

Camps and Excursion Procedures

This procedure is applicable to: all Department for Education employees at Paringa Park Primary School.

Document control

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Revision Record

Date	Version	Revision description

1. Title

Paringa Park Primary School Camps and Excursions Procedure

2. Purpose

The purpose of this document is to outline the procedures that must be followed by anyone arranging a camp or excursion for children at Paringa Park Primary School. All camps and excursions MUST follow the guidelines as directed in the Department for Education 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 at the address below or in the Policies A-Z on the Department for Education website.

<http://www.decd.sa.gov.au/docs/documents/1/CampsandExcursionsGuide.pdf>

3. Scope

The procedures described in the Department for Education Camps and Excursion policy and this PPPS procedure must form the basis of planning for all camps, excursions and related activities to ensure safe, enjoyable and challenging learning for all children. Their safety must be the paramount consideration. The welfare of teachers, instructors and others involved must also be of primary importance. A duty of care underpins this document and determines many of the safety precautions described. Teachers and others should also be familiar with the curriculum area-specific requirements outlined in the health and safety regulations.

Whenever they are in doubt, staff should consult school leadership or seek advice from their workplace health and safety representative and their more experienced colleagues.

It is important that educators know that Section 22 of the Disability Discrimination Act 1992 makes it unlawful for a school or preschool to discriminate against a child on the grounds of the child's disability, by denying the child access, or limiting the child's access to any benefit, such as a school camp, provided by that school or preschool. The Disability Standards for Education 2005, in particular the Standard for Participation and the Standards for Curriculum Development, Accreditation and Delivery, strengthen the obligation of schools and preschools to ensure that off-site activities are designed to include children with disabilities. Activities and practices must also reflect the National Junior Sports policy http://www.ausport.gov.au/fulltext/1994/ascpub/junior_policy.pdf which incorporates guidelines for the development of junior sport in South Australia. This document provides a national context for matters such as roles of teachers and coaches and participants' rights and responsibilities. It also presents a useful model for safely relating activities to child development levels.

Camps and excursions can include activities from within the following types:

- **Adventure** - generally associated with outdoor recreation and survival in natural environments. The activities may offer situations of personal challenge, such as bushwalking, rock climbing and canoeing.
- **Celebratory** - a range of activities where achievement, cultural endeavour or some other noteworthy occasion is celebrated, e.g. Royal Adelaide Show, school formals, graduations etc.
- **Cultural** - visits to cultural centres, activities and performances, such as museums, cinemas, Adelaide Arts Festival.
- **Recreational** - associated with the leisure and recreation industry e.g. visits to playgrounds, water slides, roller skating, tenpin bowling.

- **Sporting** - participation by students in mainstream sporting activities and competitions, e.g. interschool sporting competitions, athletics carnivals, swimming carnivals, specialised sport coaching.
- **Environmental and scientific** - investigation of children's natural environment and community, e.g. visits to coastal landforms, creeks, bushland and often related to specific areas of study such as biology and geology.
- **Workplace visits** - activities associated with the world of work e.g. visits to farms, factories, offices, newspaper publishers and television studios.

4. Objectives

The school values of Bravery, Care, Challenge and Trust should be an integral part of any excursion or camp. Camps and excursions are also a means of using environmental resources to enhance and enrich children's learning offering new, varied challenging and practical experiences. In many instances these can become some of a child's most significant and meaningful educational experiences. The school aims to provide such experiences across the child's schooling. This learning must occur in a safe environment which can best be achieved by thoughtful preparation, based on sound planning and the information presented in this document and the Department for Education Camps and Excursions policy.

5. Procedure detail

Excursions

It is encouraged that all classes participate in a minimum of two excursions every year. The number of excursions in any one year will vary amongst classes and depends on the class program and an evaluation of the needs of the children and teacher professional judgement.

