



## Camps and Excursions

<p>Rationale</p>	<p>Camps and excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their 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 Grovedale West Primary School. A camp is defined as any activity that involves at least one night's accommodation.</p>
<p>Aims</p>	<ul style="list-style-type: none"> <li>• To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.</li> <li>• To provide shared class and year level experiences, team building and a sense of group cohesiveness.</li> <li>• To reinforce and extend classroom learning.</li> <li>• To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.</li> <li>• To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgment, cooperation and tolerance.</li> <li>• To further develop their problem solving and life survival skills</li> <li>• To extend understanding of their physical and cultural environment</li> </ul>
<p>Implementation</p>	<p>Grovedale West Primary School offers a camping program that considers the educational outcomes of the camp as well as the impact on the school program for the proposed dates. This program includes:</p> <ul style="list-style-type: none"> <li>• Prep – camps evening at school (not overnight).</li> <li>• Year 1/2 - dinner and games night at school.</li> <li>• Year 3/4 – One or two-night camp or long day excursion</li> <li>• Year 5/6 – several nights at camp or a long day excursion.</li> </ul>
<p>Guidelines for Action</p>	<ul style="list-style-type: none"> <li>• All camps and excursions must be approved by the Principal and School Council.</li> <li>• The school will decide when camps will be held but will provide parents with adequate notice.</li> <li>• Camps for student in years 3 -6 may be offered on a two-year rotational basis to minimize costs to families.</li> <li>• The principal or their nominee will ensure that full records are submitted to council 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. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.</li> </ul>

	<ul style="list-style-type: none"> <li>• Any camp venue must be accredited by DET for use by the school.</li> <li>• Staff wishing to organize a camp or excursion must complete a proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal. 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.</li> <li>• 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 DET guidelines.</li> <li>• The GWPS office will complete the “Notification of School Activity” online at <a href="http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp">www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp</a> 4 weeks prior to the camp departure date, and pass on to the Principal to ensure relevant details are recorded.</li> <li>• All approved camps will then be presented to School Council for their approval.</li> <li>• All aspects of the camp will be outlined to the parents/carers in writing including dates of camp, venue, transport arrangements, costs, itinerary, suggested clothing and equipment list, contact phone numbers and clearly stated payment finalisation dates.</li> <li>• All parent/carer consent, and medical forms (including special dietary requirements) must be completed, signed and returned, and all monies paid prior to camp departure. Copies of completed permission notes and medical forms must be accessible at the camp location by staff at all times.</li> <li>• An alternative education program will be provided for students not attending the camp.</li> <li>• All School Staff participating in the camp are clear about their roles and responsibilities.</li> <li>• One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners).</li> <li>• All camp staff must be fully conversant with procedures as outlined in the school’s Duty of Care, First Aid, Anaphylaxis and Asthma Management Policies</li> <li>• Staff attending the excursion must have access to a mobile phone and first aid kits for emergency situations.</li> <li>• The teacher in charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.</li> <li>• Photographs taken of the students at camp may be posted to the school SEE SAW page or used in other publications in accordance with the Grovedale West Primary School ICT Guidelines and Acceptable Use Agreement.</li> </ul>
Access	Where larger camps are being arranged, expressions of interest will be provided and families will be required to accept their child’s position through an initial deposit. A payment plan will be put in place.

<p>Student Behaviour</p>	<p>The safety, wellbeing and engagement of all involved in camps and excursions is paramount. The following applies where a student does not follow staff requests to display socially acceptable behaviour or the required rules.</p> <p>Only students that have displayed sensible, safe and reliable behaviour at school will be permitted to participate in school camps and excursions. Parents will be notified if their child is in danger of losing the privilege to participate in a camp as a result of poor behaviour at school. The decision to exclude a student will be made by a member of the Principal team, in consultation with the organizing teachers. Both the parent and the student will be informed of this decision prior to the camp.</p> <p>Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others whilst on camp. (eg: refusal to follow teacher instructions, socially unacceptable behaviour, dangerous behaviour, behaviour impacting on the safety or wellbeing of others). The Teacher in Charge, in consultation with the other staff attending and a member of the Principal team, will make this decision. Associated costs incurred will be the responsibility of the parent and <b>refunds cannot be provided</b> for the camp payment</p>
<p>Refunds</p>	<ul style="list-style-type: none"> <li>• Refunds will be dependent upon the payment arrangements. Where an external agency is managing the payments, the school will not be responsible for any refunds.</li> <li>• All details regarding refunds will be placed on camp and excursion information packages where there is a cost, to ensure that families understand the conditions.</li> <li>• Families requiring refunds for swimming lessons will need to have a medical certificate. The only refund that can be provided is the cost of entry to the pool, as the other expenses will have been calculated to employ the swimming teachers and to pay for the buses. A refund will not be given for 'change of mind' after the initial acceptance form has been submitted.</li> </ul>
<p>Camp Payments</p>	<ul style="list-style-type: none"> <li>• 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 Business Manager in consultation with the appropriate staff, on an individual basis.</li> <li>• 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.</li> <li>• All families will be given sufficient time to make payments for camps.</li> <li>• The school is required to pay external organizations for camps/ excursions and any associated requirements. (eg: buses, activities).</li> <li>• Therefore, all payments <b>must be finalized by the listed date</b> in order for the child to attend.</li> </ul>

