensure that the Principal has given approval for all suggested activities.
- Ensure that the Principal has given approval for all suggested adult supervisors.

C. Once arrangements for the camp have been made teachers must:

- Ensure that a *Camp Booking Form* has been fully completed and given to the office.
- Ensure that the Principal has written confirmation of all activities to be undertaken.
- Ensure that the Principal has seen all paperwork and has given consent for the material to be sent out to parents.
- Obtain written consent from parents for their child/ren to attend. Only students with a signed consent form will be allowed to attend camp. Before parents give permission, they must be made aware of all details of the camp, including:
 - a) An outline of the activities, particularly any hazardous activity or any requiring specialist instruction.
 - b) The identity and number of supervisors and whether any of them will be volunteers/parents (e.g. This may be an issue if the parents are separated and one of the parents has restricted access to the child and is going on camp as a volunteer).
 - c) The itinerary and transport arrangements.
 - d) The name and phone number of the school contact (during school and after hours).
 - e) Full details of time, location, costs.
 - f) A statement that troublesome students will be sent home at parental expense.
- Obtain and fully familiarise themselves with completed Camp Health Forms from all students, parents and staff attending camp. One complete copy to be given to admin and one complete copy taken to camp and kept in a secure yet easily accessible place at all times.

D. Teachers must prepare volunteers in the following way:

- Ensure that volunteers have received a 'Camp Volunteer Letter' and relevant forms such as, *A Working With Children* application form, *Camp Health Form*, *Behaviour Management Procedure for Parents on Camp*, A copy of the *Duty of Care Policy*. These are available from the office.
- Ensure volunteers have completed a Working With Children Clearance.
- Ensure volunteers have completed a Camp Health Form.
- Ensure volunteers are clearly briefed, have read the written information and understand their obligations in relation to:
 - a) Duty of Care
 - b) Expected behaviours
 - c) Behaviour Management Procedure for Parents on Camp.
- Ensure volunteers understand the chain of command.
- Ensure volunteers have any specialised training or qualification they may require.

E. Whilst on camp:

- Teachers and volunteers are responsible for the welfare and safety of all students. Even when working with specialists provided by the camp venue the teacher has the ultimate responsibility.
- Teachers should roster volunteers to ensure that the supervision ratio and appropriate gender requirements are always met.

- Teachers should keep a daily log of events, activities and incidents on the camp for future reference.

Disruptive Behaviour: All disruptive behaviour should be treated as per Treetops Montessori School's Behaviour Management Procedure. In the event that behaviour would warrant suspension if it occurred within the school the appropriate action is to send the child home from the camp at the parents' expense. The procedure should be as follows:

- The teacher in charge should phone the Principal for approval to send the child home.
- The teacher should then ring the parent directly, inform them of the decision and make suitable arrangements.

Medical Emergency and Illness: The teacher should take all practical steps to deal with the situation immediately then phone the parents to arrange the next steps in the care of the student. The teacher should also phone the school to report on the situation.

Emergency Plan: Teachers should make sure that they are aware of the Emergency/Evacuation plan of the camp site and be prepared to implement this should it be required.