

School Camp Guidelines



REVISION REQUIREMENTS

- Biennial Revision - next due September 2021
- Responsibility - Principal
- Amendments to this version are annotated by the inclusion of a solid black line in the left margin. As this is a new Guideline in 2019, no such markings are included in the document at this time.

INTERPRETATION

Within this document:

- words denoting a gender or genders include each other gender;
- words in the singular number include the plural and words in the plural number include the singular; and
- the word parent is taken to include parents, guardians, step-parents, grandparents, extended family, babysitters and any others while involved in activities or communication related to Quintilian School.

RESPONSIBILITIES FOR IMPLEMENTING THIS DOCUMENT

The School Board is responsible for endorsing this document. The Principal is responsible for maintaining its currency and relevance.

The Principal is responsible for ensuring all parents, staff, volunteers, and visitors, as are applicable, are aware of this document.

WHO HAS TO COMPLY WITH THIS DOCUMENT

This document applies to all students, staff and parents.

QUINTILIAN SCHOOL POLICES THAT ALSO APPLY

- Complaints Policy
- Child Protection Policy
- Student Behavioural Policy
- Staff Code of Conduct Policy
- Parent Code of Conduct Policy

OTHER LEGISLATION THAT MAY APPLY

- School Education Act
- School Education Legislation
- Working with Children Act
- Privacy Act

INTRODUCTION

The partnership between the school and parents is a fundamental feature of Quintilian School. We are only able to offer the range of camp experiences that we do as a result of the generosity of parents willing to give of their time to attend school camps and their participation is appreciated by the school and parent body.

Teachers and the school are always responsible for the children and the organisation of the camps, but the parents play a vital role in providing an adult/child ratio required to enable these activities to take place.

This document is divided into two main sections:

- General Requirements – these apply to all families; and
- Parent Helpers – these are additional sections applicable to those parents volunteering as Camp Parent Helpers.

All parents are asked to read both sections as various elements apply to all families and to those considering volunteering as Parent Helpers on Camp.

GENERAL REQUIREMENTS

CAMP DETAILS

Prior to camp, detailed information on dates, location, activities etc. will be forwarded to class parents by the teacher. This will also include required items needed to be packed and any restrictions i.e. weight and size (typical of our Yr 6 camp who travel by air to Canberra).

A Camp Meeting will also be held in each class group prior to camp where any and all questions should be addressed to the teacher in charge of the camp.

DAY ATTENDANCE AT CAMP

Class camps are not compulsory, however attendance is encouraged. If a parent feels that a child will not be successful in the camp, or is not able to stay overnight, then the child may attend during the day only or remain at school, and provision will be made for that child in other classes for the duration of the camp.

Any parent who believes this will apply to their child(ren) should contact and speak with the teachers in charge well ahead of the school camp so that all efforts can be made to support attendance at the camp where possible.

STUDENT DISCIPLINE

Teachers are responsible for the programs operating at camp.

Teachers are in charge and have ultimate responsibility for the safety, welfare, discipline and care of the students.

Quintilian children are normally very well behaved, but if there is a question of the behaviour, then parent helpers should make the teachers aware of the situation, so that they (the teachers) can deal appropriately with the matter. At no times should a parent helper deal with major misbehaviour and they should not discipline a child for their behaviour.

All interactions with children, camp staff and other parents at camp are deemed confidential. It is up to the teacher to pass on information to parents regarding their child concerning any matter on camp.

When attending camp, parents are always asked to respect the working climate of the activities and maintain a 'professional' manner.

Parent helpers are not to remove children (even their own) from activities or group times without first consulting with the teacher.

Any concerns of any nature must be raised with the teachers, for them to deal with and must not be dealt with personally by parents.

Any child attending camp whose behavior is such that it will endanger their or another child/adult will be counseled by the teacher in charge. Any consistent disruptive, abusive or dangerous behavior by a child will result in the child's parent being contacted and asked to attend the camp to take their child home.

LUGGAGE

A list of items your child will need to bring to camp will be provided by the teacher in charge prior to camp. If you think of anything else that your child will need please feel free to pack it.

Please place luggage in a small easy to carry bag and ensure all items are labeled and named.

Children will usually also need a day pack, the contents of which will be detailed by the teacher prior to camp.

Children must not pack any food or treats. The reasons for this include allergies, fairness and equality for all those attending. Special treats for the children will be provided by the teachers that will be shared amongst all students attending.

MEDICAL/FOOD

Prior to camp your child's medical needs or food allergies need to be confirmed with the teacher in charge.

All medications required to be administered on camp must be clearly marked and any measuring cups required must also be provided in a labeled bag. These must be handed to the teacher in charge on the day of camp departure, **do not leave these items in your child's bag.**

Any food allergies need to be notified prior to camp so that arrangements can be made with the caterers. All endeavors will be made to meet these requirements. Any difficulty will be discussed on a case by case basis by the teacher in charge. Any additional costs associated with special food requirements will be passed onto the specific child's family in their camp fees.

Please ensure your child is also aware that they have been allocated specific food for camp.

COLLECTING OR DROPPING OFF STUDENTS

All students attending the camp will be collected from the school at the designated time and returned to the school at the designated time at the conclusion of the camp. If these times vary for any reason, parents will be contacted by the school.

Unless specifically approved by the teacher in charge, no student shall be driven by a parent to camp or collected direct from the camp.

If a student needs to be collected from camp due to an injury or family matter then the teacher in charge shall co-ordinate this with the specific parent.

No child is to leave camp without the permission and knowledge of the teacher in charge.

COMMUNICATION DURING CAMP

All communication during a camp shall be made with the teacher in charge.

Information and updates may also be sent via the teacher in charge or school unless the teacher has specifically requested a parent helper to assist.

PARENT AVAILABILITY DURING CAMP (NON-PARENT HELPERS)

Although relatively rare there will be times when a parent who is not attending camp will need to be contacted by the teacher in charge. This can occur for a variety of reasons but is most commonly associated with an illness. Parents should therefore be mindful that there may be good cause for your child to be collected at any time during the camp and as such should ensure that they are available should this situation arise.

PHOTOGRAPHY AND VIDEOING OF STUDENTS ON CAMP

The school understands that certain circumstances may put a student’s security at greater risk and, thus, may mean extra precautions are required to protect their identity. The School also acknowledges that there are those students that parents have especially requested are not included in photographs or information that is to be made public.

Prior to attending camp, all parent helpers will be made aware of the students to whom these requirements apply (not the circumstances of the requirement simply the need to not include in any photography or video).

All parents when taking photos of and/or filming camp activities must be mindful of this and under **no circumstances** distribute, by any means, photographs or information that contain images or information relating to any student, staff member or other parent without their express permission.

Quintilian School reserves the right to ask parents not to take photographs of children and/or use videoing equipment if it disrupts a camp activity or the school feels the images may be used inappropriately. Parents are asked to respect the views of others.

At no time should the taking of photographs or video be a priority over the supervision of children at camp.

At the Camp Briefing for Parent/Helpers, the teacher in charge will outline specific photography and video requirements. Any questions you have at this time should be addressed to the teacher in charge.

The School also understands that some students have their own telephones or electronic equipment. All camps are technology free (except in specific circumstances for the Yr 6 Camp as advised by the teacher) and no telephones or electronic equipment will be allowed. All parents must ensure that their child does not attend camp with any equipment that is not permitted.

No photography or video shall be taken at any time, even of your own child, in dormitories, change rooms or bathrooms.

PARENT HELPERS ON CAMP

APPROVALS AND CHECKS REQUIRED TO ATTEND CAMP

If a parent is attending a camp, then they will require a Working With Children Check (WWCC). Forms are available from post offices or the School reception. Copies of a valid WWCC will be required by the school prior to the parent attending camp.

If a parent also holds a First Aid Certificate, Bronze Medallion Certification or any other approval or certification that may be of assistance to the teacher in charge – copies of these also need to be supplied prior to camp attendance.

SELECTION OF PARENTS TO ATTEND CAMP

The Quintilian school believes that children who go on camp without their parents generally gain more from the experience. Children develop:

- Resilience;
- Confidence;
- Independence;
- Problem solving; and
- Willingness to have a go.

To this end, teachers in each year group will, after consultation with the Principal, decide how many parents are required for a successful camp with appropriate supervision. This number will be made clear to the parents in that year group, and only that number will be allowed to attend.

Preference may be given to parents with skills required on the camp (for example Bronze Medallion holders, medical practitioners, or other skills relevant to the specific camp).

Further preference may be given to children that require parental presence for medical or other reasons (by specific application to the teacher in charge). If this situation exists for your family, please ensure you detail for the teacher the reasons you wish to attend and how this will impact your availability to provide general care and attention to other students attending. The principal and teacher in charge have the final say in any parent attending a School Camp.

In some cases, a child may only be allowed to attend a camp if a parent or guardian is present. If this is the case with your child please contact the teacher in charge and discuss with them these specific circumstances so that arrangement can be made.

Priority will be given to parents who have not attended a camp before. When nominating for a camp, parents are required to inform the teacher if you have attended past school camps and in which year(s) you attended.

