



# Checklist for Teachers – Camps

<input type="checkbox"/>	Date is confirmed with HBEEC. <ul style="list-style-type: none"><li>• Time of departure from school _____ am</li><li>• Arrival at HBEEC _____ am</li><li>• Departure from HBEEC _____ pm</li><li>• Arrival time at school _____ pm</li></ul>
<input type="checkbox"/>	Where possible classroom teachers attend a familiarisation session at HBEEC. (Only required for teachers who have not visited HBEEC, approx. one hour required)
<input type="checkbox"/>	Transport is booked. Please note if students are being dropped at the centre by parents or guardians, drop off point is the front gate in Poinsettia St.
<input type="checkbox"/>	HBEEC teachers have been notified of students with special needs and suitability of activities has been confirmed. Appropriate support staff are attending.
<input type="checkbox"/>	Plan and cost your camp menu. <a href="#">Al frescos menu</a> for full/partial catering or organise self-catering.
<input type="checkbox"/>	Calculate total camp cost, accommodation, transport, programmed activities and meals.
<input type="checkbox"/>	The following documents have been sent to parents/guardians: <a href="#">Camp sample letter</a> (DOCX, 25KB) <a href="#">Boating information letter</a> (DOCX, 13KB) <a href="#">Medical form and informed consent</a> (DOCX, 118KB) <a href="#">Equipment list</a> (DOCX, 22KB) Students <a href="#">Code of Conduct</a> (DOC, 206KB)
<input type="checkbox"/>	<a href="#">Risk assessments</a> and/or CARA's for activities have been checked on website and where necessary signed by the school's principal. (Excursion planner, One school)
<input type="checkbox"/>	Collect Medical and informed consent forms and transfer relevant information to <a href="#">Camp consent</a> (DOCX, 24KB) list.
<input type="checkbox"/>	Parents or guardians complete <a href="#">Request to Administer Medication form</a> (DOCX, 47KB) if applicable
<input type="checkbox"/>	HBEEC principal has been notified of students with special needs attending and copies of Individual health plans, emergency health plans and action plans have been provided.
<input type="checkbox"/>	Your camp program including student numbers and other adult supervisors has been sent to the centre at least <b>two weeks prior to your camp.</b>
<input type="checkbox"/>	Where possible a pre visit to your school has been organised to familiarise students with HBEEC expectations, camp activities and routines.
<input type="checkbox"/>	Learning goals, HBEEC's <a href="#">Code of Conduct</a> (PDF, 360KB) and <a href="#">Student Pledge – Code of Conduct</a> (DOC, 206KB) have been discussed with and agreed to by students.
<input type="checkbox"/>	HBEEC staff have been notified of any changes in student numbers, at least <b>one week prior to your visit.</b>
<input type="checkbox"/>	Bring to HBEEC on the first day of your camp: First aid kit, all student Medical form and informed consent forms (To be retained by Class teacher) <a href="#">Group list</a> (DOCX, 14KB) <a href="#">Alert list</a> (DOCX, 14KB) <a href="#">Camp consent list</a> (DOCX, 24KB)
<input type="checkbox"/>	Visiting teacher has a First Aid kit, Insect repellent, Sunscreen and any student medication. Departmental policy requires that schools provide an <b>Epipen</b> for each group in addition to any <i>prescribed for identified participants with a serious allergy.</i> Anaphylaxis is life threatening. All students <u>diagnosed</u> with this condition <b>MUST HAVE THEIR OWN EPIPEN AND MANAGEMENT PLAN</b> with them on the day.
<input type="checkbox"/>	A suitable number of male and female adult supervisors are attending camp each night – minimum one gender appropriate adult per cabin.
<input type="checkbox"/>	A registered teacher and at least one other adult will be onsite at all times

