



Nanango State School Camp & Excursion Policy

Purpose: To explain to our school community the processes and procedures Nanango State School will use when planning and conducting camps, excursions and adventure activities for students.

Excursion/Camp Rationale:

Camps and excursions are important events in the life of a child, often forming life long memories. At Nanango SS we attempt to make these events as accessible as possible for every student to participate. We are diligent in keeping costs to families as low as possible and this is reviewed annually. Camps and excursions are linked to curriculum and are not a reward activity. Students do not need to 'earn the right' to attend. Camps and excursions do however, always have increased risk associated with them and therefore it is critical that risk is factored into student attendance. This is explained further in the behaviour expectations section. Typically, the only reason a student will have the opportunity to attend a camp or excursion removed will be if the risk factor for their attendance is too high and cannot be mitigated.

Scope: This policy applies to all camps and excursions organised by Nanango State School. This policy also applies to adventure activities organised by Nanango State School, regardless of whether or not they take place on or off school grounds. This policy is intended to complement the Department's policy and guidelines on excursions, camps and adventure activities which all Queensland government schools are required to follow. Nanango State School will follow both this policy, as well as the Department's policy and guidelines when planning and conducting camps and excursions.

Supervision:

To ensure the health and safety of students and staff, schools are required to proactively manage all aspects of a variation to school routine. The school's duty of care to students extends to school excursions and camps, which are integral to students' educational programs. Activities conducted away from schools will have elements of risk, and the standard of care required must therefore reflect the increase in identified risks. Teachers use the curriculum risk assessment processes for the specific activities that may be conducted to ensure adequate supervision occurs.

CARA guidelines can be found at:

<https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines>

Definitions:

Excursions: are activities organised by the school where the students are taken out of the school grounds (for example, local walking excursions, day excursion or school sports activities)

Camps: are excursions involving at least one night's accommodation

Adventure activities: may fall under excursions (outside school) or incursions (inside school)



Planning: All camps and excursions will comply with Queensland Education Department planning requirements. Part of this planning process includes conducting risk assessments, to ensure that reasonable steps are taken to minimise the risks associated with each proposed camp or excursion. Nanango State School's risk assessment will include consideration of arrangements for supervision of students and the risks of activities in the excursion location. In the event of a weather emergency being announced, excursions or camp activities in affected locations will be cancelled or rescheduled. Planning will also cover arrangements for cancelling, recalling or altering the camp or excursion for any other reason.

Nanango State School is committed to ensuring all students are provided with an inclusive camp and excursion program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities. In cases where a camp or excursion involves a particular class or year level group, the organising Teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Parent Volunteers:

Nanango State School often requests parent volunteers for camps and excursions. The process of choosing volunteers is dependent on a few needs:

- The number of students attending
- The number of students of each gender
- The supervision ratio dependant on the activities at the camp or excursion

Generally, the school calls for volunteers from the parents of students from the year level attending. Parents are not required to have a Blue Card and expenses are covered for volunteers. Typically, parents who are interested in attending camp as a volunteer are able to indicate this on the permission note. For equity and transparency, parents approved to attend camps or excursions will be determined by members of the school leadership team following an established and equitable process.

Parent/carer consent:

A permission note will be sent home from the school to eligible students. It is essential that this form, as well as the medical information sheet, are signed and returned by the specified closing dates. Submission of late forms may mean ineligibility for camp.

Medical Forms (Camps):

A Camp medical form is sent home with students who have paid the camp deposit. It is necessary that this is completed and returned by its due date. Please include all medical information regarding medications, allergies, food intolerances and issues that may affect your child's attendance at an overnight camp.

Any medication that your child requires on camp must have a medical practitioner's sticker on it to show it has been prescribed along with the student's name and dosage. A form to administer medication must be completed; these are accessible through the office. All medication will travel to camp in a lockbox. All medical forms are confidential.

Cost of camps/payment & refunds:

Nanango State School endeavours to create camps and excursions that are cost effective and accessible to all families. There will be a specific date given for a camp deposit or full excursion cost, this reserves a spot for the student. Costs can fluctuate with the number of students attending. Many camps require this deposit for schools to reserve a spot in their camping calendars. Students must meet this deadline to be considered eligible to attend.

If a student's behaviour prevents them from attending the camp or excursion that is paid in full, there may be a partial refund depending on the time proximity to the camp/excursion. This is the same for a student being removed from camp by a parent.

Students may be eligible for a full refund or partial refund based on the camp being cancelled. This is due to the policies of camp providers around the costs that they outlay. Whenever possible the school will strive to reschedule or provide an alternative to a camp if it has been cancelled and communicate this with parents.

Refunds from camp may require a school-based Refund Request Form to be completed and refunds will be deposited into bank accounts or may be credited to your school account.

Behaviour expectations for camp/excursions:

Behaviour that contributes to the good management of the school, is respectful to self and others and adheres to the three school values of: Be Safe, Be Respectful and Be an Active Learner; is essential for students in order to attend camps and excursions. This typically means that students would be meeting the behaviour standard of the school, which correlates to a gold, silver or bronze behaviour level. Students who are not meeting the behaviour standard may be ineligible to attend camps/excursions based on risk to safety or the good order and management of the camp/excursion.

Five weeks prior to camps, the principal will contact parents of students whose behaviour is not meeting standard and whose attendance is a cause for concern regarding risk. A clear plan of behavioural expectations and support for the coming 5-week period may be discussed. If the student demonstrates the ability to behave to the expected standard, and the identified risk can be mitigated, they may be invited to attend the camp. If the risk is unable to be mitigated, the student will not be invited to attend the camp.

During the conversation with parents around camp participation for students at risk of non-attendance, parents would need to agree that if the child attends and behaviour on camp is of concern, they may be called and expected to make arrangements for their child to be collected early from the camp at their cost.

Decisions around individual student eligibility to attend camps/excursions, based on risk, will be made by the principal in consultation with relevant staff and communicated clearly to students and parents.

Behavioural expectations are the same on camp as they are at school. The following is the typical behaviour process used at camp when required:

Behaviour	Consequence
Minor Behaviour	Warning and reminder/discussion about expectation
Minor Behaviour	Time out at the teacher's discretion
Minor Behaviour	Call home to discuss behaviour with parents
Major Behaviour	Contact Principal and parents to organise child to leave camp/excursion

Electronic devices:

Unless indicated otherwise, electronic devices should not be on camps/excursions. Health devices and mobile phones should be discussed with the organising Teacher. These would need to be placed in the care of the supervising staff for the duration of the camp/excursion and their use closely monitored by staff.

Food:

As mentioned in the medical section it is important to communicate any food allergies or intolerances so that these can be considered and catered for.

Students will not need to bring food while they are on camps as this will be provided. Please refrain from sending snacks, lollies or other food items with your child on camps/excursions. Any food being required to and from the destination will be clearly communicated to parents prior to the event.

Emergency & Accident Response:

Students are covered under the insurances from camp providers. If a student were to be seriously injured on camp, emergency services would be contacted immediately and parents or carers notified as soon as possible.