

CONTEXT/BELIEF STATEMENT

Activities such as camps and excursions/incursions can greatly enhance student learning, offering new, varied, challenging and practical experiences across the learning areas. Camps and excursions are also a means of using environmental resources to enhance and enrich student learning. In many instances these can become some of a student's/child's most significant and meaningful educational experiences. Where possible we encourage and support all teachers to schedule such experiences in their educational programs. This 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 **Department for Education Camps and Excursions policy**.

Staff will determine if a camp or excursion supports the learning within the classroom and if they have the capacity to conduct these experiences. Camps and excursions should be integrated with the class teaching and learning program. Teachers will build into their program a lead up to camps and excursions/incursions and a follow up afterwards. Camps and Excursions/incursions can be used as an engagement activity at the beginning of a unit of learning and as a concluding evaluative activity. This learning may connect with one or more areas of study.

Staff Responsibilities

Staff will:

- Discuss any proposed camp or excursion with the Principal and gain approval to proceed with planning.

Follow at all times the **Department for Education Camps and Excursion Policy & Procedure**

<https://edi.sa.edu.au/library/document-library/controlled-policies/camps-and-excursion-policy.pdf>

<https://edi.sa.edu.au/library/document-library/controlled-procedures/camps-and-excursions-procedure.pdf>

- Propose excursions/incursions camps well in advance of the event and place on yearly calendar once approved.
- Notify parents of the exact costs and other relevant details of individual camps as soon as practicable.
- Complete the following 5/6 documents and hand them to leadership for approval. These forms are all available on Microsoft Teams - Prospect Primary School Staff – General - 2020 Admin - Camps & Excursions Teacher Pack
 - 1) ED169 – Application to Conduct an Excursion Ed169_v1.doc
 - 2) Risk Assessment (/Excursion Risk Management Plan.doc)
 - 3) Letter to parents explaining purpose of camp with payment details
 - 4) ED-170 consent form for camp or excursion
 - 5) Attachment B: Checklist to assist in planning camps and excursions
 - 6) Attachment D: Students travelling in private motor vehicles agreement form (if applicable)



- Arrange for adequate supervision for the student group. The minimum DfE requirements include:
 - a teacher must be in charge of all camps and excursions
 - for activities without a prescribed ratio, or where the risk assessment/needs of the students attending does not indicate a higher ratio is required, the minimum adult (consisting of staff, instructors and volunteers) to student ratio (excluding the teacher in charge or the responsible person in a preschool setting) is as follows:
 - 1:6 for preschool to year 2
 - 1:10 for years 3-7
 - 1:15 for years 8-12
- Ensure that all school camps/excursions/incursions are maintained at a reasonable and affordable cost and that all families will be given sufficient time to make payments for individual camps provide a copy of 'Application to Conduct an Excursion' form together with the letter being sent home to parents to the Business Manager so that payment can be approved and invoices raised if necessary prior to information being sent home.
- Provide a hard and electronic copy of all information to the front office so they are aware of the event.
- Ensure that 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.
- Notify parents if a child is in danger of losing their invitation to participate in a camping/excursion/incursion experience due to poor behaviour at school.
- **Invite parents when applicable and have the final say which parent volunteers attend the camp/excursion in relation to the needs of the students and/or gender requirements.**
- Ensure that all volunteers have relevant WWCC and RAN clearance and have been inducted into the role they will be taking during the event.

Prior to the commencement of the event staff will:

- Inform front office staff they require medication prepared for a certain date and in the event of a camp the medication log folder (contains DfE medication management procedures documents)
- Organise Yard duty swap if necessary for excursions.
- See leadership if yard duties need to be covered for camps.
- See leadership to NIT swap if needed.
- Request student permission/paid print out 3-4 days prior to excursion from Business Manager.
- Take first aid kit and collect/sign out student medication from the front office.
- Leave mobile contact number at front office and list of students attending camp/excursion/incursion
- Make it known to leadership what will be happening to those students not attending event.
- Make sure the school phone number is in your mobile contact along with all members of leadership.
- File student consent forms into the Camps and Excursion/Incursions box file after the excursion.
- Provide the names of students who did not attend the excursion to the Business Manager to update records.
- After the camp or excursion/incursion is complete, complete any accident forms if needed and report any problems or incidents to the Principal.



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Parent's/Caregiver's Responsibilities

Parents experiencing financial difficulty, who wish for their children to attend camp or excursion, will be required 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.

Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Students whose payments have not been finalised at least one school week before the departure date will not be allowed to attend the camp or excursion, unless alternative payment arrangements have been organised with the Principal.

Student's Responsibilities

Students will:

- Need to be invited to participate in a camp/excursion/incursion by showing that they can demonstrate our school values at all times. If poor behaviour has been displayed, a student may be excluded from the event.

Local Walks/Excursions

Parents are to give consent for their child to participate in local walks/excursions to areas within a 1 km radius from the school or preschool during the school year for educational purposes when no costs are incurred (e.g. walks to the park).

Parents/legal guardians will be notified in advance of the local walk/excursion details (ie date, activity and times) via student diaries/notes/Seesaw or Skoolbag.

Consent forms for all other types of camps/excursions will be issued as they arise.

The consent form for Local Walks/Excursion is located in Microsoft Teams - Prospect Primary School Staff – General - 2020 Admin - Camps & Excursions Teacher Pack

Sporting and adventure activities

Staff are to obtain the informed written consent of all parents/guardians prior to a student participating in any offsite sport or adventure activity. Form ED170 must be used for these purposes. Staff must seek informed parental written consent for each new out of school activity trip involving school sport and physical activities. Consent may be sought for one standalone activity or group of activities, or for activities that recur over a specified period of time (i.e. weeks, months etc). Further consent must be sought if the activities, their location or transport arrangements change from that specified in the original consent paperwork.



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