

# C.P.S. CAMPS

## POLICY

### **AIM:**

To develop self-reliance, social skills, cultural experiences and outdoor education skills in a range of environments.

### **GUIDELINES:**

1. The school camping program will encompass a series of carefully graded and planned outdoor experiences.
2. Where practical, fully catered camps should be booked before the end of the preceding year. Prior to booking camps, the camp coordinators should check the following year's calendar for possible clashes. Eg. Public Holidays, major school events.
3. Details of each camp / overnight stay must be presented to School Council for official approval.
4. A truly successful camping program implies a high attendance rate from eligible students. When promoting student participation in proposed camps, having at least 85% of eligible students attending should be the minimal target.
5. Staffing school camps will be undertaken following consultation with the Principal and leadership team. When planning which staff attends a school camp, consideration needs to be made for the students remaining at school.
6. Details of the proposed camp / sleep-in must be entered via the designated DET website to the Office of Emergency Management in line with DET guidelines.
7. All DET regulations and guidelines must be strictly adhered to, when planning and implementing a camping program. NB. 1 Adult to 10 children supervisory ratio.
8. When selecting and planning a school camp, keeping the costs to a minimum should be a major priority, to encourage greater participation.
9. Parent / Guardian must complete approved, individual camp medical and consent forms.
10. Lead up and follow up activities should complement our school camps program.
11. Children not attending camps are expected to attend school
12. During camp weeks, employment of Casual Replacement Teachers and / or rearrangement of specialist teacher timetables may occur, to meet staffing requirements.
13. Parents/carers will be made aware that DET does not provide student accident cover including ambulance transport and that they need to make their own arrangements for cover.
14. Complete a risk assessment for natural disasters (i.e. bushfire) and other incidents in the activity location (see Appendix A).
15. Principals may need to cancel camps at short notice on fire danger days rated as Extreme or Code Red, or days of total fire ban.

Refer to <http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoor.aspx> for further relevant information

### **Evaluation:**

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by School Council on....

October 2017

**APPENDIX A - EXCURSION RISK MANAGEMENT ASSESSMENT**

Assess each of the following hazards and any others you think relevant and assess risk based on charts below.

- Bushfires
- Severe storms and flooding
- Earthquake
- School bus accident/vehicle incident
- Missing student
- Medical emergencies
- Aggressive student behavior
- Intruders
- Internal fires and smoke
- Snakes and other wildlife
- Other relevant to excursion area.

**DET RISK RATING MATRIX**

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

**DET ACCEPTABILITY CHART**

<b>Extreme = Intolerable (without Executive Oversight)</b>	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
<b>High = Tolerable (with continual Management review)</b>	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
<b>Medium = Tolerable (with frequent risk owner review)</b>	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical (ALARP)</i> and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
<b>Low = Acceptable (with periodic review)</b>	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

For a comprehensive assessment of bushfire, please see the DET's Bushfire and Emergency Management Self-Assessment Tool:

<http://www.education.vic.gov.au/Documents/training/providers/learnlocal/program/bushfireselfasses.doc>