



Department of  
**Education**

## **APPENDIX G: CAMPING**

**EFFECTIVE: 21 JULY 2025**

**VERSION: 3.2**

# CAMPING

**This document contains specific requirements related to camping activities and must be read in conjunction with *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures*.**

## 1. BACKGROUND

This document provides the mandated requirements for the activities outlined below.

### ***Camping***

Camping refers to staying overnight in a basic temporary shelter, such as a tent. This is usually in a natural setting. Camping includes a range of associated practical experiences (for example, bushcraft and camp-cookery) to extend learning.

When planning camping experiences that include other recreation and/or outdoor education activities, the mandated requirements in the relevant activity-specific documents must be met.

### ***Residential Camp***

A residential camp such as Broome Camp School, provides overnight shelter in a permanent structure such as a dormitory. If the residential camp includes practical camping experiences (for example bushcraft and camp-cookery) and/or recreation and outdoor education activities (for example swimming and bushwalking), the mandated requirements in this document, and any other activity-specific documents must be met.

**Note:** For residential school camps that do not include **any** practical camping experiences or recreation and outdoor education activities, these procedures do **not** apply. The Department Teacher-in-charge must refer to the relevant *Excursions in Public Schools* Procedures.

## DEFINITIONS

### ASSISTANT SUPERVISOR

Assists the Qualified Supervisor and or the Department Teacher-in-charge. Must have recent and relevant experience in the activity, at the level being offered to the students.

### DEPARTMENT TEACHER-IN-CHARGE

The member of the teaching staff employed by the Department of Education (or an Approved Provider) and managing the school activity (for information relating to Approved Providers refer to *Appendix A: General Requirements*).

### EXTERNAL PROVIDER

A business or individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity; or a staff member of a TAFE college or a university who delivers any part of an educational program to students.

### CAMPING

A form of overnight stay with a basic temporary shelter such as a tent, bush hut, bivvy or tarp, or no shelter at all, usually in a natural/bush setting, at locations with no or limited facilities.

### QUALIFIED SUPERVISOR

Has the required qualifications, skill, experience and technical knowledge to instruct the activity.

## REMOTE OR ISOLATED AREAS

Includes any location where medical emergency assistance is more than one hour away by road, air or water.

## RESIDENTIAL CAMP

A camp that includes one or more recreation and outdoor education activities where students sleep in permanent facilities overnight, such as dormitory-style accommodation, with equipped kitchen facilities, showers and toilets (for example Broome Camp School).

## SUPERVISORY TEAM

Adults who have accepted the responsibility to act in a supervisory role at the planned activity. Can include (but not be limited to) teachers and education assistants, external providers and parents.

## 2. ENVIRONMENT

The Department Teacher-in-charge must ensure that research is conducted into desired camping and residential camp locations well in advance, to ensure sites are suitable for group size, student capacity, skills, experience, the planned activities and the supervision required.

When selecting a camping site, consideration must be given to:

- observing any warning signs
- locating the group in an area near a fresh water supply
- selecting well-drained level ground
- sheltering from prevailing conditions
- avoiding camping directly underneath large, diseased or dead trees
- avoiding rivers, creek beds, swamps and flats that are subject to flooding
- avoiding fire dangers.

When pitching tents, consideration must be given to:

- erecting tents sufficiently apart to prevent rapid spread of fire in the campsite
- keeping tents a minimum of four (4) metres from the campfire
- visibility of guy ropes (for example, conspicuous objects can be tied around guy ropes to highlight the position of tents).

Some camping sites have a recommended maximum number of participants that must inform planning.

Groups of eight or more, that are staying overnight at Bibbulmun Track, Munda Biddi Trail or Cape to Cape Track camping sites, are required to complete and submit a Group Notification a minimum of 4 weeks prior to the activity. The *Department of Biodiversity, Conservations and Attractions* provides further information:

- Bibbulmun Track
- Munda Biddi Trail
- Cape to Cape Track

Many camping sites have access restrictions and written permission must be gained from the relevant authority (*Department of Biodiversity, Conservation and Attractions* regional office, local land management body, lease holders or private property owner). These organisations/owners can also be consulted for information about:

- route planning (including evacuation)
- alternative routes in the event of restricted access
- shelter, toilets, drinking water etc. availability at the location/venue
- procedures to follow when there is a risk of bad weather, storms, bushfires and/or other changes to the environment.

