

BASIC BELIEFS

Camps are seen as an integral part of the school curriculum at Baxter P.S. as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. The structure and nature of our camps complement the the following AusVELS domains, standards and dimensions.

+ Interpersonal Development Domain

- Standards in the Interpersonal Development domain are organised in two dimensions:
 - ❖ Building social relationships
 - ❖ Working in teams.

Building social relationships

Learning in the Building social relationships dimension supports students to initiate, maintain and manage positive social relationships with a diverse range of people in a range of contexts. Students learn about and practise the social conventions which underpin relationships and learn how to act in socially responsible ways. Strategies for understanding, managing and resolving conflict are also an important focus.

Working in teams

In the Working in teams dimension students develop the knowledge, skills and behaviours to cooperate with others to contribute to the achievement of group goals. The focus is not only task achievement, but also on contributing to, and reflecting on, the learning which occurs through being part of a team.

+ The Humanities - Geography Domain

- Standards in the Geography domain are organised in two dimensions. However, the main one that applies is:
 - ❖ Geographical knowledge and understanding

Geographical knowledge and understanding

The Geographical knowledge and understanding dimension covers the patterns and interactions of physical and human phenomena on the surface of the Earth and the processes that created them. It focuses on spatial concepts: location, distance, distribution, location, movement, region, scale, spatial change over time, spatial association, spatial interaction and scale. These concepts underpin the kinds of questions geographers ask and help students to organise the vast amount of information and ideas that geography uses to understand the regularities, intricacies and uncertainties of occurrences on the Earth's surface.

This provides students with a well-researched, informed spatial perspective to apply to local and global issues, including sustainable use and management of the world's resources.

+ History Domain

- Standards in the History domain are organised in two dimensions. However, the most applicable one is:
 - ❖ Historical knowledge and understanding

Historical knowledge and understanding

The Historical knowledge and understanding dimension focuses on particular concepts and contexts of history. Students learn the concept of time: chronology and sequencing; change and continuity; past, present and future in a range of historical contexts. Through studying the past they learn about change and its impact on people's lives and the significance of continuity - how aspects of past societies have been preserved. They learn about cause and effect, the relationship between events and people's actions and intentions. They learn about identity, personal, cultural, and national and the contributions of people past and present to that identity. They learn about evidence and the range of sources of information about the past.

Students gain a balanced coverage of historical content, including knowledge about Australian history, to provide a sense of chronology and to help them understand their present and shape their future.

AIMS

- ✚ To provide students with the opportunity to participate in a camping program that is linked to social and educational outcomes for students.
- ✚ To provide shared class and year level experiences, team building 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.
- ✚ To further develop their problem solving and life survival skills
- ✚ To extend understanding of their physical environment

GUIDELINES FOR ACTION

- ✚ All camps must be approved by the Principal and School Council.
- ✚ The principal or their nominee will ensure that full records are submitted to council (**refer to Appendix B**) regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved.
- ✚ The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- ✚ The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- ✚ The School office will complete the “Notification of School Activity” online at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp 4 weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- ✚ All approved camps will then be presented to School Council for their approval.

ACCESS TO CAMP

- ✚ All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the Business Manager and other staff as appropriate, on an individual basis.
- ✚ All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalization dates.
- ✚ All families will be given sufficient time to make payments for camps. **All parental consent and medical forms must be completed, signed and returned and all money must be paid one week prior to leaving.** Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- ✚ Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal and Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the camp.