The identification of suitable excursions should be undertaken by the class teacher in consultation with other staff and school leadership. Staff should work collaboratively when planning camps and excursions so that all children in any year level have equivalent opportunities to participate. Staff should negotiate additional support with the special education support teacher and/or principal if needed to allow children with disabilities or special needs to participate on the same basis as other students.

Camps

The following camp and camp-like experiences (refer glossary) are offered to children who are enrolled at our school for the duration of their schooling:

- Reception – none
- Over years 1 and 2 – minimum 1 night camp-like experience
- Over years 3,4 and 5 – minimum 2 nights away (e.g. 2 consecutive or 2 x 1 night)(e.g. Adare, Nunyarra, Arbury Park)
- Year 6 – 2 consecutive nights away (e.g. El Shaddai, Mylor, Wirraway)
- Year 7 – Canberra trip (approx. \$1300)

This information will be recorded electronically to ensure all teachers have access for reference for future planning. The number of camps will vary amongst classes depending on the class pathway. Camps are not structured in year levels as the whole class attends a camp together.

Staff and volunteer participation

Where possible, teachers will be encouraged to take their class on an excursion and/or camp. Where there are circumstances for a teacher not being able to attend, other strategies will be considered to enable the children to participate. Teachers may negotiate with their line manager and/or other staff members about their participation in class camp-like experiences. An option may involve the staff

member attending the camp during the day and returning home each night. Distance will be a key factor here.

- Regardless of this, the class teacher will engage with the camp pre and post camp activities to the fullest extent.
- Teachers undertaking camps can request additional release for planning and preparation. This can be negotiated with line managers.

In order to meet supervision and care requirements, additional personnel often need to accompany children on camps and excursions. Staff should refer to the Department for Education Camps and Excursions policy to determine the appropriate number of adults required for any camp or excursion. Additional people are expected to contribute actively to the supervision and care of children on the camp and excursion and so should be selected with this in mind.

Additional people may first be sourced from within the school. Other staff (specialist teachers, leadership, pastoral care worker, ACEO, librarian, SSOs or possible TRTs) could be approached first, followed by any university students on teaching placements within the school. If numbers cannot be met from these sources then volunteers can be used. Staff should select volunteers based on their ability to support the teachers and children on the camp/excursion. Excursions and camps are for children as part of their learning program and are not designed or intended (except in some specific instances) for parent education or leisure.

All volunteers must comply with the guidelines applying to the use of volunteers within schools. It is the responsibility of teachers to check that any volunteers used on camps or excursions are compliant with these guidelines.

If volunteers are being used to transport children they must comply with the standards in this area. The only person who can make an exemption from these guidelines for any volunteer is the principal.

For procedures when planning a camp or excursion please see Appendix 1.

6. Roles and responsibilities

Party / parties	Roles and responsibilities
Principal	<ul style="list-style-type: none"> • Approve all camps and excursions and check that paperwork is complete
Business manager	<ul style="list-style-type: none"> • Work with organising staff to determine and approve costing, assist with booking transportation, receive and check payments and consents.
Front office staff	<ul style="list-style-type: none"> • Respond to queries from parents and act to inform them in any emergency or delay
Teaching staff	<ul style="list-style-type: none"> • Undertake planning and conduct of camps or excursions in line with these procedures and the Department for Education Camps and Excursions policy.
Volunteers	<ul style="list-style-type: none"> • Participate in line with the expectations and standards explained in volunteer training. • Adhere to volunteer eligibility requirements.

7. Monitoring, evaluation and review

This policy will be reviewed on an annual basis or as needed when any changes to the Department for Education policies relevant to this procedure are made. Changes will be ratified by governing council.

