

Camps and excursions

Please note this policy is mandatory and staff are required to adhere to the content.

Policy overview

This policy provides a framework for site leaders to plan and undertake camps and excursions that enable all children and young people to move safely and effectively beyond the site setting to participate in an array of learning experiences offered within the community and natural environment.

This policy and related procedures outline the obligations and procedural requirements of sites particularly, teachers, educators, workers and parents/legal guardians.

Scope

A camp or excursion is an activity organised by a site (including programs operated by a school or preschool such as, but not limited to, occasional care and rural care services) during which children and young people leave the site to engage in educational and recreational activities under the supervision of a teacher(s)/educators/workers with a teacher-in-charge.

Excursions involving overseas travel should be planned in-line with the [overseas travel policy](#) and [procedures](#) and read in conjunction with this policy and its supporting procedure.

This policy does not apply to work placements (covered by the workplace learning guidelines), or children and young people attending adjacent campuses and facilities, such as school community libraries/gyms, that is an ongoing requirement of the school curriculum.

This policy does not apply to Family Day Care, Guardianship Family Day Care services or the Respite Care Program operated by the department.

Where Governing Councils are required under Education and Care Services National Regulation 168 (2) (g) to have an excursion policy and procedure they may use this policy as a resource.

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1. Policy detail

Camps 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, and ensure children, young people and parents/legal guardians are adequately prepared and aware of the purpose of the learning experience.

Site leaders must ensure workers are aware preschool aged children are prohibited from participating in camps.

For the purposes of this policy and supporting procedure where a young person has enrolled at a school as an independent student (see clause 1.2.1 of the [admission procedure](#) for definition) any obligation/responsibility of a parent/legal guardian applies/falls instead to that independent student.

All camp or excursion documentation must be submitted and approved in accordance with this policy and associated procedures prior to any camp or excursion taking place. Specific details on how to conduct a camp or excursion are contained in the camps and excursions procedure.

1.1 Duty of care

All Department for Education (department) workers owe a duty to take reasonable care to protect those children and young people in their care and control from a reasonably foreseeable risk of harm. If harm results from a failure to exercise the required standard of care, a negligence claim may result. Refer to [duty of care policy](#).

In addition to the obligations outlined above, site leaders must advise departmental workers (including volunteers) that they have statutory obligations pursuant to section 28 and 29 of the [Work Health and Safety Act 2012 \(SA\)](#) (WHS Act) to:

- take reasonable care for their own health and safety; and
- to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the department to allow the department to comply with the WHS Act; and/or
- cooperate with any reasonable departmental policy or procedure relating to health or safety at the workplace that has been notified to them.

To fulfil the department's legal obligations the site leader must nominate a teacher-in-charge for any camp or excursion.

To ensure the safety and wellbeing of children, young people and workers, camps or excursions must be conducted with all parties aware of their roles and responsibilities.

1.2 Education and early childhood services national law and regulations

Preschools must ensure that there is adequate supervision of children at all times and to take every reasonable precaution to protect children from harm and any hazard or risk likely to cause injury, as per the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\)](#) and the [Education and Early Childhood Services \(Registration and Standards\) Regulations 2011](#). This includes the requirements to conduct a risk assessment (see clause 1.3) before an excursion and ensuring appropriate authorisations as per the [acceptance and refusal of authorisations policy](#).

1.3 Inclusivity

As outlined in the *Disability Discrimination Act 1992* camps and excursions are to be inclusive of all children and young people to ensure that they are given the opportunity to participate. Camps and excursions can provide a unique opportunity for all students to be included in enriching learning experiences that promote the principles of inclusivity.

It is unlawful for a site to discriminate against a child or young person on the grounds of disability, sexual orientation, gender identity or intersex status by denying the child or young person access to, or limiting their access to, any benefit such as a school camp or excursion. For further guidance on supporting gender diverse and intersex children and young people during camps or excursions refer to the [gender diverse and intersex children and young people support procedure](#).

Costs should be structured to ensure that there is no undue financial burden imposed upon individual children or young people or their families. Sites should consider whether financial assistance (eg subsidy or payment plan) will be offered, and this should be communicated to families during the consent seeking process. Parents/legal guardians are liable for the costs associated with their child or young person's attendance on a camp or excursion. However, in cases where a family has been approved for School Card and the site sets that family's [materials and services charge](#) less than the subsidy or the 'value of the standard sum' then the difference may be used by the parent/legal guardian against the cost of a camp or excursion. If for any reason a child or young person is unable to attend a camp or excursion the site should negotiate with the family reasonable reimbursement of costs paid.

The support needs of children and young people with disabilities or medical conditions, multicultural groups, including racial and religious backgrounds, and transgender and intersex will require careful consideration and consultation with parents/legal guardians. Appropriate support measures should be put into place for these children and young people so they can access the learning experiences available through camps and excursions. All support needs required for the child or young person in the context of the camp or excursion location and proposed activities must be captured within the [sports, adventure, camps and excursions risk management form](#) (see section 1.3 of the camps and excursions procedure).