When necessary final numbers will be drawn from a random ballot. In some cases, sharing of an allocated parental helper spot between two or more parents may be allowed. However, payment for room and board in these cases must be arranged between the parents that are sharing.

PAYMENT OF ROOM AND BOARD BY PARENT HELPERS

There will be associated costs of attending a school camp. The school will endeavor to minimize these costs for all parents attending but direct costs for activities, food and board will need to be paid by the individual parent helper. These will be invoiced to your school account to be paid.

ATTENDANCE OF OTHER CHILDREN (SIBLINGS)

Parents who attend do so as parent helpers and as such we require them to supervise small groups of children during the planned activities. As a result, it is not possible for other siblings or children to whom parents are guardians to attend under any circumstances.

USE OF PRIVATE CARS FOR CAMP TRANSPORT

Normally school buses will be used to transport students to and from school camps. Where a parent is using their own car at the request of the school, then children, other than their own, can only be transported in the car with the written permission of the other children's parents. It is also the responsibility of the driving parent to make sure they have a current driving license, appropriate insurance for the vehicle and no criminal convictions or charges that would preclude them from working with children. Parents are not to transport children in the front passenger seat of a car.

Where required by child's age or weight/height, approved safety seats must be correctly fitted to the car. These can be provided by the child's parent or use of school booster seats is also available. The parent who is using their car is to co-ordinate this with the teacher in charge.

It is the responsibility of the parent who is using their car to ensure all children are appropriately behaved and secure at all times in the vehicle.

Unless approved specifically by the teacher in charge for the camp all transport is direct to and from the camp site or camp related activity.

CONSUMPTION OF ALCOHOL

School camps are for the educational benefit of the children and yet we know that many parents find the experience great fun and look forward to attending the camps. The family atmosphere is important for the children and the staff. Many parents like to wind down in the evening after the children have gone to bed and some like to enjoy a glass of wine.

If parents wish to have a quiet drink during a camp then it would be expected that **no alcohol be consumed until after the children have retired for the night, that the parents have completed their duties, that only moderate consumption takes place so that, at no time, is their judgment or behaviour impaired.**

At no time shall alcohol be consumed in front of any children.

Any additional restrictions placed on the consumption of alcohol by a camp site must also be adhered to at all times.

At anytime and for any reason the teacher in charge can limit or forbid the consumption of alcohol by any and all adults attending.

At all times one member of staff must be alcohol free.

We are sure that these restrictions will not prevent anyone from enjoying the camp experience.

SMOKING AND ILLICIT DRUG USE

Smoking or the use or taking of any illicit drugs is strictly forbidden on all school camps by any person.

CAMP BRIEFING

Parent helpers should receive a briefing of their duties, before the commencement of the camp and they should raise any concerns or issues with the organizing teachers. If you have any suggestions about the program or the location of the camp then please do not hesitate to discuss this with the staff.

SAMPLE TASKS

Parent helpers are there to provide valuable assistance during the camp. Tasks will be allocated by the teacher in charge.

If at any time a parent feels that they cannot assist in the task or do not understand what is specifically required of them they need to immediately speak with the teacher in charge.

Parent helpers are required to be active participants in the camp. Some tasks that the teachers may request that parents be involved in include (but are not restricted to):

- Taking luggage to the campsite
- Helping children set up their beds
- Helping during mealtimes
- Assisting small groups of children during activities
- Supervising children during showering and bedtime settling
- Assisting during packing up at the end of camp
- Assisting with settling and various needs during the night

PRESENCE AT CAMP AND ASSOCIATED ACTIVITIES

Parent helpers form an essential requirement of parent to children ratios required by law at school camps. As such any absence from the camp or associated activity may directly impact the ability for that activity to be undertaken.

Therefore, unless specifically approved by the teacher in charge parent helpers must remain at the camp site or associated activity location and available for any and all activities.

PARENT CODE OF CONDUCT ON CAMP

The Quintilian School Parent Code of Conduct applies on all camps. Specific reminders are included below:

- When attending camps parents accept the authority of the teacher (or teachers) and that they attend on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave the camp or a specific camp activity for any reason, but not limited to:
 - Parental assistance not being required at the time;
 - Parental presence at the camp or at the activity is disturbing or distracting to any student or teacher;
 - The parent is not conducting themselves in a manner that abides by the School Code of Conduct;
 - The parent is not in control of their emotions.
- When attending camps parents will listen respectfully, in the same manner required of students and staff, and will refrain from creating noise or disturbances during activities.

THANK YOU

Thank you for all those parents who have attended camps in the past and for those who will attend in the future and who enable Quintilian to provide the children with such wonderful learning experiences.

Thank you to our dedicated team of Quintilian staff, without whom these activities would not be possible.