The Department Teacher-in-charge must access the [Department of Biodiversity, Conservation and Attractions \(DBCA\)](#) and [Park Alerts](#), regarding park closure alerts, trail status, any permit requirements and updates that may affect their proposed activity.

River crossings can be extremely hazardous. Groups **must not** attempt a river crossing if the location or other elements are considered to be dangerous (for example, during periods of flooding; where the depth, speed, bottom load or ability of the group is unknown; or in an estuarine crocodile habitat; see [Appendix F: Bushwalking](#) for further information).

### **WEATHER CONSIDERATIONS**

Camping is not to be undertaken in any area where high alert weather conditions are forecast and/or any area where the fire danger rating is extreme or above. Refer to [Department of Fire and Emergency Services](#) and/or [EmergencyWA](#) for fire and smoke alerts, or fire danger ratings, or contact the local shire as part of an environmental check.

If camping during the fire restriction season, plan a route that allows for evacuation and confirm that the group has access to up-to-date fire information via radio, mobile or satellite phones providing bulletins from a manned base. Avoid commencing camping activities on a total fire ban day.

The following weather conditions/warnings must also be considered:

- severe weather events
- thunderstorm
- flooding
- coastal waters
- strong wind
- tropical cyclone advice
- extreme temperatures.

Weather conditions must be assessed and monitored:

- in the days leading up to the activity
- on the day of the activity
- during the activity.

The Department Teacher-in-charge must continue to assess conditions and comply with fire ban regulations. The supervisory team may need to modify, relocate or cancel the activity at any time. Check the [Bureau of Meteorology](#) for up-to-date conditions and weather warnings.

#### **Guidance**

*Key sources of information to support planning might include:*

- *the venue or site manager*
- *a local external provider*
- *people with specialist knowledge of the area or activity*
- *specialist activity organisations and clubs*
- *OutdoorsWA*
- *the Department of Biodiversity, Conservation and Attractions*
- *the local ranger, land manager or property owner/lease holder*
- *other schools that have conducted similar activities in that location.*

### **3. CAPACITY OF STUDENTS**

Prior to commencing camping activities, the Department Teacher-in-charge must confirm that each student has the capacity to participate safely.

For all planned camping activities alternative, modified or adjusted activities must be provided for students who have limited capacity to participate.

Students with a disability or impairment may participate in desired activities provided adequate safety and control measures are implemented. Specific consideration is given to:

- the type and level of disability or impairment
- location and access
- providing adjustments so the student can access the curriculum activity on the same basis as their peers.

Students who have a medically diagnosed condition that may impact their safety must be cleared by a medical practitioner before they can participate.

The Department Teacher-in-charge must be aware of health care maintenance and/or any intensive health care needs of students, particularly allergic reactions to stings or bites. Protective clothing should be considered for students who are susceptible.

A re-assessment of students' capacity is undertaken if any circumstances surrounding the activity change. This includes any change in the condition of the environment, their medical fitness, or their capacity to undertake the activity.

#### 4. STUDENT HEALTH CARE

Refer to [Appendix A: General Requirements](#) for further requirements.

#### 5. ACTIVITIES

The full scope of the camping activities must be assessed before determining the areas to be used.

Before departure, and if practicable, students should be provided with opportunities to pitch and strike tents, test all equipment and demonstrate that they have the required items from the equipment list (identified by the school) for the anticipated conditions.

##### *Health and hygiene practices*

The Department Teacher-in-charge should encourage and promote the following:

- all students are instructed on the importance of good personal hygiene (for example, hand washing)
- sterilising hand gel is made available for hand sanitising purposes
- toilets and washing with detergent locations are located at least 100 metres away from the water supply and a discrete distance from campsites and defined tracks
- excreta and toilet paper are disposed of using a method that suits the area, size of the group, soil type, climate and time of year
- a toilet pit is constructed for large groups in areas of higher visitation
- sanitary products are carried out of the camping area
- wet sullage pits are dug well away from the campsite and 100m from water sources.

##### *Food preparation and storage*

The Department Teacher-in-charge must plan to ensure that food safety measures are in place whilst camping. These may include, but are not limited to:

- the appropriate selection of food that can be safely stored for the type, length and location of the activity, number of participants and any specific dietary, medical or allergy requirements
- the provision of appropriate equipment suitable for the hygienic preparation and serving of food
- participants must always wash or sanitise their hands before handling and cooking food
- all cooking and eating utensils are thoroughly cleaned immediately after each meal, dried, and packed away

- washing up water that contains detergent is carried out away from the campsite and disposed of in a wet sullage pit, 100m away from water sources
- all rubbish, including tins, aluminium foil, food scraps and plastics are carried out.

