

## Camps, Incursions & Excursions

### **Purpose:**

Kerrimuir Primary School's Camp, Excursion, and Incursion program enriches students' education through real life experiences, which relates to their learning. Incursions and excursions complement, and are an important aspect of the educational programs offered at our school. Kerrimuir Primary School is committed to the Department of education guidelines (published on PAL) in relation to supervision of students during camps and excursions.

### **Aims:**

- To reinforce, complement and extend learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- The activities are designed to stimulate and motivate learning, to help children understand the relevance of curriculum to the wider community and to develop social skills in real life change.
- To enhance engagement through added extra-curricular activities, relevant to class curriculum.
- To ensure that Child Safe guidelines are met during all incursions/excursions.

### **Implementation:**

- An excursion is defined as any activity beyond the school grounds.
- An incursion is defined as an activity where visitors present to one area of the school community within the school grounds.
- A camp is defined as any activity involving at least one night's accommodation.
- The Principal and School Council must approve all camps, incursions, and excursions at least four weeks prior to the activity (longer in the case of camps). In doing so, the Principal will ensure that all camps, incursions, and excursions are maintained at a reasonable and affordable cost, and comply with all Department of Education and Training (DET) requirements.
- A detailed risk management plan must be written with the event in mind and be passed by the OHS officer, and effectively communicated to all adults attending the event. Each adult must have a copy of the template, with them at all times during the day. The plan must be handed in one week prior to the event, to the school office.
- The Risk Management Plan must be loaded on to the 'Resources' Tab on Compass so that parents are able to access it and therefore make an informed decision as to whether or not their child may attend the camp, incursion, or excursion.
- The designated 'Teacher in Charge' of each excursion will ensure that all camps, excursions, bus arrangements and activities comply with DET requirements. The 'Notification of School Activity' online form will be completed prior to the

excursion departure date, and where possible three weeks prior to the event occurring.

- A designated 'Teacher in Charge' will coordinate each camp, incursion, or excursion.
- Prior to the camp, incursion, or excursion, the Teacher in Charge will develop a budget and complete a camp, incursion, or excursion approval form, which needs to be presented to the principal for approval four weeks before the camp, incursion, or excursion. GST components must be correctly charged to ensure parents do not pay GST for curriculum based camps, incursions, or excursions (other than food).
- Notice of incursion/excursions, including costs, will be distributed to parents at least three weeks before the incursion/excursion is to take place.
- Notice of camps, including costs, will be distributed to parents at least six weeks before the camp is to take place.
- All endeavours will be made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, incursion, or excursion, will be asked to discuss their individual situation with the Principal. The Principal on a case-by-case basis will make decisions relating to alternative payment arrangements. Such payment plans will need to be complete prior to the date of the camp, incursion, or excursion.
- All families will be given sufficient time to make payments for camps, incursions, or excursions. Parents will be sent notices before the camp, incursion, or excursion date reminding them of the need to finalise payment.
- All charter buses will be fitted with seat belts, as per DET regulations.
- In the case where students are transported to or from excursions via private transport, the driver must provide the school with a current copy of their driver's licence, registration and a certificate of currency from the insurance company, showing comprehensive insurance compliance.
- Office staff will provide classroom teachers with detailed payment records on a regular basis (as requested) and payments should be made via Compass where possible. Where parents pay for camps, excursions or incursions at the school office, this information will be passed on to the class teacher.
- Prior to any child attending a camp, incursion, or excursion, parents/guardians must have completed the camp/excursion/incursion form on Compass, or printed and returned the permission form with the parents' current contact details. Where students are travelling in private transportation parent/guardians must know who will be driving their child to the excursion, along with the make and registration number of the car to be used. Working with Children Checks must also be confirmed as current by the office staff. The adult to student ratio will be 1:20 for excursions involving chartered buses, for excursions involving any other form of transportation the adult to student ratio will be 1:10.
- Parents and 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 our *Medication* policy and the student's signed *Medication Authority Form*.

- Information may be provided to all parents of non-English speaking families in a manner that allows them to provide informed consent to their children attending incursion/excursions.
- The designated Teacher in Charge of each camp, incursion, or excursion will ensure that all camp, incursion, or excursion, transport arrangements and camp, incursion, or excursion activities comply with DET guidelines.
- The school will continue to provide the opportunity for staff to update their first aid skills and will where possible, provide a Level 2 First Aid staff member on each camp, and where possible on each excursion and incursion.
- The school will provide a first-aid kit for all camps, incursions, or excursions. Teachers will take a mobile phone to ensure the group is able to easily communicate as required.
- Copies of completed Permission forms must be printed from Compass and carried by camp or excursion staff at all times.
- A completed class list must be given to office staff on the day of the camp or excursion prior to leaving school. This list should include telephone numbers for the day/s of the camp or excursion gained from the parents.
- A senior staff member will be in attendance at school whilst the children are returning from any out-of-school-hours camp or excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents will be encouraged to assist in the supervision of students attending the camp, incursion, or excursion.
- Parents assisting with camp, incursion, or excursion will be required to have a current and up to date working with children check, as per Kerrimuir Primary School guidelines.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in school camps, incursions, or excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an camp, incursion, or excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge. Where possible, arrangements will be made for children with medical and/ or behavioural issues to enable their attendance.
- On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel a camp or excursion at short notice. Where a camp or excursion is not cancelled, special fire safety precautions will be implemented.
- Teachers and parents must ensure that they are not alone with any child at any time or for any reason (under child safety standards).
- Wrist bands must be collected from the office for any student with a designated medical condition, for example, asthma, anaphylaxis, epilepsy etc.

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website

- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

Policy last reviewed	February 2022
Consultation	Reviewed and ratified by School Council
Approved by	Principal
Next Scheduled Review date	February 2025

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.