8. Definitions and abbreviations

Term	Meaning
Activity	An element of a child's learning program
Camp	An element of a child's learning program conducted at a location away from the school and involving one or more overnight stays.
Camp-like experience	An element of a student learning program conducted at a location away or within the school and involving one or more overnight stays.
Excursion	An element of a child's learning program involving a same day return trip to a location away from the school or an activity within the school.
Sleepover	An element of a child's learning program including stay back till dark activities or overnight stays inside the school or in tents within the school boundary.
Instructor	A person whose prime function is to instruct or teach particular skills of an activity. In some cases this will mean assuming leadership of a group.
Leadership team	The full leadership team for any camp, excursion or related activity. These leaders will include teacher/s (teacher in charge) and may include trainee teachers, SSOs, AEWs, ECWs, appointed specialist instructors and voluntary workers.
Parents	Includes guardians and caregivers who may be empowered to act e.g. sign consent forms, in place of or on behalf of parents.
Supervisor	A person whose prime responsibility is to supervise student/children and support or assist an instructor.
Teacher in charge	Teacher appointed by the principal/preschool director as his/her delegate to provide leadership and control of the excursion or camp.
Volunteer	Includes parents, community members etc. working under the direction of the teacher in charge.

9. Associated documents

Department for Education Camps and Excursions policy

<http://www.decd.sa.gov.au/docs/documents/a/CampsandexcursionsGuide.pdf>

National Junior Sports policy

http://www.ausport.gov.au/fulltext/1994/ascpub/junior_policy.pdf

Forms Accident report form (ED155M)

www.decs.sa.gov.au/docs/files/communitites/docman/1/ED_155_Accident_Report.pdf

Application on Conduct an Excursion form (ED169)

<http://www.decs.sa.gov.au/docs/documents/1/ED169ExcursionProforma.doc>

Carrying Passengers in Excursion/Camp Consent form (ED170)

<http://www.decs.sa.gov.au/docs/documents/1/CampsandExcursionsConsent.doc>

10. References

11. Appendices

Procedures when planning a camp or excursion

Checklist for excursions and camps

Procedures when planning a camp or excursion

1. Idea of an event and tentative booking
2. Start a flow of procedure and check list
3. Check calendar to make sure there are no clashes
4. Staff complete an ED169 "Application to conduct an Excursion"
5. Staff should discuss with the business manager to check and confirm the associated costs
6. A risk assessment is to be completed for all camps and excursions
7. A note to parents is drafted using the school template (see front office staff) and staff can go to their line manager or front office staff at any time through this process for support and/or advice.
8. If Aquatics/Swimming excursion, a separate swimming/aquatics consent form is required.
9. All paperwork (steps 2,4,6 and 7) needs to be given to the principal's PA for an excursion no later than 4 weeks prior to the date and for camps, no later than a term prior to the date of the camp.
10. Principal approves all paperwork for the excursion/camp
11. Principal's PA will provide relevant information to the business manager to place the excursion onto Qkr! and invoice families accordingly. Once this excursion/camp is on Qkr! this is communicated to relevant staff. Parents will be given a minimum of 2 weeks to pay for an excursion, and a minimum of 4 weeks for a camp-like experience. Event information to be added to whiteboard in staff room and onto Sentral calendar. This will be added to the school calendar by front office staff.
12. Staff send out letter to parents
13. If using private transport please do the following:
 - send home 'Transport of other students by parents/volunteers' Form 1
 - send home 'Transport of students in privately owned vehicles' Form 2
 - fill in names of transported students on Form 1 and keep as a record
14. The cut-off date for full payments is a minimum of 8 calendar days prior to the event. No late payments will be accepted after this date.
15. A print out of payments received will be provided to relevant teachers one week prior to the final date to pay
16. Teachers will remind parents of the payment due date at least once within the payment window via their preferred regular means of class communication (e.g. Seesaw, email)
17. The school will publish weekly a schedule of payments online for each week (e.g. newsletter, website)
18. A print out is given the class teacher of the final list
19. Organise yard duty swap if necessary or negotiate with line manager prior to the event
20. See deputy principal re NIT swap if needed
21. Complete "Excursion Information for front office" and return to front office the day of the camp/excursion.
22. Canteen – to check staff room whiteboard every fortnight
23. Take first aid kit and collect and sign out medication from the front office on morning of excursion/camp
24. Teachers to take either school or personal mobile phone on any excursion
25. Teachers to take school mobile phone on camp
26. Keep all student consent forms in your classroom until the end of the year when they are collected by the front office
27. After the camp or excursion, an evaluation of the event may be conducted. Complete any accident forms if needed and report any problems or incident to the principal. Thank volunteers for their participation

