

## 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 in the Policies A-Z on the DfE website.

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 and Preschools.

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

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### GUIDELINES

Camps and excursions are offered to Tea Tree Gully Primary School students within the following guidelines:

1. Camps are offered bi-annually to students in Years 5-6.
2. Teachers will enrich learning programs by planning at least one relevant excursion and one relevant incursion per year.
3. All camps and excursions will have links to learning as outlined in the Australian Curriculum.
4. All camps and excursions will be organised and implemented in line with the [Department for Education's Camps and Excursions Policy](#). This policy provides requirements in relation to:
  - a. Planning a camp or excursion
  - b. Duty of care
  - c. Education and early childhood services national law and regulations
  - d. Inclusivity
  - e. Support needs of children and young people
  - f. Parents on camps or excursions
  - g. Financial assistance for families
  - h. Child protection

- i. Risk management
  - j. Bushfire prone areas
  - k. Alcohol, drugs and smoking
  - l. Site based contact person
  - m. Incident reporting
  - n. Consent
  - o. Local walks and regular outings
  - p. Roles and responsibilities: site leader, teacher in charge, workers, specialist instructors or trainers, volunteers
5. Teachers will complete and submit an ED169 Application form and a risk-assessment form to the Principal for approval at the planning stage of the camp/excursion. Once approved, they will organise with the Finance Officer to put the excursion on the local payment portal (QKR) and send home the ED170 form using EdSmart to obtain permission from families. Families will be given at least two weeks notice of upcoming incursions/excursions whenever circumstances allow.
  6. Parents/Caregivers who attend a school camp, excursion or incursion must have a current Working with Children's Check (WWCC), a current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training certificate, and comply with the school volunteer policy guidelines. Parents selected to assist may be required to pay costs associated with camp, excursions or incursions.
  7. Participants must follow Tea Tree Gully Primary School's Digital Device Policy. Staff will collect any devices from students as outlined in the policy.
  8. 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 and excursions.
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## **CAMP PAYMENTS:**

- Students will not be excluded from camps, simply for financial reasons.
- All camps and excursions will be cost effective and be accessible to all students. Tea Tea Gully Primary School will consider whether financial assistance (for example subsidy or payment plan) will be offered. This should be communicated to families during the consent seeking process.
- Parents are liable for the costs associated with their child or young person's attendance on a camp or excursion. 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.
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## **BEHAVIOUR**

- 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
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## **GROUP SIZES AND STUDENT/STAFF RATIOS:**

### **CAMPS AND EXCURSIONS: STUDENT/STAFF RATIOS:**

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

### **LOCAL WALKS AND REGULAR OUTINGS (Covered by local walks permission form):**

Reception to year 6	1:15
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