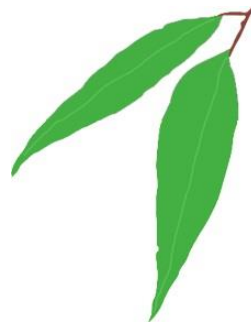


# CAMPS AND EXCURSIONS POLICY



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## Rationale:

The purpose of this document is to outline the procedures that must be followed by anyone arranging a camp or excursion for students at Tea Tree Gully Primary School. All camps and excursions **must** follow the guidelines as directed in the Department for Education (DfE) Camps and Excursions policy which describes in detail conditions and arrangements necessary when planning and undertaking camps and excursions including supervision levels for different activities. This document can be found at the address below or in the Policies A-Z on the DfE website.

<https://www.education.sa.gov.au/doc/camps-and-excursions-guidelines-schools-and-preschools>

Activities such as camps and excursions can greatly enhance the progress of learning offering new, varied, challenging and practical experiences across the learning areas. In many instances these can become significant and meaningful educational experiences. All teachers should therefore seek to schedule such experiences in their educational programs. Of course, learning **must** occur in a safe environment, which can best be achieved by thought and preparation based on sound planning and the information presented in this document and the DfE Camps and Excursions Guidelines for Schools Guideline for Schools and Preschools.

Students who do not attend school camps, excursions and incursions will be provided with a suitable alternative program at school.

A **CAMP** is defined as an element of a student-learning program involving one or more overnight stays at a location in or beyond the school grounds

An **EXCURSION** is defined as an element of a student-learning program involving a same day return from a location beyond the school grounds

An **INCURSION** is defined as an element of a student-learning program involving attendance of an outside group or agency to perform or work with students on the school grounds

## Planning:

- Camps and excursions should be integrated with the class teaching and learning programs. Teachers will build into their program a lead up to camps and excursions and follow up afterwards. The learning may connect with one or more areas of learning
- The identification of suitable excursions and incursions should be undertaken by class teachers in consultation with the Principal and school leadership and other staff

- Staff should work as year level teams when planning camps, excursions and incursions so that all students within the specific learning group are given the opportunity to participate unless exceptional circumstances exist
- The support needs of students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers. Appropriate support should be provided for these students so they can access the learning experiences available through camps, excursions and incursions (DfE Camps and Excursions Guidelines)
- When planning an excursion or camp, the following areas are to be addressed by staff and will be guided by the DfE Camps and Excursions Guidelines
  - Student inclusivity
  - Site selection
  - Contingency plans
  - Parental consent
  - Routine and emergency health support
  - Facilities, supplies and equipment
- A designated 'teacher-in-charge' will coordinate each camp, excursion and incursion.
- All camps and excursions **must** be under the leadership and control of a teacher-in-charge. Where more than one teacher is involved in supervising a camp or excursion, a teacher-in-charge **must** be appointed. This teacher has a supervisory role over the educational program and the activities undertaken. The teacher-in-charge must ensure that:
  - Activities are safe but challenging, reflecting curriculum-based student/child learning outcomes
  - The camp or excursion is based on inclusive practices and geared to the abilities and needs of all participants
  - Leaders and students are well equipped for all reasonably predictable conditions
  - Participants understand the nature and purpose of the activity and have developed the prerequisite knowledge, understanding and skills
  - Appropriate first aid kits are available
  - The school digital devices policy is adhered to and staff will collect any devices from students as outlined in the policy
  - Leadership team members are fully briefed and trained for their roles and responsibilities, including mandatory notification (RAN - Responding to Abuse and Neglect)
- Mixed gender student groups **must** have mixed gender leadership unless parents have approved of alternatives during the consent-seeking process
- Parent/Caregivers may be invited to assist in the supervision of the camp, excursion or incursion. When deciding on which parents will attend, the teacher-in-charge will take into account:

