

Camps Policy



Avondale Primary School 2018

STATEMENT OF COMMITMENT TO CHILD SAFETY

Avondale Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making. Avondale Primary School has zero tolerance for child abuse.

Avondale Primary School is committed to providing a child safe environment where children and young people are safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and / or linguistically diverse backgrounds, vulnerable children as well as the safety of children with a disability.

Every person involved in Avondale Primary School has a responsibility to understand the important and specific role he/ she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Avondale Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
10. Ensure a risk prevention and minimisation approach
11. Take the legislative requirements seriously and ensure implementation
12. Value the input of and communicate regularly with families and carers

CAMPS PHILOSOPHY

Camps are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the learning programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

Aims

- To provide students with the opportunity to participate in a camping program that provides social, cultural and educational experiences for students.
- To provide a shared experience that reinforce Avondale Primary School's values and philosophy.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong interests and worthwhile leisure pursuits.

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- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop students' problem solving and life skills

Guidelines for Action

- All camps must be approved by the Principal and School Council.
- The camp coordinator will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for approval in the first School Council meeting each year.
- Staff wishing to organize a camp must submit a proposal with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organizing teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DET guidelines.
- The Camp Coordinator will complete the "Notification of School Activity" on-line at least 3 weeks prior to the camp.

<https://edugate.eduweb.vic.gov.au/CookieAuth.dll?GetLogon?curl=Z2FsitesZ2FemergencymangementZ2FDEECDSALZ2Fdefault.aspx&reason=0&formdir=6>

- All camps must be presented to School Council for approval.

Access to Camp.

- Every effort will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, are invited to discuss alternative arrangements with the Business Manager and organise a suggested payment plan. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- Students will not be excluded from camps due to physical disabilities. The school will endeavour to provide such support to students with disabilities that will allow their full participation. Any concerns from parents or staff need to be raised and negotiated with the camp organiser, Principal, Assistant Principal, Welfare Coordinator, staff attending and parent / guardians of the student.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, transport arrangements, student management processes, permission and medical forms, clearly stated payment finalization dates for deposits, full payment due date and waiting list arrangements should the number of students wishing to attend the camp exceed the number of places available.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid by the due date. Copies of completed permission notes and medical information must be kept at school as well as at the camp location by staff at all times.
- Where expressions of interest for camp attendance exceed the number of positions available a waiting list will be established.
- Students who have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal & Welfare Coordinator in consultation with the organizing teacher. Both the parent / guardian and the student will be informed of this decision prior to the camp.

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- Parents / guardians will receive all camp information and conditions for student attendance prior to the camp.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.
- Students attending camps are not permitted to take mobile phones or other digital recording devices as per school policy see *Mobile phone and Internet enabled devices policy 2018*.

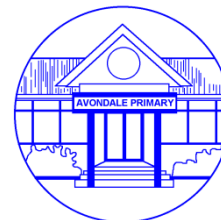
Organisation

- Food, equipment, staffing, organization of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.
- For three day camps the Assistant Principal will develop an alternate specialist program for camp week ensuring that teachers attending camp will receive some planning time.
- The Camp Coordinator must provide the general office with a final student list.
- The Camp Coordinator will ensure that there is an alternative program available for those students not attending the camp.
- The Camp Coordinator must ensure that a Level 2 trained first aid officer attends the camp and is responsible for the first aid equipment, monitoring distribution of medications and first aid treatment of all students and staff. All medication is to be distributed in the presence of 2 staff members and recorded in camp First Aid folder. All minor and major First Aid incidents are to be recorded in camp First Aid log book. *All First Aid documentation is to be given to the school office upon return from camp.*
- All staff attending camps have a duty of care to their students. Teachers supervising students with an allergy must carry that student's epipen and have current anaphylaxis management training and be prepared to apply it if required.
- When attending a venue such as e.g. a camp, the museum or art gallery, the Camp coordinator must request that venues risk management details and distribute them to all staff attending the excursion prior to attending the venue.
- The school will provide first aid kits for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- For adventure camp activities the Camp Coordinator must ensure that all staff members are aware of the increased duty of care.
- The Camp Coordinator will ensure that student and staff medical forms and emergency contact details are available at the site and all camp staff are aware of special medical issues or medication requirements of any student. Parents will also be informed/ reminded that DET does not provide ambulance cover and families will need to make their own arrangements.
- Two staff members will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

