

Camp - Volunteers Participation at School Camps Policy



Rationale:

Volunteer participation at school camps is welcome and often necessary to support the camp program
Expressions of Interest for volunteer participation may be called for at the Principal's discretion

Aim:

To provide adult to student ratios according to Department of Education requirements

Implementation:

The School will ensure that the required adult-to-student ratios are maintained on camps. It is acknowledged that the required number of adults may come from a number of categories of adults associated with the school

Selection of volunteers:

1. With appropriate first aid training and/or adults with additional and relevant experience in caring for or supervising children
 2. Whose applications have been recommended by one or more teachers, or are otherwise well known to the school community
 3. Parents of students with significant medical requirements will be expected to attend camp to ensure the safe management of their child. In such situations, the parent will be calculated in the total staff/student ratio, and costs will be met by the school. Other parent volunteers may be required to pay costs associated with the camp if the staff/student ratio is exceeded
 4. Where possible, there is to be gender representation of male and female volunteers
 5. If there are insufficient approved volunteer applications, the Principal will fill the vacancies from parents of students attending, specialist staff or teachers of the grade levels attending
 6. Adult volunteers **must have** a current Working with Children Check
 7. The Principal is the final arbiter regarding volunteer selection
- The camp timetable for each year (with confirmed dates, duration and location) will be published as soon as possible
 - If it is necessary to include volunteers to complete the ratio requirements, the camp coordinator will organize an information session to provide them with a clear understanding of the roles and responsibilities of volunteers attending camp
 - Following this information session, volunteers will be invited to apply to attend camp. Applications are to be made in writing to the Principal

- Prior to the camp, another information session will be held for all adult participants to explain the camp activities and routines, any relevant safety and medical information, and the importance of confidentiality in relation to all matters related to camps
- In the context of clarifying the respective roles and responsibilities of volunteers and teachers, it will be made clear that teachers are exclusively responsible for matters related to the discipline of students
- The teacher in charge will have the authority to require any volunteer to leave the camp at any time if that volunteer fails to meet the agreed requirements and responsibilities

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified by School Council on 15th August 2017