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- ✚ Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

ORGANISATION

- ✚ All food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- ✚ Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- ✚ The Teacher in Charge must provide the General Office with a final student list.
- ✚ The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- ✚ Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organizing teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc.), gender balance and special needs of particular students. **Parents in attendance require a Working with Children (WWC) Card.**
- ✚ For high risk Outdoor Education activities the staff member organizing must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- ✚ The teacher in charge will ensure that student medical forms are available at the site and that all camp staff are aware of special medical issues or medication requirements of any student.
- ✚ One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

SITE SAFETY

- ✚ All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the School, and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.
- ✚ The Teacher in Charge will ensure that all Pupil/Teacher Ratios are met. **Refer to Appendix A**
- ✚ A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- ✚ The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- ✚ The teacher in charge will communicate the anticipated return time with the School office. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Pro-forma for school approval for all camps
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

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APPENDIX A

PUPIL / TEACHER RATIOS

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Bass Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced Riding School: 1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore 1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

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APPENDIX B

PRO-FORMA FOR SCHOOL APPROVAL FOR ALL CAMPS

- *This form must be completed and handed to the Principal five days before School Council. If possible Council approval is required TWO normal meetings before the camp date. It is suggested that a Teacher-in-charge attend the Council meeting if possible.*

The processes outlined below provide adequate and appropriate supervision of students in the school yard so that the school fulfils its duty care to its students in terms of on-site supervision.

1. CAMP LOCATION / PHONE

Name of Camp: _____

Name of nearest town: _____

Address of Camp: _____

Postcode: _____

Telephone of Camp: () _____

Emergency Services Phone Number and Locations:

Police - Phone: () _____ at _____

Fire - Phone: () _____ at _____

Doctor - Phone: () _____ at _____

Hospital - Phone: () _____ at _____

Ambulance - Phone: () _____ at _____

Other - Phone: () _____ at _____

Type of Camp Accommodation:

Canvas Bunkhouse Chalet

Motel Hotel Other

If *other*, please give details: _____

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2. DATES / TIMES

Leave School at _____ am/pm on _____ (day/month/year)

Arrive back at School _____ am/pm on _____ (day/month/year)

No. of days of Camp: _____

Is this Camp in: School time only? YES No

Holidays time only? YES No

School time and holidays/weekend time? YES No

Does this camp clash with any major school activities on the School calendar? YES No

If YES, list these activities: _____

3. STAFF INCLUDED

Teacher(s)-in-charge: _____

No. of extra staff required to meet safety ratios:

Male: _____ Female: _____ Totals: _____

Numbers of any teacher aides/parents/student teachers who wish to be included in the staffing (not camp staff). Non-teaching staff require a Working With Children (WWC) Card.

Mr / Mrs / Ms: _____ Position: _____

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It is the responsibility of the teacher-in-charge to ensure that all activities are adequately staffed. School Council will adopt the Guide to staff supervision ratios (Appendix A).

Has the teacher-in-charge checked these ratios? YES No

Can these ratios be met with the above staff requested? YES No

4. STUDENT NUMBERS / AGE

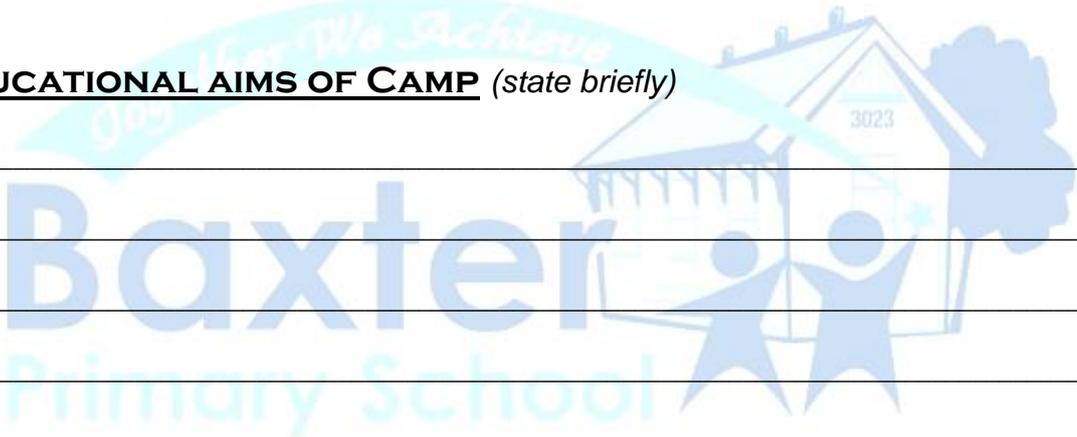
Actual names are NOT required when this approval application goes to School Council. Actual names must be left with the Principal/Assistant Principal two weeks before the camp.

