



## Camps and Excursions Policy

### Aim

- To explain to our school community the processes and procedures Tanunda Primary School and Disability Unit will use when planning and conducting camps, incursions, excursions and adventure activities for our students.
- To ensure the school has proper procedures in place for the supervision of students when engaged in off-site activities which include consideration and risks involved in the activity, location and weather conditions.
- To ensure the safety and welfare of our students learning with an external provider.

### Discussion

Tanunda Primary School and Disability Unit is guided by the curriculum content and we have an expectation that all classes participate in a minimum of one (1) excursion per year.

### Scope

This policy is guided by the Department for Education's Camps and Excursions Policy: <https://www.education.sa.gov.au/doc/camps-and-excursions-policy> and has been contextualised to fit the requirements of our school and broader community.

A camp, incursions or excursions support and enrich a range of curriculum areas and provide deep learning experiences to children and young people in a variety of environments. Sites should plan excursions or camps within the context of the educational program specific to their site. Sites should make sure children, young people and parents are adequately prepared and aware of the purpose of the learning experience.

We recognise that learning experiences in the classroom will provide for academic and social development but also believe that these experiences can be extended outside the formal classroom to fully assist in developing the intellectual, social and physical skills of each child. Accordingly, during the school experience of your child they will be encouraged to participate in planned programmed outdoor education activities, ranging from excursions within the township to extended field trips.

Our belief is that the environment outside the classroom will provide an alternative range of experiences for learning and will only enrich the classroom and curriculum learning process.

### Details

#### Site Expectations:

We have an expectation that all classes participate in a minimum of one (1) excursion per year.

The site will apply this policy to all camps, incursions and excursions as well as to adventure activities; regardless of whether they take place on or off school grounds, and to school sleep-overs.

The Principal or delegate should/must support teachers and other educators to coordinate camps, incursions and excursions in line with this policy and the DfE Camps and Excursions Policy.



The Principal or delegate must ensure that the camps, incursions and excursions are planned and conducted in line with this policy and associated procedures before giving approval, including Risk Assessments and Financial Arrangements.

The Principal or delegate must ensure there is a suitable teacher-in-charge who is able to follow the guidelines of the Department for Education policy.

The Principal or delegate must ensure students with additional needs are provided with an inclusive camps and excursions program. Students enrolled in Disability Unit classes should be given the opportunity to attend camps and excursions considering appropriate individual support needs.

### Teacher Expectations:

Teachers **are encouraged** to provide opportunities for students to participate in active learning outside the classroom, for the total development of the children in their care.

Teachers in the Disability Unit must work with families during the planning stage, as needed, to support all Unit students' attendance and participation in camp, incursion and excursion activities.

We will try and teachers must ensure that all outdoor education activities have a clear basis for why they are being offered.

The teacher-in-charge must ensure that the event is planned and conducted in line with the Department for Education policy and associated procedures including:

- the necessary Risk Assessments, Supervision and Financial Arrangements
- arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location
- arrangements if the camp or excursion needs to be cancelled, recalled or altered
- in cases where a camp or excursion involves a particular class or year level group, the teacher-in-charge must ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp, incursion or excursion.

The teacher-in-charge and/or organising team must ensure timely communication with relevant staff members, parents/caregivers and external agencies.

Tanunda Primary School and Disability Unit's risk assessment will include consideration of arrangements for supervision of students and consideration of the risk of bushfire activity in the excursion location. Planning will also cover arrangements if the camp or excursion needs to be cancelled, recalled or altered.

Tanunda Primary School and Disability Unit is committed to ensuring students with additional needs are provided with an inclusive camps and excursions program and will work with families during the planning stage, as needed, to support all students' attendance and participation in camp and excursion activities.

In cases where a camp or excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative educational program available and appropriate supervision for those students not attending the camp or excursion.

### **Definitions**

#### Excursions/Incursions

For the purposes of this policy, excursions are activities organised by the school where the students:



- are taken out of the school grounds (for Tanunda Primary School and Disability Unit, this could be a camp, day excursion, school sports),
- undertake adventure activities, regardless of whether or not they occur outside the school grounds,
- attend school 'sleep-overs' or activities in extended school hours on school grounds.

Camps are excursions involving at least one night's accommodation (including school sleep-overs).

Local Excursions are excursions to locations within walking distance of the school.

### Parent Volunteers

- Parents may be invited to assist with camps and excursions. School staff will notify parents/carers of any costs associated with attending. School staff oversee camps and excursions and parent/carer volunteers are expected to respect teachers' instructions. When deciding which parents/carers will attend, the responsible teacher-in-charge will consider any valuable skills the parents/carers have to offer (eg bus licence, first aid, etc.) and the special needs of particular students.

### Volunteer and External Provider Checks

- In line with our school's Volunteers Policy, Tanunda Primary School and Disability Unit requires all parent or carer volunteers attending camps or excursions and all external providers working directly with our students to have a current Working with Children Check in place.

### Parent/Carer Consent

- For all camps and excursions, other than local excursions, Tanunda Primary School and Disability Unit will provide parent/carers with a specific consent form outlining the details of the proposed activity. Tanunda Primary School and Disability Unit will inform parents about school camps and excursions by distributing notes to students and asking parents/carers to return the part of the note that asks for parents/carers signature confirming they consent to their child's participation. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.
- For local excursions, Tanunda Primary School and Disability Unit will provide parents/carers with an annual Local Excursions consent form at the start of each school year. Tanunda Primary School and Disability Unit will also provide advance notice to parents/ carers of an upcoming local excursion through Class Dojo, the newsletter or notes home in a student's bag or communication book. For local excursions that occur on a recurring basis (such as weekly outings to the local oval for sports lessons), Tanunda Primary School and Disability Unit will notify parents once only prior to the commencement of the recurring event.

### Cost of camps and excursions, refunds and financial arrangements

- The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal or delegate prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.
- Students who have not finalised payment by the required date may not be able to attend unless the Principal or delegate determines exceptional circumstances apply or an established payment plan is in place.
- Tanunda Primary School and Disability Unit will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Business Manager, Principal or delegate.
- If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. The school may not be able to refund payments made for costs that have already been paid where those funds have already been



transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

- A suggested maximum of \$80.00 to cover the costs of excursions/incursions for the year will be applied where possible.
- Incursions could include: Music is Fun, Science Workshops, and Author Visits.
- When planning an excursion/incursion teachers must calculate the total of excursions/incursions for the year to date and predict the figure excursion/incursions.

## Excursions

**All classes to participate in a minimum of one (1) excursion per year.**

Class excursions do not include extra-curricular activities (eg SAPSASA, Choir etc).

## Student Health

- Parents/carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to the student's Medication Agreement. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions and wherever possible, a trained first aid officer will be in attendance.
- It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover costs of this. If the Principal or delegate approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

## Supporting Documents

The following school policies and documents are also relevant to this Camps and Excursions policy:

Bullying and Harassment Policy

Parent Information Brochure

Communication Policy

Medication Agreement

Debt Collection Policy

Volunteering at Tanunda Primary School and Disability Unit Policy

Sun Smart Policy

## EVALUATION

This policy will be reviewed every two years in accordance with the school's policy schedule or as required if regulations or circumstances change.