



CAMPS, INCURSIONS & EXCURSIONS POLICY

Aims:

- To explain to our school community the processes and procedures for planning and conducting camps, incursions, excursions and adventure for our students.
- To ensure the school has proper procedures in place for the supervision of students when engaged in off-site activities which include consideration of the risks involved in the activity, location and weather conditions.
- To ensure the safety and welfare of our students learning with an external provider.

Scope:

This policy is guided by the Department for Education's Camps and Excursions policy:

<https://edi.sa.edu.au/libraby/document/controlled-policies/camps-and-excursions-policy> and has been contextualised to fit the requirements of our school and broader community.

Camps or excursions support and enrich a range of curriculum areas and provide deep learning experiences to children and young people in a variety of environments. Sites should plan excursions or camps within the context of the educational program specific to their site. Sites should make sure children, young people and parents are adequately prepared and aware of the purpose of the learning experience. **DfE Camps and Excursions policy.**

Details:

Principal/Site Expectations:

The Principal or delegate must support teachers and other educators to coordinate camps and excursions in line with the scheduled school program (Appendix 1.) This includes the allocation of additional time to plan/co-ordinate where required.

The Principal or delegate must ensure events are planned and conducted in line with this policy and associated procedure before the event is undertaken, including Risk Assessments and Financial Arrangements.

The Principal or delegate must ensure there is a suitable teacher-in-charge who is able to follow the guidelines of the DfE policy.

The Principal or delegate must ensure students with additional needs are provided with an inclusive camps and excursions program.

The Principal must ensure that the site must review the Excursion schedule each year (end Term 4/week 0) once class structures and teachers for successive year are known.

Administration duties:

Admin staff must ensure that spare notes are available for families at Reception.

NIT teachers are secured and TRT notes have been provided by attending teachers.

SSO staff should be fully informed of incursion/excursion.





Teacher Expectations:

Teachers are expected to provide opportunities for students to participate in active learning outside the classroom, for the total development of the children in their care.

Teachers must ensure that all outdoor education activities have clear curriculum links.

Teachers should complete Risk Assessments for attending students in their class and communicate with parents regarding student attendance.

Teacher-in-Charge:

The teacher-in-charge and/or organising team must ensure that the event is planned and conducted in line with the DfE policy and associated school procedure including:

- Completion of Sheet 1(appendix 2) to initiate process followed by all actions outlined in Sheet 2(appendix 3).
- The necessary Risk Assessments/Supervision and Financial Arrangements
- Arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location.
- Arrangements if the camp or excursion needs to be cancelled, recalled or altered.

The teacher-in-charge and/or organising team must ensure timely communication with relevant staff members, parents/caregivers and external agencies.

In cases where a camp or excursion involves a particular class or year level group, the teacher-in-charge must ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

Access to paperwork:

All necessary Camps and Excursions paperwork is available as follows:

- Teams – Nuriootpa Primary School – Administration –Camps and Excursions. Please use this means of accessing and editing forms:

Parent Volunteers:

Parents may be invited to assist with camps and excursions.

School staff are in charge of camps and excursions and parent/carers volunteers are expected to follow teachers' instructions.

When deciding which parents/carers will attend, the Teacher-in-Charge will take into account: any valuable skills the parents/carers have to offer (bus licence, first aid, etc.) and the special needs of particular students.





Volunteers and External Provider Checks:

All parents or carer volunteers attending camps or excursions working directly with our student must have:

A current Working with Children check in place- managed through school

A Current RHAN certificate: Fundamentals: Responding to Risk of Harm Abuse and Neglect-Education and Care. This is available to volunteers via PLINK and will completion will be facilitated by the school at the start of each term, alongside a volunteer Induction session.

Parents/Carer Consent:

For all camps and excursions, other than local excursions, parent/carers will be provided with a specific consent form outlining the details of the proposed activity.

Parents will be informed about school camps and excursions via notes to students and will be required to return consent regarding their child's participation.

For local excursions, parents/carers will be provided with an annual Local Excursions consent form at the start of each year. Advance notice to parents/carers of an upcoming local excursion should also be provided through alternate avenues such as Class Dojo, Skoolbag, email, the newsletter, Facebook page, notes home in a student's bag and /or communication book.

For local excursions that occur on a recurring basis (such as weekly outings to the local oval for sports lessons), parents will be notified once only prior to the commencement of the recurring event.

Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

Financial Arrangements:

The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.

Students who have not finalised payment by the required date may not be able to attend unless the Principal determines exceptional circumstances apply or an established payment plan is in place.

In the interest of equity every effort will be made to ensure that students are not excluded for financial reasons.

Families experiencing financial difficulty should be encouraged to discuss alternative payment arrangement with the Principal and/or Finance Manager.

If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider request for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. The school may not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents. Carers at the time of payment.





Parent/Caregiver Expectations:

Student Health

Parents/carers need to ensure the school has up-to-date student health information prior to camps and excursions.

Administration staff throughout the year monitor the health plans and medication needs of students to ensure all necessary documentation and medication is up to date.

A member of staff will be appointed responsibility for the health needs of the student for each camp/excursion. Teachers will administer any medication provide according to the student's Medical Plan. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teacher son all camps and excursions and a trained first aid officer will be in attendance.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover costs of this. If the Principal or nominee approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Expectations of Students:

Behaviour

Students must have demonstrated that they are able to follow the school values of Respect, Persistence, Responsibility and Achievement if they intend to participate in a Camp, Incursion and/or Excursion.

It is at the discretion of the Teacher-in-Charge, the organising team and the Principal, as to whether students who are deemed to have had difficulty displaying such values across the term, year are able to participate. The safety and wellbeing of other students and adults is of great importance in the decision making as is the positive reputation of the school.

Alternative arrangement may need to be made in cases where the Risk Assessment indicates a high risk with specific student participation. Such arrangements are made in consultation with the Principal and parents/caregivers.

On all incursions and excursions students are expected to be well presented in neat clean school uniform.

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Government of South Australia
Department for Education