



# THE LAKES SOUTH MORANG P-9 SCHOOL

## Camps & Excursion Policy

### Rationale:

- The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions, camps and special events complement, and are an important aspect of the educational programs offered at our school.

### Aims:

- To reinforce, enrich and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### Implementation:

- An excursion is defined as any activity beyond the school grounds.
- Parents and guardians sign a 'Walking notice' when students are enrolled. This gives permission for students to be taken on short walking trips while students at MPL.
- All excursions must be approved by Principal or Assistant Principal. School Council must approve all camps. Unit coordinators will monitor the schedule of excursions for the school year, endeavouring to maintain costs at a reasonable and affordable level, and ensuring that excursions comply with all DEECD requirements.
- Each excursion, camp or special event will be coordinated by a designated 'Teacher in Charge'.
- It is the responsibility of teachers to word process, photocopy and distribute their own notices using office paper. It is essential that the Principal has seen these documents before distribution.
- Camp documentation: There are standard layouts available on the CD ROM from the DEECD. As much as possible use these.
- Excursion documentation: copies are available in Staff Manual – Supporting Documents.
- Camps, excursions and special events to be advertised well in advance (preferably in the semester planner). Camps, excursions and special events to be spread as evenly throughout the year as possible to help families budget.
- Prior to any child attending an excursion, parents/guardians must have provided to the school a signed payment envelope or permission form, including "Consent Statement", and must have paid the costs involved.
- Receipts will be issued for excursion amounts totalling over \$5.00.
- Final day for payment of excursions is to be one week prior to the excursion or a date negotiated with the Finance Manager.
- Excursion notices are to be sent home at least two weeks prior to the final day for payment of money – no later. Therefore, parents must be given the notice at least three weeks prior to the excursion.
- Camp notices are to be sent out at least eight weeks in advance.
- Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal or Business Manager on a case-by-case basis.

- All families will be given sufficient time to make payments for excursions. Students whose payments have not been finalised by the stated date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal, or Finance Manager.
- Teachers will be responsible for recording and monitoring the payments made by parents.
- The designated Teacher in Charge of each excursion will ensure that they follow the processes as detailed in the Process folder of the Staff Manual and complete all related all excursion activity forms as detailed in the Supporting Documents folder of the Staff Manual. All arrangements will comply with Department of Employment & Training guidelines.
- For camps the “Notification of School Activity” form will be completed and forwarded to the Department of Employment & Training. The designated Teacher in Charge of each camp will ensure that they follow the processes as detailed in the Process folder of the Staff Manual and complete all related all camp activity forms as detailed in the Supporting Documents folder of the Staff Manual. All arrangements will comply with Department of Employment & Training guidelines.
- The teacher in charge will ensure that there is mobile phone and first-aid backpacks for all excursions. If personal mobile/s is/are used, the office is to notified of phone numbers. If no personal mobile phone is available, book use of school mobile.
- One adult to twenty students (legal requirements)
- A list of students, teachers and helpers attending the excursion, signed payment envelopes or permission forms, including “Consent Statement”, must be left at the Office for the duration of the excursion. A list of students, teachers and helpers attending the excursion must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents of students involved in all excursions may be invited to assist in the delivery of excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
  - Any valuable skills the parents have to offer. eg. bus licence, first aid etc
  - The need to include both gender parents and the special needs of particular students.
- Parents of students involved in camps may be invited to assist in the delivery of the camp. When deciding on which parents will attend, the Teacher in Charge will follow the process as detailed in the Process folder of the Staff Manual and complete all related all forms as detailed in the Supporting Documents folder of the Staff Manual.
- Only children who have displayed behaviour in line with our values at school will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.
- All camps require School Council approval. This approval is sought at a scheduled meeting. Information presented to the School Council will include: -
  1. The educational aims and objectives of the camp.
  2. The names of all adults attending and their expertise and experience.
  3. Travel arrangements and costs.
  4. Venue details and an itinerary of events.
  5. Procedures followed to ensure the safety of the children.
- The above information will be provided to the Principal at least a week before the School Council meeting date.

## **STAFFING FOR CAMPING PROGRAM**

- One adult to ten students (legal requirement) at no charge to the adults.
- All adults to have police check, school to pay for parent volunteers.
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio, however extra volunteers can be taken.
- Minimum of one senior teacher (Leading Teacher, Assistant Principal, Principal) employed by the school, to be the camp coordinator.
- Aim for gender balance.
- Because School Council has to approve school camps and is legally responsible, priority given to one non DE&T school councillor.
- As part of pre-service training, priority given to one trainee teacher to attend.
- Remaining free places given to parents –
  - priority to trained nurse or doctor
  - priority to parents who are known to the school
  - priority to parents who will take on a “de facto” staff role
  - where there are more volunteers than places, after all criteria have been looked at, names will be drawn out of a hat.
- If a parent has decided that their child (who has a serious medical problem) can only go on the camp so long as the parent attends, then the parent is deemed as being out of the adult ratio and would be required to pay their own way. The school will negotiate to get transport and accommodation at a reduced rate.

### ***Considerations***

There are increasing numbers of children at school who have serious medical conditions eg. liver transplant, juvenile diabetes etc.. Increasingly parents of these children are claiming that their child can't attend camp unless the parent attends.

In making staffing decisions the following factors need to be considered:

- Any possible conflict of interest between de facto staff role with focus on all children and parent role with focus on own child.
- More families in this situation than free parent vacancies. Who gets priority?
- Parents in this situation can pay for accommodation/food part of camp, with free transport if there are empty seats on bus or staff car.
- School staff is well briefed and approved to administer medicines etc. as prescribed by parents.
- At least one staff member is First Aid trained.
- Most staff have CPR training.
- Staff are neither trained or expected to administer needles, monitor blood levels.
- We have some parents who have volunteered who we believe because of previous contact would make better de facto staff members.
- Parent volunteers are a wonderful asset on camps and we need the very best volunteers for the safety and care for all children attending. Attendance by parents is not a right; it is by invitation, to fulfil legal rights and to help make our school vision a reality. This needs to be well articulated in the final policy.

### **Evaluation:**

- This policy will be reviewed as part of the school's three year review cycle
- The policy was ratified at School Council April 15<sup>th</sup> 2008