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**Camp Policy**

***The Catholic Education Commission Of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people are our central and fundamental responsibility of Catholic education. . This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.***

***(***[***CECV Commitment Statement to Child Safety***](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582)***).***

**VISION STATEMENT: Alive in the Spirit we journey together, engaging with the present and shaping the future.**

**RATIONALE**

The school camp experience from F-6 provides students with a valuable opportunity to further their learning and develop personal and interpersonal skills beyond the classroom environment. Participation in school camp experiences contributes towards developing skills, knowledge and behaviours essential to the development of the whole child.

**PRINCIPLE**

At St. Damian’s our camp experience aims to:

· Provide children with the opportunity to participate in an age appropriate camp experience.

· Provide shared experiences and a sense of group cohesiveness.

· Reinforce and extend classroom learning.

· Provide an experience that enhances the development of social and emotional learning.

**SUGGESTED STRUCTURE/EXPERIENCES F-6**

**Foundation (Prep):** An after school hours experience from 3:15pm - 5:00pm at school

**Year One/Two:** An after school hours experience at school from 5:30pm – 8:00pm

**Year Three:** An off-site evening camp experiencefrom 1:00pm – 8:00pm.

**Year Four:** An off-site camp experience, 2 days – 1 night.

**Year Five/Six:** An off-sitecamp experience, 3 days – 2 nights.

**PROCEDURAL GUIDELINES**

· A camp is defined as any structured activity outside of school hours.

· The school will ensure that all camps are maintained at a reasonable and affordable cost.

· Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.

· No student should be excluded from attending a camp experience due to financial difficulties.

· The designated staff member responsible for each camp experience will ensure that all camps, bus arrangements and camp activities comply with Catholic Education Office guidelines.

· The “Student Activity Locator” on the CEVN website will be completed by Administration staff when all the documentation has been finalised.

· Written permission from parents/guardians will be required for students to attend the camp experience.

· All students from Years Three to Six will complete a “Camp Rights and Responsibilities” Contract signed by both student and parent/guardian.

· Parent/guardian will be required to collect their child from the camp experience if the child exhibits behaviour that is considered unacceptable. The Camp Co-ordinator in consultation with the Principal or their nominee will make the decision. Costs incurred will be the responsibility of the parent.

· A “Confidential Medical Information Form” will be completed by the parent/guardian, returned to school and taken to off-site camp experiences with all appropriate medications.

· Classroom teachers will attend camps. Learning Support Officers may be required to support students with additional needs at the camp experience.

· All parents attending the camp experience in a supervisory capacity will be required to have a current ‘Working With Children’ check and inducted as volunteers within the school following Child Safety requirements.

· The minimum ratio of adults to children on off-site camp experience is 1:10.

· The minimum ratio of adults on the bus travelling to and from the camp experience is 1:20.

· At least one car will be available for use in case of emergency on all off-site camp experiences.

· A minimum of one Level 2 First Aid Teacher will attend the camp experience.

· If a student with particular health needs eg diabetes is attending the camp experience, the child’s parent/guardian will be encouraged to attend.

· The school mobile phone will be taken on all camps to be used for emergencies and communication with school and parents where needed.

· A designated staff member will be in attendance at school to meet the children returning from the camp experience.

· The Camp Co-ordinator will communicate with the designated staff member the anticipated return time.

· A designated staff member will be contactable at all times during the camp experience.

· The decision for a student not to attend a camp experience will be made by the Principal, in consultation with the classroom teacher and/or the parent/guardian.

· There will be an evaluation of the camp experience to determine the effectiveness and appropriateness of the venue and activities in accordance with student learning.

· All documentation including a risk assessment will be completed four weeks prior to all camp experiences.

· Risk assessments for all camp experiences will be completed by camp co-ordinator and one other staff member.

· Ensure that School Policies and Procedures for offsite supervision of students align with DET Safety Guidelines for Education Outdoors especially with regard to management of safety issues relating to student swimming and water based sporting activities

**EVALUATION**

The policy was reviewed in February 2018