#### *Camp fire and stove safety practices*

Fire safety practices are determined and communicated to all participants.

Naked lights (for example, matches, candles and cooking stoves) **must not** be used as lighting inside tents.

Fires are potentially dangerous to participants and the environment. In some campgrounds, fires are not permitted at any time; at others, campfires are permitted with seasonal restrictions and in provided fire pits only.

If a fire is deemed necessary, the Department Teacher-in-charge must ensure that:

- they adhere to all fire restrictions/notices
- a minimum of a three (3) metre radius around a fire site be cleared (as specified by the Department of Biodiversity, Conservation and Attractions)
- fire rings or fire buckets are utilised, if provided
- minimum impact fire techniques are used (as per Leave No Trace principles)
- conditions are deemed safe before lighting a fire
- the size of the fire is appropriate to the needs of the group for cooking/warmth
- the fire is built downwind and away from tents
- if possible, the fire is built in a previously used fireplace
- the fire is never left unattended
- flammable liquids are never poured onto a fire
- rocks are not used around a fire set on the ground
- all signs of the fire are removed by burying or scattering the ashes, when cold.

The use of fuel stoves is preferable for cooking.

Stoves powered by burning solid fuel are subject to the same restrictions as campfires: they must not be used at any campground, or at any time, when campfires are not permitted. Those powered by liquid or gas fuel can be used at any time unless a total fire ban has been declared.

Fuel for stoves is highly flammable and can explode if not handled correctly. Methyated spirit stoves are recommended, as they are easier to operate and less flammable.

Students should be instructed in the proper use of stoves to ensure that:

- fuel bottles are clearly marked, and a distinctive method is used to distinguish from drinking water bottles
- the cap of the fuel bottle is replaced and secured before lighting the stove
- fuel bottles are removed from possible ignition sources
- when in use, the stove is stable
- prior to use the stove strap is completely removed
- the stove is positioned at least four (4) metres away from foot traffic and flammable objects, particularly plastic ground sheets, backpacks, tents and sleeping bags
- a lit stove is never left unattended
- the stove is refuelled when it is not lit and is away from the cooking area to ensure any spilt fuel during refuelling cannot be accidentally ignited
- stoves must be totally extinguished and cold to touch before going to bed
- all stove parts are checked and accounted for, and the stove is cold when packed away.

Stoves must never be used in tents, due to the potential danger of asphyxiation, explosion and the flammability of equipment.

## 6. EQUIPMENT

All equipment must be checked to confirm it is appropriate to the activity, safe and in working order.

Prior to the camping trip, the Department Teacher-in-charge will confirm with students an equipment list that includes details of:

- sleeping gear (for example, sleeping bags, pillows, blankets, sheets)
- eating and drinking utensils
- footwear suitable for wet weather, walking or sporting activities and recreational use
- protective clothing or equipment appropriate to the requirements of the route and potential weather conditions (for example, a wide brimmed hat, waterproof jacket, sun protection, broad-spectrum, water-resistant sunscreen, insect repellent, warm or (synthetic) thermal clothing, sunglasses etc.)
- specialist camping equipment (for example, tents, stoves) as required
- suitable and sufficient water carrying capacity.

### **Guidance**

For further information, refer to *Australian Adventure Activity Good Practice Guide: Camping.*

### *Emergency equipment (for the group)*

Prior to commencing the activity, the Department Teacher-in-charge confirms that all supervisors have access to:

- a waterproofed or laminated copy of the route, or a composite plan
- the *Risk Management Plan* and the *Emergency Response Plan* (see *Appendix B and C: in the Recreation and Outdoor Education Activities for Public Schools Procedures*)
- emergency communication equipment (as appropriate to the location), such as a mobile or satellite phone, details of the nearest landline, radio, Emergency Position-Indicating Radio Beacon (EPIRB) and/or Personal Location Beacon (PLB)
- appropriate and readily available first aid equipment. The first aid kit must contain items appropriate for the activities, location, size and needs of the group and duration of the activity
- tools for waste disposal
- accessible emergency equipment (for example, a whistle, torch, firelighters)
- a compass, waterproofed map, GPS or, dependent on location and reception, a relevant mobile phone application.