Boys: _____ Girls: _____ Totals: _____

Age range of most students: _____ to _____

Cost of camp (per student): \$ _____

5. EDUCATIONAL AIMS OF CAMP (state briefly)



6. METHOD OF TRAVEL / ROUTE

Travel to the Camp: _____

Travel back to School: _____

Travel while at Camp: _____

Are staff member's cars involved? YES No

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If **YES**, complete the details below:

CAR OWNER	TYPE	REG. NO #	INSURANCE	COMPANY	SIGNATURE
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		
			YES <input type="checkbox"/> No <input type="checkbox"/>		

NOTE: All staff cars must be covered by comprehensive insurance policies.

Are staff member's driving buses? YES No

If the buses require drivers to have endorsed licences, list the staff drivers attending with such qualifications.

NAME OF STAFF	LICENCE NUMBER	EXPIRY DATE

NOTE: If a BUS is hired (self-drive **or** with company driver) staff are requested to ensure the vehicle has seat belts on all seats.

7. ACTIVITIES ON THIS CAMP

A daily plan is not required here, but must be handed to the Principal within 2 weeks of the camp. The teacher-in-charge must ensure that all activities listed below are covered as follows:

- (i) Pupil/Teacher Ratios – **(see Appendix A)**. You may use on-site camp staff in these activities.
- (ii) Special Qualifications – list staff with the required qualifications where appropriate.
- (iii) Student Equipment – students/parents must receive a list of equipment/dress required well before the camp.

ACTIVITY	STAFF RATIO	SPECIAL STAFF ON SITE QUALIFICATIONS	STUDENT EQUIPMENT

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8. CERTIFICATION

As the teacher-in-charge, I certify that the particulars in the application are true and correct. I am aware of the safety precautions published in Department of Education and Early Childhood Development booklets for the activities above.

Signed: _____ Date: _____

9. POST APPROVAL REQUIREMENTS

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

- (i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.
- (ii) Ensure students/parents receive 4 sheets:
 - (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
 - (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
 - (c) Confidential medical report for School camps.
 - (d) List of clothing/bedding/safety gear required.
- (iii) Provide a list of students, staff and a daily program to the Principal.
- (iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).
- (v) The first aid kit must be taken on all camps.
- (vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.
- (vii) The Principal must be informed of any change of planned activities/itinerary.

APPENDIX C

GUIDELINES FOR TEACHERS PLANNING A CAMP

1. INTRODUCTION

Camps need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

School Council is responsible for the approval of:

- + overnight excursions
- + camps

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- + the contribution of the activity to the School curriculum
- + the adequacy of planning, preparation and organisation
- + the provisions of the safety and welfare of students and staff
- + the experience and competence of staff relative to the activities being undertaken
- + the adequacy of student supervision
- + the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- + to authorise the school to have the student in its care after normal school hours
- + to authorise the school to take the student out of the school environment
- + to alert the school to any medical condition or allergies of the student
- + to authorise the school to consent to emergency treatment for the student
- + for the parent to consent to any financial cost of the excursion
- + for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

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Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times.
Students can be sent home if their behaviour warrants a severe consequence.

2. PLANNING

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- + a clear aim
- + costing – transport, admission, etc. (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- + the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- + staffing needs
- + pre-visit if venue is new/unknown
- + consideration of children whose parents may not be able to meet costs
- + excursion approval forms to be completed and handed in prior to the activity
- + arrangements for covering camp staff classes while they are away from school

3. PREPARATION

Preparation for any activity should include:

- + quotes for transport
- + booking of transport
- + confirmation time for departure and return
- + informing specialist teachers, parent helpers, area coordinator
- + informing parents attending activity on discipline procedures
- + preliminary classroom activities
- + collection of monies
- + arrangement for school cheque
- + medical information, precautions and First Aid kit

APPENDIX D

NOTIFICATION OF SCHOOL ACTIVITY (CAMPS)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous



APPENDIX E

CAMPS RISK MANAGEMENT ASSESSMENT FORM

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> • Bushfires • Severe storms and flooding • Earthquake • School Bus Accident/Vehicle Incident 	<ul style="list-style-type: none"> • Missing Student • Medical Emergencies • Incidents • Aggressive student behaviour 	<ul style="list-style-type: none"> • Intruders • Internal fires and smoke • Snakes and other wildlife • Other relevant to camp area
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Likelihood	Very High				
	High				
	Moderate				
	Low				
		Low	Moderate	High	Very High
Impact					

Environmental Emergency	Event	Risk Management Strategies
Very high or high likelihood / very high or high impact		
Very high, High and moderate likelihood / Very high, high or moderate impact		
Very high, High, Moderate or Low likelihood / High and Very High Impact		

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Swimming ability

Please tick the distance you can swim comfortably.

- Cannot swim (0m) Weak swimmer (<50m) Fair swimmer (50-100m)
 Competent swimmer (100-200m) Strong (200m+)

Allergies

Please tick if you are allergic to any of the following:

Penicillin Other Drugs: _____

Foods: _____

Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Are you taking any medicine(s)? Yes No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All list of medication must be given to the teacher-in-charge.

Medical consent

Where the teacher-in-charge of the excursion is unable to speak with me, or it is otherwise impracticable to contact my emergency contact person, I authorise the teacher-in-charge to:

- Consent to me receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature: _____

Date: _____

The Department of Education requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

NOTE: If you have further questions, contact the school before the program starts.

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APPENDIX G

CONFIDENTIAL MEDICAL INFORMATION FOR STUDENTS

The school will use this information if you are involved in a medical emergency. All information is held in confidence. This medical form must be current at the time of the camp being run.

Parents are responsible for all medical costs of injuries on a school approved excursion unless the Department of Education is found liable (liability is not automatic). Parents can purchase Student Accident Insurance cover from a commercial insurer if they wish to.

Camp name:
Date(s):

Student's full name:

Student's address:

Postcode:

Date of birth: Year level:

Name of person to contact in an emergency (it different from the parent/guardian):

Emergency telephone numbers: *A.H.* *B.H.*

Name of family doctor: _____

Address of family doctor: _____

Medicare number:

Medical/hospital insurance fund: Member number:

Ambulance subscriber? Yes No If yes, ambulance number:

Is this the first time your child has been away from home? Yes No

Please tick if you suffer any of the following:

- | | | | |
|---|---------------------------------------|--|---|
| <input type="checkbox"/> Asthma (if ticked complete Asthma Management Plan) | <input type="checkbox"/> Bed wetting | | |
| <input type="checkbox"/> Blackouts | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Dizzy spells | <input type="checkbox"/> Heart condition |
| <input type="checkbox"/> Migraine | <input type="checkbox"/> Sleepwalking | <input type="checkbox"/> Travel sickness | <input type="checkbox"/> Fits of any type |
| <input type="checkbox"/> Other: _____ | | | |

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Swimming ability

Please tick the distance you can swim comfortably.

- Cannot swim (0m) Weak swimmer (<50m) Fair swimmer (50-100m)
 Competent swimmer (100-200m) Strong (200m+)

Allergies

Please tick if you are allergic to any of the following:

Penicillin Other Drugs: _____

Foods: _____

Other allergies: _____

What special care is recommended for these allergies? _____

Year of last tetanus immunisation: _____

(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication

Is your child taking any medicine(s)? Yes No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

Medical consent

Where the teacher-in-charge of the camp is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above): _____

Date: _____

The Department of Education requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

NOTE: If you have further questions, contact the school before the program starts.

