



Glenburnie Primary School Camps and Excursion Policy

Effective Date: 20/05/2026

Review Date: 20/05/2029

Ratified by: Principal, School Staff and School Governing Council

Purpose

The purpose of this policy is to provide guidelines for the planning and conduct of camps and excursions at Glenburnie Primary School, ensuring the safety and educational value of these activities for all participants.

Scope

This policy applies to all camps and excursions organised by Glenburnie Primary School, including day trips, overnight stays, and interstate travel.

Objectives

- To enhance the educational experience of students through real-world learning opportunities.
- To ensure the safety and well-being of all participants.
- To provide clear procedures for planning, approval, and conduct of camps and excursions.

Planning and Approval

1. Educational Value

- Camps and excursions must have a clear educational purpose aligned with the curriculum.

2. Risk Assessment

- Conduct a thorough risk assessment for each activity, identifying potential hazards and implementing control measures.

- All volunteers and camp staff to have Working With Children Check, that must be sited and a copy retained by school.

3. Approval Process

- Obtain approval from the Principal for all camps and excursions.
- For interstate trips, additional approval is required from the Education Director.
- Ensure all necessary permissions and bookings are confirmed in advance.

4. Parental Consent

- Obtain written consent from parents/guardians for student participation.
- Provide detailed information about the activity, including itinerary, costs, and safety measures.

Supervision and Safety

1. Supervision Ratios

- Maintain a minimum staff-to-student ratio of 1:10 for day excursions.
- For overnight camps, maintain a ratio of 1:8.
- For water activities, maintain a ratio of 1:5, with qualified lifeguards present.

2. Staff Responsibilities

- Designate a staff member as the excursion leader responsible for overall coordination.
- Ensure all staff and volunteers are aware of their roles and responsibilities.

3. Emergency Procedures

- Develop and communicate emergency procedures to all participants.
- Ensure access to first aid and emergency contact information.

Student Behaviour

- Students are expected to adhere to the school's behaviour code during camps and excursions.
- Staff have the authority to manage behaviour and ensure a safe environment for all.

Inclusion and Accessibility

- Ensure camps and excursions are inclusive and accessible to all students, considering diverse needs and abilities.
- Make reasonable adjustments to accommodate students with special requirements.

Financial Considerations

- Provide clear information about costs and payment options to parents/guardians.
- Ensure no student is excluded from participation due to financial constraints.