## 7. THE SUPERVISORY TEAM

Refer to *Appendix A: General Requirements* for further requirements.

## 8. EXTERNAL PROVIDERS

Refer to *Appendix A: General Requirements* and *Appendix D: External Provider Checklist*, for further requirements.

## 9. MINIMUM QUALIFICATIONS AND COMPETENCIES

The Department Teacher-in-charge must confirm that the supervisory team members possess appropriate skills in camping, navigation and bushcraft, and have the appropriate recent and relevant experience, to identify and manage potential risks at any stage during camping activities.

Refer to *Appendix A: General Requirements* for mandated general requirements that apply to all recreation and outdoor education activities:

- first aid qualifications
- evidence requirements for all qualifications, competencies and recent and relevant experience.

### *Minimum qualifications and/or formal training accreditations*

The Qualified Supervisor must hold a relevant first aid certificate including current cardio-pulmonary resuscitation (CPR) accreditation. Where the group is in an remote or isolated area, a member of the supervisory team must have appropriate first aid qualifications. (Refer to Appendix A: General Requirements in the *Recreation and Outdoor Education Activities for Public Schools Procedures*). Remote or isolated areas may include any location where medical emergency assistance might be more than one hour away, by road, air or water.

### *Skills and experience*

The Department Teacher-in-charge must confirm that the supervisory team:

- has recent and relevant experience in the activity at the level being offered to students
- has skills in interpreting and responding to weather conditions
- has first aid and CPR qualifications
- has competency in, and understands, the emergency response plan and supervision responsibilities.

### **Guidance**

*It is recommended that supervisors maintain evidence of their recent experience in relevant camping activities through the use of a logbook, or similar.*

## **10. MINIMUM LEVELS OF SUPERVISION**

Group sizes and supervision levels are determined after considering the:

- purpose of the activity
- age, capacity, experience and skills of each student
- gender of participating students
- qualifications, capacity and experience of the supervisor(s)
- type and number of activities being undertaken
- students' medical conditions, disabilities or impairments
- land manager restrictions
- weather conditions
- nature of the environment.

For all camping activities regardless of age of participants or group size, the minimum level of supervision is:

- two supervisors at all times
- one of these supervisors must have the required qualifications.

### **CAMPING**

Kindergarten - Year 3

Must have a minimum of two supervisors at all times:

- one Qualified Supervisor for every 22 students or part thereof and
- one supervisor for every 5 students or part thereof (inclusive of the Qualified Supervisor).

Year 4 - 6

Must have a minimum of two supervisors at all times:

- one Qualified Supervisor for every 22 students or part thereof and
- one supervisor for every 8 students or part thereof (inclusive of the Qualified Supervisor).

Year 7 - 12

Must have a minimum of two supervisors at all times:

- one Qualified Supervisor for every 22 students or part thereof and
- one supervisor for every 11 students or part thereof (inclusive of the Qualified Supervisor).



**RESIDENTIAL CAMP**

Kindergarten - Year 3

Must have a minimum of two supervisors at all times:

- one Qualified Supervisor for every 22 students or part thereof and
- one supervisor for every 6 students or part thereof (inclusive of the Qualified Supervisor).

Year 4 - 6

Must have a minimum of two supervisors at all times:

- one Qualified Supervisor for every 22 students or part thereof and
- one supervisor for every 9 students or part thereof (inclusive of the Qualified Supervisor).

Year 7 - 12

Must have a minimum of two supervisors at all times:

- one Qualified Supervisor for every 22 students or part thereof and
- one supervisor for every 11 students or part thereof (inclusive of the Qualified Supervisor).

The table below illustrates the minimum supervision requirements for common group sizes. Groups may be larger than those indicated here but must remain within the prescribed supervision ratios and any limits set out earlier in this document.