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APPENDIX H

PARENT EXCURSION CONSENT



“Parent Copy” Please retain for your records

Title of excursion:	Senior School Camp ~
Date of excursion:	
Classes/Year level involved:	
Cost of excursion:	
Last day for payment:	

Excursion Itinerary:

Educational Purpose of the excursion:

The structure and nature of the camp complements the Interpersonal Development Domain (Building social relationships and Working in teams), the Humanities - Geography Domain (Geographical Knowledge and Understanding) and the History Domain (Historical Knowledge and Understanding) as specifies in the Victorian Essential Learning Standards (AusVELS)

Staff participating in the excursion:

Departure details:

Return details:

Transport arrangements:

Transport to and from the camp will be by a seat belted coach supplied by Driver Coastal.

Dress requirements:

Parent helpers:

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OFFICE COPY – PLEASE RETURN TO SCHOOL

Title of excursion:	Senior School Camp ~
Date of excursion:	
Classes/Year level involved:	
Cost of excursion:	
Last day for payment:	

Parent consent:

I have read all of the above information provided by the school in relation to the camp, including any attached material.

I give permission for my son/daughter

First name: _____ Family name: _____

Class: _____ **to attend the camp.**

Parent/guardian:

(Full name)

(Signature)

(Date)

In case of emergency I can be contacted on:

_____ or _____

Parent helper:

Please indicate if you are able to be a parent helper on this camp

Yes, I can be a parent helper

No, I cannot be a parent helper

The teacher will contact you to confirm your involvement if you indicate that you are available to assist on the camp.

Medical alert:

Please indicate by ticking the box below if your child has a medical condition that staff will need to know about to ensure your child's safety on the camp:

My child **does not have** a medical condition that staff should be aware of

OR

My child **does have** a medical condition staff should be aware of.

If you indicated your child does have a medical condition staff should be aware of please complete the appropriate box below:

The school has an up-to-date Medical Condition Form on file at the school that provides the necessary information about my child's medical condition.

The school **does not have** an up-to-date Medical Condition Form.

(If you tick this box a Medical Condition Form will be sent to you which must be completed and returned to the school before your child is allowed to participate in this excursion).

Medication alert:

Please indicate by ticking the box below if your child requires medication to be administered whilst on camp.

No, my child will not require medication to be administered whilst on camp.

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OR

Yes, my child will require medication to be administered whilst on camp.
If you indicated your child does require medication to be administered whilst on the camp please complete the appropriate box below.

The school has an up-to-date Medication Permission Form on file at the school that authorises the school to administer medication.

The school does not have an up-to-date Medication Permission Form.
(If you tick this box a Medication Permission Form will be sent to you which must be completed before your child is allowed to participate in this camp. And, if you indicated your child does require medication to be administered whilst on the camp, please complete the details below.)

The medication should be taken from the supply held by the school for my child.

I will send the medication to the school on the day of the camp. The medication will be clearly labelled with my child's name, class, class teacher's name, dosage required and time dosage is required.

Student behaviour:

I understand that in the event of my son/daughter's misbehaviour or behaviour that poses a danger to himself/herself or others during the camp, he/she could be sent home from camp and excluded from future camps.

Photograph consent:

I agree to my child being photographed and/or visual images of my child being taken during the camp by the school in accordance with the "Publication of Student Photos and Work" agreement that I signed upon enrolment.

Consent for emergency transport:

I understand that the teacher in charge of the camp is legally responsible for implementation of the emergency procedures that may include the involvement of others who have more experience in dealing with emergencies. This includes the calling of an ambulance if the teacher in charge deems this necessary. I understand that the cost of any emergency treatment will be my responsibility.

Variable weather conditions:

I understand that it is my responsibility to ensure that my child is suitably attired and prepared for variable weather conditions. This includes the provision of sun protection (i.e. sunscreen, sun protection hat, suitable clothing etc. for warm weather, jacket, rain coat for cool/wet weather.

Student accident insurance:

The Department of Education & Early Childhood Development does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

School Council, Camps & Excursion Policy:

The school council has reaffirmed existing policy that payment for camps, excursions, incursions and special events must be made ONE WEEK PRIOR to the activity. If there are any individual situations which inhibit this process, please phone the office to make special arrangements. We are very understanding and will of course aim to support your children's participation in school activities.

Ratified: 19th September 2017

Review: June 2018