

## Camps & Excursions Rationale & Guidelines

### ***Rationale:***

The Australian Curriculum emphasise learning in the following ways:

- through and for personal and social action
- within and about wider community
- with practical applications

Activities such as camps and excursions can greatly enhance the progress of this learning, offering new, varied, challenging and practical experiences across the learning areas. In many instances these can become some of a student's most significant and meaningful educational experiences. All teachers should therefore seek to schedule such experiences in their educational programs. Of course, learning **must** occur in a safe environment, which can best be achieved by thought and preparation based on sound planning and the information presented in this document.

Students who do not attend school camps, excursions and incursions will be provided with a suitable alternative program at school.

- A camp is defined as an element of a student-learning program involving one or more overnight stays at location in or beyond the school grounds.
- An excursion is defined as an element of a student-learning program involving a same day return from a location beyond the school grounds.
- An incursion is defined as 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.

### ***Planning:***

One of the key aims of participating in activities such as camps and excursions is to encourage students/children to develop responsible attitudes. They should therefore be involved, depending on age and maturity, in as many facets of planning as possible, ranging from food and clothing requirements to strategies for minimising environmental impact.

The following areas are addressed when planning an excursion or camp:

- Student inclusivity
- Site selection
- Contingency plans
- Parental consent
- Routine and emergency health support
- Facilities, supplies and equipment
- Interstate and overseas travel

These areas are guided by the DECD –Camps and Excursions Guidelines 2007

A designated 'Teacher in Charge' will coordinate each camp, excursion or incursion.

The Principal must approve all camps, excursions and incursions. In doing so, the Principal will ensure that the camp, excursion or incursion forms an integral component of the curriculum and that every aspect of the excursion complies with the requirements of the DECD Camps.

### ***Excursions – Guidelines:***

After initial planning and costing a 'Camp, Excursion and Incursion Approval Form' and 'Excursion Risk Management Plan Form' needs to be completed and submitted. The Principal will ensure that all camps, excursions and incursions are maintained at a reasonable and affordable cost, are inclusive of all students, and comply with all Department for Education requirements.

After the Teacher in Charge has received the approval from the Leadership Team, students and families are to be notified at a reasonable time before the activity. Prior to any child attending a camp, excursion or incursion parents / caregivers must have provided the school with the required consent/medical forms and swimming ability if applicable.

All families will be given sufficient time to make payments for camps, excursions and incursions. Parents will be sent notices before the excursion date reminding them of the need to finalise payment. Children whose payments have not been finalised by the due date may not be allowed to attend unless alternative payment arrangements had been previously organised with the Principal. The Finance officer will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.

When required, the Teacher in Charge of the camp must carry copies of the medical details of students or excursion at all times. The school will continue to provide the opportunity for teachers to update their first aid skills. The school will provide first-aid kits for all camps and excursions. It is the responsibility of the Teacher in Charge to organise the collection of the mobile phone and first aid kits.

Parents may be invited to assist in the supervision of the camp, excursion or incursion. When deciding on which parents will attend, the Teacher in Charge will take into account:

- any valuable skills the parents have to offer eg. first aid etc
- if there is a need to have a gender balance
- the special needs of particular students.
- the suitability of parents.

All parents who support camps and excursions must have first undertaken

- D.C.S.I Criminal History Screening check
- Volunteer training ( inclusive of Responding to Abuse and Neglect induction session)

Parents selected to assist may be required to pay costs associated with camp, excursion or incursion.

### ***Transport:***

Organisers of a camp or excursion must take numerous factors into account when selecting transport, with the safety of participants always being paramount. The leadership team must consider the following:

- terrain
- season
- time of day
- costs
- availability
- driver qualifications and experience.

In considering the vehicle, they must take into account:

- roadworthiness and reliability
- safety features
- registration and insurance
- cleanliness, hygiene and comfort
- camp location and logistics.

***Supervision Ratio:***

Adult to children and young people ratios for specific activities:

- bus tours, caravan parks, residential camps, outside public venues (parks, gardens and zoos)
  - minimum adult-to-child ratio as outlined above.
- tent camping
  - 1:6 for reception to year 2
  - 1:10 for years 3 to 12.
- dinners, formals, graduations
  - 1:20 for years 8 to 12.
- performances, events, functions, pageants, festivals – public venues
  - highly dependent on factors such as venue, crowd size, children and young people seated or circulating and whether activities are conducted in small groups or as a whole group.
- aquatic areas
  - ratios will be dependent on the outcome of the risk assessment
  - children in a preschool setting must be actively supervised (within arm’s length – 1 to 2 metres) at all times when there is a risk of access to any water hazard (see [water safety in education and care settings \(PDF 352.2KB\)](#))
  - ratios for preschools must be endorsed by the Education Director.
- geology and science field trips
  - 1:15 for years 11 to 12.
- outback driving expeditions
  - 1:4 for years 3 to 12
  - minimum of 2 vehicles and 2 adults required.

All specified ratios should be complied with unless:

- the program is modified to allow for an increase or decrease of supervisors and this modification is identified in the application to conduct an excursion approved by the site leader
- the camp or excursion involves adult students, and conditions suggest they are able to take responsibility for their safety. This must be clearly stated on the consent form.

***Camps at Kapunda Primary:***

Opportunities are provided at Kapunda Primary School to attend at least:

- 1 camp every 2 years (odd years – 2019, 2021, 2023 etc)
  - Year 4-5 = overnight camp
  - Year 6-7 = 2 to 3 night camp
- This means that students who attend all of their Primary school education at KPS will have the opportunity to attend 2 camps.

- For staffing and supervision classes will need to group together for camps and excursions. In the first instance teaching and support staff will attend camps.
- Volunteer parents may be approached to help with supervision where necessary. Volunteer parents will need to be approved by the Principal.
- Approved volunteers for camps will be required to have DCSI Clearances.
- All camps must have a curriculum base and support the classroom program to meet parent expectations and the GST requirements.

**Excursions:**

- JP- minimum of 1 excursion per year from Reception to year 3.
- MP, UP – 1 to 2 excursions per year beyond Kapunda
- For staffing and supervision classes will need to group together for camps and excursions – where possible. In the first instance teaching and support staff will attend excursions.
- Volunteer parents may be approached to help with supervision where necessary. Volunteer parents will need to be approved by the Principal.  
Approved volunteers for excursions will be required to have DCSI Clearances.
- All excursions must have a curriculum base and support the classroom program to meet parent expectations and the GST requirements.
- Social excursions may be approved after negotiations but will not be GST exempt.