<b>Type</b>	<b>Year level</b>	<b>Number of students</b>	<b>Qualified Supervisor</b>	<b>Assistant Supervisor</b>	<b>Total supervisory team</b>
<b>Camping</b>	<b>K - 3</b>	1 - 10	1	1	2
		11 - 15	1	2	3
		16 - 20	1	3	4
		21 - 22	1	4	5
		23 - 25	2	3	5
	<b>4 - 6</b>	1 - 16	1	1	2
		17 - 22	1	2	3
		23 - 24	2	1	3
		25 - 32	2	2	4
	<b>7 - 12</b>	1 - 22	1	1	2
		23 - 33	2	1	3
<b>Residential camp</b>	<b>K - 3</b>	1 - 12	1	1	2
		13 - 18	1	2	3
		19 - 22	1	2	3
		23 - 24	2	2	4
		25 - 30	2	3	5
	<b>4 - 6</b>	1 - 18	1	1	2
		19 - 22	1	2	3
		23 - 27	2	1	3
		28 - 36	2	2	4
	<b>7 - 12</b>	1 - 22	1	1	2
		23 - 33	2	1	3
		34 - 44	2	2	4

***All overnight camping and residential camp activities***

When considering an overnight stay (camping or residential camp), the Department Teacher-in-charge must take into account the:

- supervisory and accommodation arrangements, especially for sleeping and ablutions needs of all students, including gender diverse students
- selection of supervisors, to reflect the demographics of the group

- supervisors **must not** be placed in a position where there is potential for allegations of improper conduct, or where the propriety of their behaviour could be questioned
- supervisors must be made aware of their duty of care requirements when they are supervising students overnight - these are maintained throughout
- supervisors that may be required to take responsibility for students at short notice in the event of an emergency.

## 11. SUPERVISION STRATEGIES

Supervision strategies must be confirmed by the Department Teacher-in-charge to ensure the safety and wellbeing of students is maintained at all times.

Supervisory strategies for camping and residential camp activities must be considered in accordance with the:

- age of the students
- experience and ability of the students
- student medical conditions, disabilities or impairments
- capacity of the supervisor(s), for example, competence and experience
- type or purpose of the activity to be undertaken
- nature of the environment
- location (local or remote) of the activity
- weather and climate.

Once at the site, supervisors must check the camping site regularly to confirm that it is kept clean of rubbish and free from hazards such as cooking activities in high traffic areas.

## 12. IDENTIFICATION OF PARTICIPANTS

In all settings, students should always be clearly visible.

The Department Teacher-in-charge must employ systems for identifying students that may include the wearing of school shirts, uniforms, school or other hats, vests, sashes, armbands, name tags and/or stickers.

Each identification system may be used in combination with others.

Supervisors should wear coloured clothing that promotes visibility.

Refer to [Appendix A: General Requirements](#) for further requirements.

## 13. COMMUNICATION STRATEGY

Refer to [Appendix A: General Requirements](#) for further requirements.

## 14. RISK MANAGEMENT PLAN

Refer to [Appendix A: General Requirements](#) and [Appendix B: Risk Management Plan](#) for further requirements.

## 15. EMERGENCY RESPONSE PLAN

Refer to [Appendix A: General Requirements](#) and [Appendix C: Emergency Management Plan](#) for further requirements.

## 16. BRIEFING STUDENTS AND SUPERVISORS

The Department Teacher-in-charge must confirm that all participants are briefed about:

- the educational purpose (learning intentions) and the cooperative nature of the activity
- components of the activity (including skills required)
- standards of behaviour, including roles and responsibilities

- hazard identification and safety requirements
- buddy practices and procedures that will be followed if members of the party become lost or separated from the group (refer to Appendix F: Bushwalking - Appendix 1)
- physical boundaries marked for the activity
- communication signals to gain attention and request assistance
- emergency and evacuation procedures
- minimal impact principles for that location (see Leave No Trace principles).

In addition to the above, the Department Teacher-in-charge must confirm that the supervisory team have been briefed about the following:

- the role and location of supervisors
- maintaining supervision ratios (including of those students not involved in the activity)
- modified/adjusted activity requirements for students with a disability or impairment
- the system for identifying students and supervisors
- student-specific medical requirements
- conditions associated with hypothermia, sunburn and dehydration
- communication strategies that will be used throughout the activity, including designated signals to gain the attention of the whole group, and to identify when emergency assistance is required
- location of first aid kit and emergency/rescue equipment
- appropriate clothing for the activity and weather conditions, including thermal and sun protection
- aspects of the environment and expected weather conditions
- the route to be followed including pre-determined stops and/or meeting points along the way (if applicable).

Special information sessions must be arranged for students or staff who were absent from preparatory briefings.

## 17. INFORMED CONSENT

Refer to Appendix A: General Requirements for further requirements.

Site managers at the Department Camp School must adhere to all Department policies and procedures.

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