Rationale:
- The school’s camping program enables students to further their learning and social skills development in a non-school setting. Camps are designed to complement the curriculum being taught through Inquiry Units at 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, authentic and powerful learning takes place in the real world.
- To place students out of their comfort zones and to tackle challenges designed to enhance their self-belief, self-worth and relationships.

Implementation:
- It is the responsibility of the year level Student Manager to use the documentation and proforma documents located in the Camps folder on T:drive. All documentation must be on school letterhead and authorized by the Principal.
- Camp documentation: Staff have access to a very detailed process and set of documentation that must be adhered to. This can all be found on the T Drive.
- Camps are to be advertised well in advance (preferably in the semester planner). Camps are to be spread as evenly throughout the year as possible to help families budget.
- Prior to any child attending a camp parents/guardians must have provided to the school a signed payment & permission x 2 (Office copy & Copy to be taken on excursion), including “Consent Statement” and “Medical Forms”, and must have paid the costs involved.
- Receipts will be issued to all families making camp payments.
- Camp notices are to be sent out at least ten weeks in advance.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide teachers responsible for the camp with detailed records on a regular basis.
- Parents experiencing financial difficulty, who wish for their children to attend a camp, 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 camps and are able to access CSEF money if the student has access to these funds. 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 Business Manager.
- The Business Manager will be responsible for recording and monitoring the payments made by parents.
- For camps the “Notification of School Activity” form will be completed by the School Camp Coordinator and forwarded to the DET. The designated Teacher in Charge of each camp will ensure that they follow the processes as detailed in the Camps folder on the t-drive and all supporting documentation can be found there. This process will be overseen by the School Camp Coordinator and all documents passed by this staff member. All arrangements will comply with DET guidelines including logging risk assessments.
- The staff member arranging the camp will ensure that all buses that have been booked will be fitted with seatbelts. Students will not be allowed to travel on a bus without adequate safety provision.
- The teacher in charge will ensure that there are mobile phones and first-aid backpacks for all camps. If personal mobile/s is/are used, the office is to be notified of phone numbers. If no personal mobile phone is available, book the use of a school mobile.
- A list of students, teachers and helpers attending the camp, signed payment envelopes or permission forms, including “Consent Statement”, must be left at the Office for the duration of the camp. A list of students, teachers and helpers attending the camp must be carried by camp staff at all times.
- The camp coordinator, in liaison with the camp personnel will ensure all staff meet Child Safe standards.
- Relevant teachers will be given the first option to attend camps.
- A senior staff member will be in attendance at school whilst the children are returning from any camp. The Teacher in Charge will communicate with this person with regard the anticipated return time.
- 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.
- All of this information is to be tabled at an Education Sub Committee Meeting for pre approval prior to going to School Council. Once tabled at school council there must be a minimum of six weeks before camp may occur.

**STAFFING FOR CAMPING PROGRAM**

- DET Reference Guide Sections 4.4.2.8 states:
  - Day excursions but not adventure activities 1:20
  - Adventure camps / excursions - one adult to ten students (legal requirement) at no charge to the adults.
  - Overnight – offsite base camps or under canvas 1:10
  - Tours, including interstate 1:15
- All adults to have “Working with Children Check” completed or current VIT registration.
- Minimum of 50% of the adults to be qualified teachers to fulfil ratio, however extra volunteers can be taken.
- Aim for gender balance.
- As part of pre-service training, priority given to one trainee teacher to attend.
- 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. Parents attending the camp will only be approved at the Principal’s discretion.

_Evaluation:_
- This policy will be reviewed as part of the school’s three year review cycle

This policy was endorsed at School Council on 31/10/2017.

_The Lakes South Morang College Child Safety Statement:_

_To thrive, children need a safe and supportive environment at school, at home and in the broader community; no exceptions. At The Lakes South Morang College, we believe meeting the physical and emotional needs of our students is paramount in laying the foundations for a fulfilling future. We pledge to provide an environment that has zero tolerance to child abuse and will strive to work in partnership with our parents and community members to keep our students safe every day, in every way._
School Camp Flow Chart

1 year in advance

Student Manager to refer to camp schedule

6 months in advance

Student Manager to begin arrangements
- Check school calendar to ensure availability.
- Liaise with camp operators; confirm temporary booking, tariffs, goals and objectives, available activities and type of accommodation.
- Contact Bus lines for quotes and book
- Find correct staff/student ratios

15 weeks in advance

Student Managers to liaise with Finance regarding costs and payment plans

15 weeks in advance

Student Manager to fill out and forward camp proposal template to Camps Coordinator

Camp coordinator approves camp proposal

14 weeks in advance

Camp Coordinator presents proposal to designated Exec / Leadership / including educational purpose

12 weeks in advance

Documentation given to AIC / Events representatives and presented at relevant meeting

