



CAMPS, EXCURSIONS and INCURSIONS POLICY

Rationale:

Students learning outcomes are enhanced by attending camps, excursions and incursions that support class programs. This broadens students' experiences, supporting stronger connections between real world and curriculum topics that enriches student's vocabulary and understanding of language.

It is recommended that all classes go on a minimum of one external excursions per year and a minimum of one camp every 2 years from year 2 onward.

All excursions and incursions need to be linked to specific educational outcomes.

Implementation:

- All classes to go on a minimum of **one external excursions** per year
- These will be organised by the class teacher.
- All classes will attend a minimum of one whole school **In-School Performances** each year (Incursions)
- These will be planned and booked by a member of staff each year.
- Classes from year 2 – 4 may hold a **sleep-over or attend a 1 night camp** biannually as a minimum
- Year 5 Primary classes may attend a **biannual camp** as a minimum of up to 2 nights.
- Year 6 students to attend an annual camp of up to 2 nights.

Expectations:

- All students will attend educational excursions and incursions
- Families will contribute the financial cost.
- Assemblies and In-School Performances are not to be affected

Responsibilities

- Teachers have to be prepared to accept their legal liabilities and responsibilities before they can take students out of the school. Refer to the Department for Education (DfE) *Camps and Excursions Policy & Procedures 2020*.
- Volunteer parents need to be trained in mandatory notification, Child Safe Responding to Abuse and Neglect (RAN) before they can support staff and students on an excursion. Parents attending Camps must also hold a current Working with Children Check (WWCC).
- Student's attendance will be dependent upon a Risk Assessment that indicates that they will exhibit responsible behaviour leading up to the event.
- Adult supervision ratios are generally 1:6 for preschool to year 2 and 1:10 for years 3-7. Ratios for camps and excursions vary depending on the risk assessment for each event. See Camps and Excursions Policy and Procedures link below. Bus travel requires one DfE employee.
- Separate consent forms are required for each camp or excursion.
- Routine Outings that take place on a regular basis, one consent form ED 170 can be used to encompass them all provided individual activities, dates, location, cost, transport, supervision arrangements and dismissal times are listed. This consent must be obtained annually at the beginning of every school year

First Aid

- Site leaders must ensure that students can access first aid support at all times.
- All medication that may be required must be kept in close proximity and given in accordance with the relevant Health Care Plan applicable to that student.
- Camps: Sites need to have a one Designated First Aider (HLTAID 004) according to the ratio 1:25
- Excursions: Sites do not require a DFA but should take a portable first aid kit to treat minor injuries that do not require immediate professional medical treatment and be able to access a local area GP/medical facilities and/or a paramedic in close proximity

See <https://edi.sa.edu.au/hr/for-managers/health-and-safety/creating-a-safe-workplace/first-aid>

Procedures:

The requirements set out in these procedures are mandatory and must be complied with by all Department for Education workers for all camps and excursions that occur off site.

1. Refer to the **DfE CAMPS AND EXCURSIONS POLICY & PROCEDURES 2020** for clarifications.
<https://edi.sa.edu.au/library/document-library/controlled-procedures/camps-and-excursions-procedure>



WOODSIDE PRIMARY SCHOOL



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Department for Education

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Principal: Cassie Ackland

2. Complete an **APPLICATION TO CONDUCT A CAMP OR EXCURSION** ED169 (updated 12/19)
Application form is submitted to Principal/Line Manager (check dates and add to year planner) for approval.
<https://edi.sa.edu.au/library/document-library/form/early-childhood/ED169-application-to-conduct-an-excursion.doc>
3. Complete a **CONSENT FORM FOR CAMP, EXCURSION, SPORTING OR ADVENTURE ACTIVITY** ED170
Consent forms/notes for families given to Principal/Line Manager for approval
Extra Consent forms (spares) given to front office staff.
<https://edi.sa.edu.au/library/document-library/form/early-childhood/ED170-consent-form-for-camp-or-excursion.doc>
4. Complete a **CAMPS AND EXCURSIONS RISK MANAGEMENT PLAN**
Hazards and Risk Controls identified in discussion with Principal/Line Manager.
<https://edi.sa.edu.au/library/document-library/templates/early-childhood-services/camps-and-excursion-risk-management-form.docx>
5. Complete the **ORGANISATIONAL PROCEDURES** document. This document enables staff to detail responsibilities of individual staff.

Documents

All documents referred to in this policy are accessible on the DfE Intranet via the links above.

Copies of the above documents are to be given to Principal/Line Manager and Finance Officer for archiving.