Additional processes when planning a camp or excursion

- Any fundraising for camps and excursions is discouraged
- The principal must approve all camps. In doing so, the principal will ensure that the camp forms an integral component of the curriculum and that every aspect of the camp complies with the requirements of the “Camps and Excursions – Guidelines for Schools and Preschools 2007” manual.
- The principal will ensure that all school camps are maintained at a reasonable and affordable cost.
- Children will not be excluded from camps or excursions simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the business manager. Decisions relating to alternative payment arrangements will be made by the business manager on a case-by-case basis.
- Refunds will not be given for camps unless a medical certificate is provided.
- A social justice budget is available for use on case-by-case basis
- 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.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if a child is in danger of losing their invitation to participate in a 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 student will be made by the principal, in consultation with the classroom teacher and the teacher in charge.
- 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.
- An alternative and worthwhile program will be provided at school for all children not attending a camp or excursion.

Checklist for Excursions and Camps

Activity description: _____

Proposed date/s: _____

Contact person/s: _____

PRE-APPROVAL CHECKLIST		<u>Tick</u>
1	Gather information and plan activity. Check school and Department for Education requirements (Department's website).	
2	Check the term planner for potential clashes.	
3	Make tentative bookings for sites / performances / buses.	
4	Cost your activity: check with your line manager and with business manager as needed.	
5	Complete the ED169 (Department Application for Excursion) with as much detail as possible.	
6	Draft an excursion consent form (see front office for proforma).	
7	Give checklist, ED169 , copies of quotes and draft consent form to the front office for approval by Leanne at least 4 weeks prior to the event. Forms will be passed on to the business manager for final approval and consents emailed back to teachers to be sent out.	

Costing Approval by Finance Manager:	Approval by Line Manager / Principal:
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POST-APPROVAL CHECKLIST		<u>Tick</u>
8	Once approval received, confirm all bookings. Buses need to pick up & drop off Margaret Avenue.	
9	Send spare copies of parent letter/consent form to the front office & 1 copy to your line manager.	
10	Email a copy of your letter/consent form to the front office staff who will save a copy of letter/consent in K Drive:	
11	Send the final PPPS Excursion Consent ED170 & Invoice home at least 2 weeks prior to the event. If children are travelling by car you must also send out a transporting students form to parents who will be driving as they will need to fill in a transport form. Also check that you have signed Swimming Medical Consent forms if applicable.	
12	Mark yearly/term planner whiteboard in staffroom.	
13	Mark on Sentral.	
14	Check timetables if using the gym for an activity excursion.	
15	Negotiate with specialist teachers for NIT swap. This must be done with a minimum of 2 weeks prior to the event. Inform front office of changes.	
16	Negotiate yard duties and program changes such as MultiLit. This must be done with a minimum notice of 2 weeks prior to the event. Write changes in Sentral and inform a site leader.	
17	Send returned permission notices and monies to the front office for processing or payment.	
18	A week before the activity, ensure you have all consent forms and check with the business manager that all children have paid.	
19	If you require a cheque, ensure you seek this from the Finance Manager with a minimum of three days prior to the event.	
20	Organise a swap of yard duties. If there are any difficulties please advise line manager.	
21	Organise alternative placements for students not attending. Please advise Front Office AND your Line Manager for student placements.	
22	On the day of excursion take a class list & parent contact details/medication/first aid/ asthma kit/medical forms (if needed). Provide the front office with contact numbers, times of departure and expected arrival back at school.	

23	After the event - retain all consent forms until the end of the year when they are filed.	
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