

1. Definitions

- 1.1 Adventure Activities - those that involve greater than normal risk, including but not limited to, abseiling, artificial climbing and abseiling walls, bush walking, canoeing/kayaking, cross country skiing, cycling, downhill skiing and snowboarding, horse riding, orienteering, overnight camping, rafting, recreational swimming, rock climbing, challenge ropes courses, sailing, sailboarding, scuba diving, snorkelling, surfing, water skiing and windsurfing.
- 1.2 Camp – Any supervised activity that requires students to stay overnight from home.
- 1.3 Child Safe – As defined in our Child Safe Policy
- 1.4 Coordinator – The teacher who is in charge for organising and running the camp.
- 1.5 DET – Department of Education and Training
- 1.6 IB-PYP – International Baccalaureate Primary Years Program

2. Purpose

- 2.1 To provide students with the opportunity to:
 - 2.1.1 experience a sense of achievement through participating in a variety of challenging and/or adventure based activities;
 - 2.1.2 develop social and physical skills, as well as, building confidence, independence, self-esteem and teamwork;
 - 2.1.3 demonstrate the IB-PYP Learner Profiles and Attitudes;
 - 2.1.4 cope with an environment and activities differing from that of home and school; and
 - 2.1.5 build skills and knowledge that may lead to lifelong involvement in worthwhile leisure pursuits.

3. Scope

- 3.1 This policy is for students, parents/guardians and staff members.

4. Policy

4.1 **Follow Planning and Approval Process by:**

- 4.1.1 appointing a Camp Coordinator at the start of a school year to organise, attend and oversee all camps;
- 4.1.2 organising camps in line with DET Planning and Approval requirements which include formally presenting the proposed camp outline to the Principal and seeking approval from School Council;
- 4.1.3 familiarising the camp coordinator with *The Safety Guidelines for Education Outdoors*; and
- 4.1.4 offering camps to students in Grade 3-6.

4.2 **Follow Payment Protocols by:**

- 4.2.1 ensuring parents/guardians have sufficient time to make payments for individual camps. Those who have not paid the deposit by the due date, who do not make

full payment by the due date, or who have not made alternative arrangements with the Principal, may not be eligible to attend;

4.2.2 ensuring students are not excluded from camp solely for financial hardship purposes. Parents/guardians who are experiencing financial difficulty will be invited to discuss their individual situation with the Principal. Decisions relating to payment arrangement will be decided on a case-by-case basis; and

4.2.3 notifying families who still owe money for a prior camp they will not be able to participate in the upcoming camp program until the outstanding payment is finalised.

4.3 Prior to and whilst on camp parents/guardians will:

4.3.1 be required to complete a food allergy form. These forms do contain a section which asks for information regarding religious followings in relation to food. This information is shared with the camp prior to departure so the student's individual dietary requirements can be catered for. Please note: this does not include food which is 'not liked' by a student.

4.3.2 supply all items on the student packing list to ensure students have enough supplies for camp;

4.3.3 supply Sunscreen for self-administration and appropriate Sun Smart attire including a wide brimmed hat;

4.3.4 will be required to collect their child/ren from camp if their child exhibits behaviour that is considered unsafe or if the child/ren becomes unwell; and

4.3.5 ensure students who are not attending camp attend school so their learning can continue under the supervision of another teacher.

4.4 Medication on camp - Parent/Guardians will:

4.4.1 complete a medical form prior to camp;

4.4.2 be required to complete an extra medical form two weeks prior to camp for those students who suffer from asthma;

4.4.3 be required to sign over all medication to the allocated First Aid officer on the morning of the camp departure;

4.4.4 provide an extra EpiPen and asthma puffer and spacer for students who suffer anaphylaxis or asthma;

4.4.5 sign out medication upon the completion of camp.

4.5 Medication on camp – Staff will:

4.5.1 allocate a First Aid trained staff member to oversee all First Aid requirements on camp;

4.5.2 record all medication given whilst on camp;

4.5.3 carry an extra EpiPen and/or asthma puffer and spacer for students;

4.5.4 ensure students who suffer from anaphylaxis and asthma carry their EpiPen and /or puffer and spacer on them at all times; and

4.5.5 in the event of an emergency, accident or serious injury on camp, call 000, before making contact with the Principal who will advise DET Emergency Management. The camp coordinator will organise for parents to be contacted. In consultation with the Principal, the camp coordinator will follow DET procedures in relation to reporting serious injury.

4.6 Follow Staffing and Supervision guidelines by:

4.6.1 adhering to DET staff to student ratios (1:10) on all camps;

4.6.2 including at least one staff member of each gender when available; and

4.6.3 adhering to Child Safe standards at all times.

4.7 Following on from camp the Camp coordinator will:

4.7.1 rebook 12 months in advance to ensure camp placement is secured year to year;

4.7.2 seek out alternative camps as required; and

4.7.3 provide feedback to School Council regarding each camp.

5. Further Information and Resources

5.1 Child Safe Policy

5.2 Refund policy

5.3 Supervision Duty of Care Policy

5.4 Adventure Activities:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/adventure.aspx>

6. Evaluation

6.1 This policy will be reviewed every third year as part of the school's regular policy review cycle.