Site Safety

- An OH&S Risk Assessment sheet must be completed before camp.
- The Camp Coordinator will coordinate each camp with the support of their Professional Learning Team. All camps will have an experienced teacher in attendance where possible.
- The Camp Coordinator will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.

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- The Camp Coordinator will communicate the anticipated return time to the school office. Parents will receive camp updates via the school Flexibuzz app.
- On Camp Medical Treatment
The school will make the immediate payment for medical treatment on the understanding that parents will repay the amount within one month.

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

YOU MUST TAKE ACTION

As a school staff member, you play a critical role in protecting children in your care.

- You **must** act, by following the 4 critical actions, as soon as you witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.
- You **must** act if you form a suspicion/reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).
- You **must** use the Responding to Suspected Child Abuse template to keep clear and comprehensive notes.

* A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action

ACTION 1: RESPONDING TO AN EMERGENCY

If there is no risk of immediate harm go to ACTION 2.

If a child is at immediate risk of harm you must ensure their safety by:

- separating alleged victims and others involved
- administering first aid
- **calling 000 for urgent medical and/or police assistance** to respond to immediate health or safety concerns
- identifying a contact person at the school for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

ACTION 2: REPORTING TO AUTHORITIES

As soon as immediate health and safety concerns are addressed you must report all incidents, suspicions and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence. Have notes ready with your observations, together with child and family details.

IF THE SOURCE OF SUSPECTED ABUSE IS FROM WITHIN THE SCHOOL:

VICTORIA POLICE

You must report all instances of suspected child abuse involving a school staff member, contractor or volunteer to Victoria Police.

You **must also** report **internally** to:

- School Principal and/or leadership team (Child Safety Officer)
- Employee Conduct Branch
- DET Security Services Unit

IF THE SOURCE OF SUSPECTED ABUSE IS FROM WITHIN THE FAMILY OR COMMUNITY:

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DHHS CHILD PROTECTION

You **must** report to DHHS Child Protection if a child is considered to be:

- in need of protection from child abuse
- at risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability or development.

VICTORIA POLICE

You **must also** report all instances of suspected sexual abuse (including grooming) to Victoria Police.

You **must also** report **internally** to:

- School Principal and/or leadership team
- DET Security Services Unit

ACTION 3: CONTACTING PARENTS/CARERS

Your Principal **must** consult with DHHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- **not to contact** the parents/carers (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parents/carers to be contacted)
- **to contact** the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).

ACTION 4: PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This should include the development of a Student Support Plan in consultation with wellbeing professionals. This is an essential part of your duty of care requirements.

Strategies may include development of a safety plan, direct support and referral to wellbeing professionals etc.

You **must** follow the Four Critical Actions every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities

If you believe that a child is not subject to abuse, but you still hold **significant concerns** for their wellbeing you must still act.

This may include making a referral or seeking advice from Child FIRST (in circumstances where the family are open to receiving support), or to DHHS Child Protection or Victoria Police.

CONTACTS

DHHS CHILD PROTECTION

AREA

North Division 1300 664 9777

AFTER HOURS

After hours, weekends, public holidays 13 12 78

STUDENT CRITICAL INCIDENT ADVISORY UNIT

Senior Advisor (03) 85862106

CHILD FIRST

www.dhs.vic.gov.au

VICTORIA POLICE

000 or contact your local police station

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DET SECURITY SERVICES UNIT

(03) 9589 6266

STUDENT INCIDENT AND RECOVERY UNIT

(03) 9637 2934

This policy will be reviewed annually or more often if necessary due to changes in regulations.