CHATSWOOD PUBLIC SCHOOL CAMPS AND EXCURSION POLICY

RATIONALE:
Where school camps and excursions are conducted at Chatswood Public School they shall be undertaken as an integral part of the education program of the school.

PRINCIPLES:
Chatswood Public School camps and excursions will enhance the school’s educational programs.

Maximum emphasis is placed on the safety and well-being of all participants. The Principal, Supervisor or Classroom Teacher when planning school camps and excursions, shall consider the needs of both students and their families.

The financial burden on families of sending students to camps or excursions will be taken in to consideration when planning such activities.

Chatswood Public School camps and excursions are to be regarded as an extension of the school. The same code of conduct during school hours is expected of all students, staff and supervisors for the duration of the camp or excursion.

A duty of care exists at all times as the teacher-student relationship is maintained throughout the camp or excursion program.

PROCEDURES:
The Principal shall approve all school camps and excursions.

Students shall not be allowed to attend a school camp or excursion unless written permission is granted by the custodial parent/guardian in consultation with the Principal.

The permission note shall outline details such as necessary equipment, the method of transport and activities to be undertaken, along with any cost.

The permission note should request details of student medical requirements, including medication and any other special needs.

Provision shall be made by the school so that no student is prevented from attending camps or excursions on financial grounds.

School camps and excursions form part of Chatswood Public School curriculum program and therefore are to be attended by all students.

Where parents have reservations regarding the attendance of their child/children on school camps or excursions these shall be discussed with the Principal.

Where a student does not attend a school camp or excursion the school will provide an alternative education program within the constraints of its available resources.
As a part of planning for a camp an emergency plan shall be put into place. Emergency plans shall be determined in accordance with Departmental Policy.

In determining the student-adult ratio for school camps and excursions the following factors are to be considered:

- the types of activities
- the location of the school camp or excursion
- the age of the students
- the camp or excursion facilities
- gender balance for the supervision of male and female students
- dormitory arrangements

A medical kit, appropriate to the activities and/or location of the camp or excursion, including individual student medication, shall be kept within close proximity at all times.

While on camp or an excursion, the responsibilities associated with duty of care exist at all times. Therefore, staff and supervisors shall not be permitted to consume alcohol or other illegal substances at any time during the camp or excursion.

Students shall be transported to and from the camps and on excursions in a safe and proper manner, whatever the mode of transport. All vehicles used shall be in a roadworthy condition.

All drivers shall have a current and appropriate driver’s licence as well as comprehensive car insurance.

Student travelling in private vehicle must have signed permission from their parent/guardian. Students under the age of 8 must be seated in the back with a booster seat.

Valuables and electronics such as phones, tablets and games etc. are not to be brought on excursions or camps by students under any circumstances.

Upon the conclusion of the event, parents are to wait for students at the designated waiting area instructed by the school.

Where luggage is involved, students are to carry luggage to the designated waiting area and must be signed out with the supervising teacher.

Effective: 17 March 2014

Revised: 20 May 2015

Further Reference: