



Stansbury Primary School

Camps, Excursions and Incursions Policy

Developed March 2018 , Endorsed by GC May 2018. Next Review – 2021

General

This policy provides a step by step guide to the procedure and the forms required when conducting an excursion, incursion or camp.

It should be used in conjunction with the “Camps and Excursions Guidelines” which can be located on DECD website at <http://www.decd.sa.gov.au>

Activities such as camps and excursions enhance learning; offering diversity, challenge and practical experiences in a context that promotes socialisation and strengthening relationships. Often these become a student’s most memorable educational experience and significantly reinforce school based learning. Of course, learning must occur in a safe environment, which can best be achieved by thorough planning and preparation.

This guide is intended to assist you with that process.

Definitions

- **Camp** – an element of a student learning program conducted at a location away from the school and involving one or more overnight stays.
- **Excursion** – an element of student learning programs involving a same-day return trip to a location away from the school.
- **Incursion** – 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.
- **Recreational** – associated with the leisure and recreational industry, eg visits to playgrounds, water slides, roller skating, tenpin bowling.
- **Workplace** – activities associated with the world of work – eg visits to farms, factories, offices, newspaper publishers, television studios.

Planning and Communication

The Principal must approve all camps, excursions and incursions and ensure that the event forms an integral part of the curriculum and that every aspect of the event complies with the requirements of the DECD Camps & Excursions Guidelines.

Camps and excursions must be well planned. Staff to check 24. ‘Suitability of Persons’ criteria clause in the EDSAS Purchase Order information when booking a camp.

Information needs to be effectively communicated to students, parents and school personnel. Routes, activities while on camp, health information, consent notices, what to bring lists, medication, bookings, transport, catering & special dietary requirements, estimated arrival times, and a full itinerary need to be carefully considered.

Camp leaders must also ensure that plans include a “Risk Assessment”, addressing specific strategies to cope with minor and major injury, illness or other crises. If a camp is more than 30 minutes from medical help or in an area distant from the school or base, a copy of the contingency plan must be left with the school contact person, together with the itinerary, list of participants and relevant medical information. Where necessary the same must be lodged with the local authorities, eg NP&WS.

There must be a school based contact person for all camps and excursions. This person must be contactable for the duration of the event and have copies of attendance lists, medical details, contact numbers of parents and family doctor, and an itinerary that includes arrival times, relevant maps and contingency plans.

The contact person must be able to communicate readily with the travelling party.

Approvals

Interstate travel must have the approval from the Education Director.

Overseas travel must be endorsed by the Education Director and approved by the Chief Executive.

Use of vehicles at school camps in remote areas

The principal may approve a teacher, departmental employee or authorised volunteer to drive his/her vehicle to a school camp in a remote area and for that teacher to receive a travel allowance from school funds so that the vehicle is available for use in an emergency.

Transporting students in private motor vehicles

When private motor vehicles are used to transport students on school organised or initiated activities, parents should be advised of the arrangements and their written consent to the excursion should include consent to the particular travel arrangements.

A vehicle may only be used to carry student passengers if:

- It is equipped with seat belts;
- It is registered and there is reason to believe that it is in safe mechanical condition;
- It is covered by a comprehensive insurance policy;
- The driver has a full licence and there is reason to believe that he/she is safe and responsible behind the wheel.

The principal may authorise reimbursement of reasonable travel costs from school funds.

Before the journey commences the teacher-in-charge should take adequate steps to ensure that:

- No student occupies a seat that is not fitted with a seat belt; or age appropriate child safety restraint
- The vehicle is not overloaded as this could impede the driver and also jeopardise insurance entitlements in the event of an accident.

In the event of an accident there is no provision for the school or the department to reimburse owners of private vehicles for any out-of pocket expenses which they may incur. The payment of a travel allowance by an employer does not affect insurance cover.

From a 'duty of care' perspective, schools should do all that is reasonably practicable to ensure that loose items are properly secured before certain types of vehicles are used to transport students on school activities.

Parental Consent

Any activities outside the school grounds and beyond school hours must be by consent of parents/caregivers. The signed consent form is a legal document. It must be accompanied by sufficient information to indicate that the parents are aware of the activity and give informed consent for the student to participate.

Organisers should seek consent well in advance. The information provided to parents could include some or all of the following:

- Educational purpose of the activity
- Location and/or itinerary
- Activity schedule
- Supervision arrangements
- Safety precautions
- Facilities available

- Transport details
- Pertinent sleeping accommodation
- Specialised clothing or equipment required
- Cost of the activities
- School contact person and telephone number
- Site contact details
- Programs planned for students unable to attend

If a student has not returned a signed consent form:

- for an excursion, parents must be contacted to obtain written consent (fax or e-mail).
- for camps, the student must not take part unless a signed consent can be obtained.

Supervision Issues

The duty of care responsibility for teachers is even more imposing on a school camp and must be taken very seriously. All parties involved in delivering educational and other services for camps and excursions owe a duty of care to students. This duty of care continues throughout any school camp or excursion outside of school ground, within and beyond normal hours.

Where more than one teacher is involved in supervising a camp or excursion, a “teacher-in-charge” must be appointed.

Generally the school requires a member of the school leadership team to attend camps. This may be waived where factors such as short duration, low complexity, very high supervision ratios and / or particularly experienced staff characterise camps. The leadership team will make this decision in relation to all camps approved.

It is desirable to allocate both male and female supervisors to camps or excursions comprising mixed gender student groups.

For many activities, a minimum ratio of teachers/instructors/supervisors to students has been determined. Be sure to refer to the “Camps and Excursions Guidelines” – for information about ratios by activities.

First Aid

Prompt first aid must be given when necessary. Failure to act could constitute a breach of duty of care owed to students by teachers.

A qualified adult supervisor must be nominated as the first aid officer for all camps or excursion.

A current First Aid for Centres and Schools qualification is sufficient if medical help can arrive within 30 minutes. If medical help is more than 30 minutes away, the first aid officer will require a Senior First Aid Certificate.

A first aid kit of appropriate size and contents must be available for all camps and excursions activities.

Finance

GST inclusive tax invoices will be issued to families.

Camp / Excursion Planning Checklist

The following checklist is intended to provide you with a useful guide of steps to follow in planning a camp / excursion.

- Talk with colleagues, other teachers, your line manager, possibly students or some parents to check out your idea and preferred times / days.
- Negotiate teacher & SSO staff attending the camp.
- Consult with staff at a staff meeting to provide information, seek support.
- Plan with the school Finance Officer costing / money collection and completion of cost breakdown.
- Complete and submit to the Principal the form named ["Application to Conduct School Camp/Excursion"](#)
- Camp is noted on the whiteboard planner in the staffroom.
- Introductory letter to students / parents.
- Finalise accommodation – deposit paid as required.
- Finalisation of transport arrangements.
- Finalise a detailed itinerary, bookings made for relevant activities.
- Check the "Camps and Excursions Guidelines" publication regarding requirements for recreation / leisure activities.
- Full itinerary & information to students / parents.
- Relevant Consent Notice/s / Tax Invoice (negotiate with Finance Officer) sent to students / parents
- Medical information gained for students / parents as required.
- Identify a school based contact person.
- Note: If interstate travel / air travel involved approval is required from Education Director (allow 1 month prior to trip)*
- Medical information is reviewed / collated to provide an overview of at risk students.
- First aid kit is arranged and checked to see it is appropriately stocked occurs.
- Digital camera / other school gear (eg PE equipment) is booked or negotiated as required.
- Note is placed in the day book reminding staff that a camp is occurring.
- All relevant (refer above) details are provided to school based contact person.