	<ul style="list-style-type: none"> <li>Late payments cannot be accepted.</li> </ul>
Organsiation	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>The Teacher in Charge must provide the General Office with a final student list.</li> <li>In the case where a camp involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the camp.</li> <li>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.</li> <li>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. first aid, etc), gender balance and special needs of particular students. They must have a Working with Children Check and be inducted by the camp coordinator.</li> <li>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.</li> <li>The teacher in charge will ensure that student medical forms are available at the site (COMPASS) and all camp staff are aware of special medical issues or medication requirements of any student.</li> <li>One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)</li> </ul>
Reporting Incidences	<p>Details of accidents on Camps must be recorded on the injury management system on CASES21.</p> <p>The Principal may also wish to obtain further information, such as statements from witnesses, and retain these on file.</p> <p><b><i>The Security Services Unit</i></b></p> <p>The school will immediately notify the Security Services Unit of any incident that impacts on the safety or wellbeing of staff, students or visitors on:</p> <ul style="list-style-type: none"> <li>Ph: (03) 9603 7999 - 24 hour service.</li> </ul>
Site Safety	<ul style="list-style-type: none"> <li>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.</li> </ul>

	<ul style="list-style-type: none"> <li>• A designated “Teacher in Charge” will coordinate each camp. All camps will have an experienced teacher in attendance where possible.</li> <li>• The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.</li> <li>• The teacher in charge will communicate the anticipated return time with the GWPS office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.</li> </ul>
<p>Emergency response procedures</p>	<p><b>Venomous bite</b></p> <p>As in other first aid situations, prevention is better than cure. Staff should be aware that snakes are more likely to be encountered on warm, sunny days, especially in grassy areas and along creeks.</p> <p>If it seems that snakes might be a problem, students should wear solid shoes, thick socks and (preferably) long trousers. Such clothing is likely to lessen the severity of a snake bite.</p> <p>In the event of a snake bite occurring, the following treatment must be undertaken:</p> <ul style="list-style-type: none"> <li>• Use D-R-A-B-C approach (assess Danger, check for Response from the casualty, check Airway, Breathing, and Circulation) to assess the situation and the injured person.</li> <li>• Seek medical aid urgently.</li> <li>• Calm the bite victim.</li> <li>• Apply a pressure immobilisation bandage over the bitten area and around the limb, using a crepe or conforming bandage about 15 cm wide. If unavailable, use panty hose or similar material.</li> <li>• Apply the bandage firmly enough to compress tissue, but not so firmly as to restrict the flow of blood to the limb below the bandage.</li> <li>• Where the bite is to an arm or leg, bandage from the bite to the fingers or toes, then up to the armpit or groin</li> <li>• Bandage as much of the bitten limb as possible.</li> <li>• Apply a splint to the bandaged limb with a second bandage</li> <li>• Apply a splint to the bandaged limb with a second bandage</li> <li>• Continue to monitor the vital signs using ABC (Airways, breathing, Circulation)</li> </ul> <p>Warning</p> <ul style="list-style-type: none"> <li>• Never wash the venom off the skin as retained venom will assist identification.</li> <li>• Never try to suck the venom out of the wound.</li> <li>• Do not try to catch the snake. However, a description of the snake may assist medical aid.</li> <li>• Speed in applying pressure to the bite and limb is essential. Also, a trace of poison on the pressure pad can assist the laboratory in positive identification of the snake so that the correct antivenin can be given.</li> </ul>

For information about the identification and treatment of unknown bites, as well as up-to-date research into first aid treatment for snake and other venomous bites, see: Australian Venom Research Unit

## **Bushfire**

All camps or excursions in bushfire zones will have a risk assessment.

In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels up -hill than down -hill

Keep calm and reassure the group.

.However, it is virtually impossible to outrun a fire whether it is traveling up -hill or down.

### **In case of an approaching or near-by fire**

- Drink as much as possible and carry water.
- Saturate and cover up with clothing.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible. Upda
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front of the group to lead and in the whip position.
- Conserve as much energy as possible and take rests, if viable.

### **If trapped by fire**

The heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames:

- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil

## **Injury**

### **In the event of a serious injury (or illness) to a student or staff member**

- Provide appropriate first aid assistance for the injured person.
- Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list carried by the leader). Do not delay in

	<p>the hope that the person will recover.</p> <ul style="list-style-type: none"> <li>• Protect and comfort the non-injured students.</li> <li>• Notify the principal or school contact person who should notify the Department's twenty four-hour emergency communication centre, the regional office, and the parents of all students, see: Excursion support - communication</li> <li>• Make sure the entire group is safe and warm.</li> <li>• Keep detailed notes for a comprehensive report of the injury and incident, which must be retained by the school for purposes of legal liability.</li> </ul> <p>All staff will access Staff T drive : POLICIES /Camps and Excursions – Emergency Response Procedures prior to all camps and excursions for further emergency response management guidelines in the following areas: Venomous Bite, Bushfire, Injury, Lightning Strike, Lost, Search, Medical Conditions, Sun Exposure.</p> <p>Further information is accessed on – <a href="https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorreemergency.aspx">https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorreemergency.aspx</a></p> <p>.</p> <p><b>FURTHER DET INFORMATION AND RESOURCES</b> Safety, Security and Emergency Management Victorian State Emergency Services Emergency Management in Australia</p>
Review cycle	This policy was last updated on 8/9/18 and is scheduled for review in September 2021