- If there is a need to have a gender balance
- The needs of the students in the class
- Any valuable skills the parent/caregiver have to offer eg. First aid
- All parents/caregivers who support camps and excursions must have current volunteer RAN training and a DCSI screening check, and comply with the school volunteer policy guidelines
- Parents selected to assist may be required to pay costs associated with camp, excursions or incursions
- There **must** be a school based contact person for all camps and excursions. This person must be contactable at all times for the duration of the event and have copies of:
  - Attendance lists
  - Students/child health and personal care information
  - Contact numbers of parents, family etc
  - Itineraries including Estimated Times of Arrival (ETA)
  - Relevant maps, eg bushwalking route
  - Contingency plans
- The Principal must approve all camps and excursions and will ensure that all school camps and excursions are maintained at a reasonable and affordable cost
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be invited to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the principal on a case-by-case basis
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least one school week before the departure date will not be allowed to attend unless alternative payment arrangements have been made with the Principal
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending camps
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if their child is in danger of losing their invitation to participate in the camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a child from camp will be made by the Principal, in consultation with the classroom teacher/s and the 'teacher-in-charge' of the camp
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The teacher-in-charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent

- An alternative and worthwhile program will be provided at school for all children not attending a camp

### **Procedures when planning a camp or excursion:**

- Staff should discuss any proposed camp or excursion with the Principal and gain approval to proceed with planning
- Staff must complete Purchase Order Requisition forms for all planned excursions and camps (for buses and destinations) prior to placing the booking. This is to ensure the Child-Related Employment Screening and related obligations required for Contractor Personnel are compliant. Return completed forms to Finance Officer
- Staff should discuss the cost with the finance officer and determine how much of the cost will be charged to the students and if any cost will be covered by the school
- Staff should discuss transport options with the Finance Officer and if buses are to be used negotiate the company to be used and the booking with the Finance Officer
- After initial planning and costing, complete the following documents and have them approved by Leadership;

### **CAMP**

1. Risk management plan
2. ED170 and ED169 forms
3. Swimming form (if applicable)
4. Camp based letter and permission form for parent/caregiver to complete

### **EXCURSION**

1. Risk management plan
2. ED170 and ED169 form
3. Excursion based letter and permission form for parent/ caregiver to complete

### **INCURSION**

1. ED 169 form
2. Incursion based letter and permission form for parent/caregiver to complete

If using private transport, the following must be done:

1. Send home 'Transport of other students by parents/volunteers form 1
2. Send home 'Transport of students in privately owned vehicle' form 2 with names of drivers to get permission
3. Fill in names of transported students on form 1 and keep as a record

If Aquatics/swimming excursion a 'student healthcare information sheet' is required

All volunteers transporting students and/or attending camps, excursions or incursions must have current DCSI clearance and RAN training

## Group sizes and student/staff ratios:

### **CAMPS**

Reception to year 2	1:10
Years 3 to 7	1:15

### **EXCURSIONS**

Reception to year 2	1:6
Years 3 to 7	1:10

### **EXCURSIONS** (Dinners, formals, graduations)

Reception to year 7	1:20
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### **EXCURSIONS** (Aquatic areas – creeks, rivers, beaches)

Reception to year 2	1:6
Years 3 to 7	1:10

### **EXCURSIONS** (Swimming pools)

Reception to year 2	1:10
Years 3 to 7	1:12

## Roles and responsibilities:

Principal	Approve all camps and excursions and check that paperwork is complete
Finance Officer	Work with organising staff and Principal to determine and approve costings, book transportation, receive and check payments
Front office staff	Respond to queries from parents and act to inform them in an emergency or delay etc.
Teaching staff	Undertake planning and conduct of camps or excursions in line with these procedures and the DfE Camps and Excursions Guidelines for Schools Ensure all forms are returned in a timely manner and are completed correctly
Volunteers	Comply with the expectations outlined in the Volunteer Policy

## Supporting documents/further information:

Department for Education Camps and Excursions Guidelines for Schools and preschools

<https://www.education.sa.gov.au/doc/camps-and-excursions-guidelines-schools-and-preschools>

Excursion/Camp Consent form (ED170):

<http://www.decs.sa.gov.au/docs/documents/1/CampsandExcursionsConsent.doc>

Application to Conduct an Excursion form (ED169):

<http://www.decs.sa.gov.au/docs/documents/1/Ed169ExcursionProforma.doc>

Carrying Passengers in Government Vehicles' form:

[www.decs.sa.gov.au/docs/files/communities/docman/1/Carrying\\_Passengers\\_in\\_Gov.doc](http://www.decs.sa.gov.au/docs/files/communities/docman/1/Carrying_Passengers_in_Gov.doc)