10 weeks in advance

Send all camp information and medical forms home with final payment details

6 weeks in advance

Emergency Management to be informed 6 weeks prior to

3 weeks in advance

Collate medical details and dietary information

2 weeks in advance

Contact camp regarding final numbers and dietaries

6 weeks in advance

School council representative to present camp to School Council

3 weeks in advance

AIC / Leadership staffing suggestions presented to Student Manager for amendments

2 weeks in advance

Camp Coordinator to suggest changes or additional information

Student Manager to make changes and resubmit to Camp Coordinator
<table>
<thead>
<tr>
<th>YEAR</th>
<th>DATES</th>
<th>CAMP - Location</th>
<th>Cost</th>
<th>Educational Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Term 3</td>
<td>100 Days breakfast</td>
<td>Included in school charges</td>
<td>Students to celebrate their 100 days of school with a variety of different activities throughout the school day. (including with their buddies/dress up)</td>
</tr>
<tr>
<td>Year 1</td>
<td>Term 3</td>
<td>Year 1 Dinner</td>
<td>$5</td>
<td>This dinner gives students the opportunity to spend time at school after hours and enjoy a meal with their friends in a familiar and safe space.</td>
</tr>
<tr>
<td>Year 2</td>
<td>Term 3</td>
<td>Overnight sleepover at school</td>
<td>$5 approx</td>
<td>This night will give the students the opportunity to spend the night away from home in familiar surroundings.</td>
</tr>
<tr>
<td>Year 3</td>
<td>Term 3 Week 8 Dates: Wed 5th – Fri 7th September (booked)</td>
<td>3 Day 2 night – Gundwindi Lodge (Wandin)</td>
<td>$260 approx</td>
<td>In Levels 3 and 4, the curriculum focuses on developing students’ understandings of positive relationships and connections. This camp provides opportunities for students to learn to work both independently and in teams to challenge themselves in unfamiliar surroundings. Gundwindi Lodge is an Activity based camp, primarily focused on staying away from home and promoting independence.</td>
</tr>
<tr>
<td>Year 4</td>
<td>Term 4 –</td>
<td>3 Day 2 Night Ace Hi Ranch (Cape Schanck)</td>
<td>$260 approx</td>
<td>This camp is proposed to be a camp about “Managing Change”, and focussing on topics like resilience, team building, risk taking and dealing with change in their lives. As the Year 4 cohort of students are moving campuses/changing timetables and will be exposed to many new teachers, the camp is planned to equip students with skills in managing their emotions with their changing school life for the following year. The Year 4 Ace Hi Ranch Camp provides an opportunity for students to build on their interpersonal skills in a collaborative and predominantly outdoor setting. The camp will also promote students capacity and skills to independently prepare themselves for everyday daily tasks and adhering to different routines and schedules. Therefore, Ace Hi Ranch Camp promotes growth in the curriculum areas of Personal Learning as well as Health and Physical Education.</td>
</tr>
<tr>
<td>Year 4 &amp; 5 Invitation only</td>
<td>Term: 3 Week: 6 Date: 20th., 24th August</td>
<td>5 Days 3 nights Woorabinda</td>
<td>$185</td>
<td>This invitation only camp provides students with high quality personal development experiences. It gives them opportunities to face challenge in order to develop persistence and build resilience. Students are guided through social learning experiences whilst living in a small residential community environment. Students will build on skills which relate to working in teams outdoors to learn about the environment and the interaction between various life forms. This camp complements the Somers Camp experience.</td>
</tr>
<tr>
<td>Year 6</td>
<td>Term 4</td>
<td>4 Day 3 night Surfside Holiday Park</td>
<td>$390 approx (based)</td>
<td>This camp will tie in to our Inquiry Units on Australian Ports, Electricity, and Early Settlement. Our Term 4 Inquiry topic</td>
</tr>
</tbody>
</table>
| Year 7 & 8 | Term 2  
Week: 7  
Date: Wed 30th May – Fri 1st June | 3 day 2 night  
CYC Phillip Island 2018 or CYC Forest Edge (alternating) | $260 approx | Students from Year 7 have an opportunity to mix and forge new friendships with the new Yr 7 students who have started at our school. Students are able to step outside their comfort zones and tackle a myriad of challenges designed to enhance their self-belief, self-worth and relationships with their peers. This camp also has an outdoor education focus with students completing a number of physical challenges. |
| Year 7, 8 & 9 Academies Camp | | | $150 approx | The Academies 7-9 offsite camps will provide unique opportunities for students to enhance a range of skills in a highly engaging offsite setting. There will be a strong focus on team building, skill development and enhancement of knowledge and understanding of the Academy focus. Students will be challenged and required to work outside their comfort zone in a range of inquiry related tasks. The Academies camp programs will also look to enhance student’s capacity and skills to independently use a range of different resources to complement the goals and curriculum links that are embedded in the Academy 7-9 Program. |