Doncaster Gardens Primary School
School Camps and Excursions Policy

Philosophical Basis:
Camps and excursions are a valuable part of primary school education. They stimulate and extend the classroom curriculum and provide an opportunity for children to understand that the school is part of the wider community. Camps and excursions also develop each child’s self-confidence, self-reliance and independence. They promote teamwork and the concept of community spirit. Doncaster Gardens Primary School actively promotes the participation of all children in the full camping program, and the inclusion of students with highly developed skills in particular areas in specialised camps, where appropriate.

Guidelines:
Camps and excursions will be:
• Self funded and provide an opportunity for all students to participate.
• Conducted with minimum disruption to other curriculum programs.
• Staffed by a majority of teachers with the balance attending by invitation. (Additional staff, ie those other than teachers at Doncaster Gardens Primary School, will be required to hold a current satisfactory Working with Children Check or Police Check). Consideration will be given to gender representation when selecting staff.
• Conducted with the highest standard of behaviour from all children.
• The responsibility of a co-ordinator, who will ensure that the overall proposal, planning and costing of each camp adheres to current DEECD guidelines.
• Unavailable to those students whose behaviour has been deemed unacceptable.
The Doncaster Gardens camping program will be a planned progression of experiences from Prep to Year 6.
PREP: Breakfast at school
YEAR 1: Dinner at school
YEAR 2: Sleepover at school
YEARS 3 & 4: 3 day/2 night base camp - every even year
    Special excursions/overnight stay – every odd year
YEARS 5 & 6: 5 day/4 night base camp - every even year
    Special excursions/overnight stay – every odd year
Year 6 China Study Tour (if available)

Implementation:
• Consent forms and appropriate medical forms must be signed and returned to the school. This policy operates in conjunction with the Anaphylaxis Management, Student Diabetes Management, First Aid and Medication Policies.
• Asthmatic students are required to take with them their own medication to implement their Asthma Action Plans provided to the school.

The environments of venues for school camps and excursions will be risk assessed using the Excursion/Camp Environment Emergency Management Assessment tool at least three weeks prior to the camp or excursion.
Any indicated precautions will be put into effect prior to the event.
• Full school uniform (including hat) will be encouraged to be worn on all day excursions, unless special attire is appropriate.
• A camp file will be maintained.
• Each child attending the camp, and their parent, will sign a code of behaviour form.
• Information evenings will be held to promote the camping program.
• Refund of money on a proportional basis will be considered.
• Victorian camp venues must be DEECD accredited.
• Buses with seatbelts will be used.
• Funds may be sought from the community, eg the Lions’ Club, to provide monetary assistance to students in exceptional circumstances.
• Student attendance will be determined by the Principal in line with the Student Engagement and Wellbeing Policy.
• Students may be invited to attend specialised camps if available.
• The DEECD will be notified of all school camps and special excursions (eg Sovereign Hill) via the School Activity Notification website.

Evaluation:
• Appropriate written comments on each camp or excursion will be maintained and kept in the camps and excursion file.
• This policy will be reviewed every three years as part of the policy review cycle.

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