

MELBA COLLEGE CAMPS & TOURS POLICY

RATIONALE:

- The school's camps & tours program enable students to further their learning and 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 our school.
- As the camps and tours programs support classroom learning, curriculum-based camps should be seen to have priority over extra-curricular camps or tours.

GUIDELINES:

- To provide all students with the opportunity to participate in the curricular & extra-curricular camps and tours program
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning – locally, nationally and internationally.
- To provide a program that delivers skills and knowledge that may lead to
 - a. lifelong leisure pursuits
 - b. relevant cultural experiences
 - c. exposure to environmental and historical classroom experiences
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance
- For the purpose of this policy a camp is defined as any activity involving at least one night's accommodation (including sleep overs at school). A tour is defined as an activity arranged and run by a defined tour company.
- Risk management procedures must identify and mitigate the risk(s) of child abuse in school environments (as defined by Ministerial Order No.870) by taking into account the nature of each school environment and the activities expected to be conducted in that environment, including the services by outside services. As a part of the risk management strategy school staff must make a record of those risks and specify the action (s) the school will take to reduce or remove the risks (risk controls). Further to this, staff are required to monitor and evaluate the effectiveness of the implementation of risk control measures.

IMPLEMENTATION:

- The curricular program will be developed sequentially throughout the college. The extra-curricular camps and tours will provide additional opportunities to develop skills and relationships outside the students' year level.
- Students who do not participate in curricular or extra-curricular camps or tours are required to attend school as normal.
- The School Council will ensure that all college camps and tours are maintained at a reasonable and affordable cost, and comply with all DEECD requirements.
- Dates and costs of curricular camps will be provided to parents/guardians as soon as practicable in the preceding year.

- Dates and costs of extra-curricular camps and tours will be provided to parents/guardians as soon as practicable.
- Families with more than one child at the college may apply for consideration in the payment processes. This will be at the discretion of the Principal, Sub-School Leader or Camps/Tours Co-ordinator.
- All camps will be budgeted for at the beginning of the year with detailed costing presented to the Principal. Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who want their children to attend camp, will be required to discuss their individual situation with the Principal, Sub-School Leader or Camps/Tours Co-ordinator. Decisions relating to alternative payment arrangements will be made by the Principal, Sub-School Leader or Camps/Tours Co-ordinator on a case-by-case basis.
- Families can apply for financial assistance through the Department of Education & Training Camps, Sports and Excursions Fund (CSEF), as a form of payment towards Camps and Excursions/Incursions. To be eligible for the fund a parent or guardian must on the first day of Term 2, or on the first day of Term 3 be a holder of a Veterans Affairs Gold card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, or be a temporary foster parent and submit an application to the school by the last day of term three in the current year. The payment amount is \$225 and will be received by the college. This will be credited to your child's account. For more information see www.education.vic.gov.au/csef
- Some common examples of school-organised programs for which the CSEF payment may be used include school camps/trips, outdoor education programs, excursions/incursions. The CSEF payment cannot be used towards voluntary school charges, books, stationery, school uniforms, music lessons, formals, graduations or presentation ball.
- All families will be given sufficient time to make payments for individual camps and tours as per a specified schedule of payments. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least five school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal, Sub-School Leader or Camps/Tours Co-ordinator.
- Any family who has not met the required payment for a previous camp will be required to meet this payment prior to acceptance in a new camp or tour program.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide Camps/Tours Co-ordinators/classroom teachers with detailed records on a regular basis.
- School Council will set aside a budget each year that will cover the cost of replacing teachers (CRT) who are involved in camps.
- All camps require School Council approval. This approval is sought at a scheduled meeting at least three weeks prior to the departure date. 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 financial sustainability of program
 4. Venue details and an itinerary of events.
 5. Procedures followed to ensure the safety of the children.
 6. Details on the number of students excluded from camp.
 7. Alternative program for students not attending camp.
- The above information will be provided to the Assistant Principal at least a week before the School Council meeting date.
- The designated "Teacher in Charge" of each camp will ensure that all camps, bus arrangements and camp activities comply with DEECD Safety Guidelines for Education Outdoors. The "Notification of School Activity" form will be completed and forwarded to the DEECD three weeks prior to the camp departure date. All students will be required to provide written

permission from their parents to attend the camp, as well as a completed “Confidential Medical Information for School Council Approved Excursions” form.

- Classroom teachers and teachers with specialist qualifications will be given the first option to attend curricular camps.
- The college will continue to provide the opportunity for teachers to update their first aid skills and will provide a Level 2 First Aid Teacher on each camp.
- The college will provide a mobile phone for all camps.
- If it is deemed appropriate by the Principal, parents may be invited to assist in the delivery of college camps/tours. When deciding which parents will attend, the camps/tours co-ordinator will take into account –
 - Any valuable skills the parents have to offer
 - The need to include both male and female parents
 - The special needs of particular students
 - Melba College Child Safety Code of Conduct
- Parents selected to assist with the camps program will be required to undertake a ‘working with Children’ check. The college will pay for the associated costs.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

RELATED POLICIES & LINKS:

- Parent/Guardian Payments Policy
- Excursions Policy
- First Aid Policy
- Medication Policy
- Emergency Management Policy
- Asthma Policy
- Anaphylaxis Policy
- Child Safety Code of Conduct
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/planning.aspx>
- www.education.vic.gov.au/csef
- <http://www.education.vic.gov.au/about/programs/health/protect/Pages/schobligationsorder.aspx>
- <http://www.vrqa.vic.gov.au/childsafes/Documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>

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