



Nanango State School – Camp & Excursion Policy

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

Scope: This policy applies to all camps and excursions organised by Nanango State Primary School. This policy also applies to adventure activities organised by Nanango State Primary School, regardless of whether or not they take place on or off school grounds, and to school sleep-overs. 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 Primary School will follow both this policy, as well as the Department's policy and guidelines when planning and conducting camps and excursions.

Definitions:

Excursions: For the purpose of this policy, excursions are activities organised by the school where the students:

- are taken out of the school grounds (for example, a camp, day excursion, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- Attend school 'sleep-overs' on school grounds.
- **Camps** are excursions involving at least one night's accommodation (including school sleep-overs).
- Local excursions are excursions to locations within walking distance of the 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 Primary 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 Primary 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.

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>

Parent Volunteers:

Nanango State School often requests parent volunteers on camp. The process of choosing volunteers is dependant 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

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 camp expenses are covered for volunteers.

There is an application for those parents who are interested in attending camp as a volunteer. The parents approved to attend camps will be determined by the Principal and/or their delegate.

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. Forms received after the date may not be eligible for camp. To be eligible to be invited to participate in school camps and/or excursions, students must be a minimum of Green Level behaviour and have an attendance level of over 85%. Attendance that has been affected by situations beyond control, such as medical absences can be discussed with the Principal. If a student falls below these standards, then they may not be eligible to attend. These decisions will be communicated to parents by the Deputy Principal or Principal. Please see Behaviour Expectations for Camp or Excursion Attendance for more detail.

Cost of camps/payment & refunds:

Nanango State School endeavours to create camps that are cost effective and accessible to all families. Camps often increase in price as student year levels increase, as the number of days and distances increase, so do costs.

There will be a specific date given for a deposit, 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 the camping calendars. Students must meet this deadline to

be considered eligible to attend camp as the camp's formulation is completed on the reserved numbers.

If a student's behaviour prevents them from attending and the camp or excursion that is paid in full, there may be a partial refund depending on the time proximity to the camp. This is the same for a student being removed from camp by a parent. End of year excursions will not be able to be refunded due to finance closures after Week Four of Term Four.

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 thus with parents.

Refunds from camp require a school-based Refund Request Form to be completed and refunds will be deposited in bank accounts.

Student health:

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 issue 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.

Behaviour expectations for camp/excursion attendance:

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 Responsible and Be an Active Learner, is essential for students in order to attend camp and excursions.

To be eligible to attend camps and excursions, student behaviour the term prior to camp and the term of camp must be either Green or Emerald for them to attend. Students in the Amber Level of Behaviour will be on a passport and must demonstrate their behaviour warrants attendance at camp or excursions. Students in the Red or Crimson level of behaviour will not attend camp or excursions.

Camp and excursion attendance will be affected by student suspension as well. Students who have accrued five days or more of external suspension in the term prior or of camp, will not be eligible to attend.

To support students to make themselves eligible; students in the Amber Level of behaviour will go on a camp passport. Student will need to earn their right to attend camp. This can be accomplished by completing work, following school rules and making better behaviour choices.

If a student moves to red or crimson while on a passport, they become ineligible for camp.

If a student goes onto an Amber Level of Behaviour and there is insufficient time between camp and earning the necessary points, the student will be ineligible for camp.

Behaviour expectations on camp:

Behavioural expectations are the same on camp as they are at school. The following is the behaviour structure used at camp:

Behaviour	Consequence
Minor Behaviour	Warning and discussion about expectation
Minor Behaviour	Time out at the teacher's discretion
Minor Behaviour	Call home to discuss behaviour with parents
Minor Behaviour (repeated)	Contact Principal and parents to organise child to be removed from camp
Major Behaviour	Contact Principal and parents to organise child to be removed from camp

Electronic devices:

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

Food:

As mentioned in the Student Health 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 camp as this will be provided. Please refrain from sending snacks, lollies or other food items with your child on camp. Any food being required to and from the destination will be clearly communicated to parents.

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.