1.3.1 Disability Standards

The [Disability Standards for Education 2005](#), in particular the Standard for Participation (see Part 5) and the Standard for Curriculum Development, Accreditation and Delivery (see Part 6), strengthen the obligation of sites to, amongst other things, ensure that off-site activities are designed to include children and young people with disabilities by taking all reasonable steps to ensure that the child or young person is able to participate in the courses or programs provided by the site. Sites should, where necessary, make reasonable adjustments to assist the child or young person to participate in the camp or excursion. To determine whether an adjustment is reasonable consider the factors in the definitions section below. Course determination and planning must be undertaken before or alongside the initial planning for the camp or excursion.

If the adjustment is reasonable but would impose unjustifiable hardship (see definitions section below) on the site or department then it may be considered appropriate for the site not to comply with the requirements of the standards.

Where a course or program necessarily includes an activity in which the child or young person cannot participate, the site may implement a measure to ensure that the child or young person is offered an activity that constitutes a reasonable substitute or adjustment within the context of the overall aims of the course or program. However, thorough initial planning should reduce the likelihood of this needing to occur. Clause 5.3 of the [Disability Standards for Education 2005](#) outlines other measures that a site may implement to enable the child or young person to participate in the course or program on the same basis as other children or young people.

The concept of inclusivity is further supported by the [Ministerial Advisory Committee: Children and Students with Disability](#) publication [Principles of inclusion for children and students with disability in education and care](#), specifically principle one; 'all children and students who experience disability have the right to access and participate in education'. These principles are endorsed by all 3 school sectors and must be taken into consideration when planning and implementing a camp or excursion.

1.4 Child protection

All workers for the purpose of this policy and associated procedures are mandated notifiers pursuant to the [Children and Young People \(Safety\) Act 2017](#) and must be made aware of their obligations to report a reasonable suspicion that a child or young person is, or may be, at risk to the Child Abuse Report Line 131 478 or through the [online child protection reporting system](#).

Workers must also be aware and implement their obligations in accordance with the department's [child protection in education and early childhood services policy](#).

All people working or volunteering with children and young people on a departmental site or with a departmental program are required to undertake mandatory training related to their child protection responsibilities. The training ensures an understanding of roles and responsibilities in keeping children and young people safe, as well as reporting of reasonable suspicion that a child or young person may be at risk. For camps and excursions mandatory training includes all departmental employees and volunteers attending the camp or excursion but does not include a third party provider of an activity or service where the nature of the camp or excursion is a time limited once-off activity where teachers provide constant supervision. In the situation of a camp or excursion with an overnight stay, given the extended time and added risk, it is not considered a once-off activity and in such a case a third party provider of a camp or excursion is required to undertake mandatory training. In most instances Responding to Abuse or Neglect – Education and Care (RAN-EC) is the required training. The department's website provides [additional information](#) and a [tool](#) to assist in determining an individual's training requirements and course options depending on their circumstances.

Screening requirements for departmental employees, volunteers, third party providers and external providers (workers) are provided in the [screening and suitability – child safety policy](#).

See section 1.6 of the camps and excursions procedure for more detail.

1.5 Risk management

Camps and excursions are an extension of the workplace as defined in the WHS Act. This includes transportation to sites and activities conducted while at the camp or excursion. To ensure children and young people and workers are safe, planning must commence by identifying hazards and managing risks with regard to health, safety and wellbeing in accordance with the department's camps and excursions procedure, before the camp or excursion takes place and must occur before the site leader gives approval.

The identification and management of risks on camps and excursions should be undertaken using the [sports, adventure, camps and excursions risk management form](#). Where a recurring camp or excursion has an existing risk management form, this may be reviewed and implemented for the current activity, if the details remain the same and the controls have been implemented and are effective in reducing risks to an acceptable level.

Sites must ensure a risk assessment has been completed prior to seeking parental consent.

See section 1.3 of the camps and excursions procedure for more detail.

1.6 Incident reporting

All workers attending a camp or excursion must be made aware of their obligation to report incidents to the teacher-in-charge. The teacher-in-charge must contact the site leader as soon as practicable to ensure reporting of injuries and critical incidents in accordance with the department's [reporting critical incidents and injuries procedure](#) as soon as possible through the incident and reporting management system.

See section 1.11 of the camps and excursions procedure for more detail.

1.7 Parents or legal guardians on camps or excursions

Where parents or legal guardians request to accompany their child or young person to provide specific one to one support, the request may be considered by the site leader. However, no parent or legal guardian must be expected to accompany their child and the child or young person's participation must not be dependent upon their support. If the parents' or legal guardians request is deemed appropriate and if the adult is a [suitable person](#), those adults will be considered a volunteer and must comply with

the requirements of the department's [volunteer policy](#) and [procedure](#). When considering such a request the site leader must note that the presence of the parent or legal guardian does not diminish the site's duty of care for that child or young person or others in attendance at the camp or excursion and all provisions of this policy and the camps and excursions procedure still apply ie activity safety requirements, supervision ratios etc.

1.8 Site based contact person

There must be a site based or delegated contact person for all camps and excursions. This person must be a departmental employee, be contactable at all times for the duration of the event and have copies of all relevant documentation including relevant health care plans and a copy of the [sports, adventure, camps and excursions risk management form](#) which incorporates the emergency management plan.

See section 1.2.8 of the camps and excursions procedure for more detail.

1.9 Bushfire prone areas

Camp or excursion planning must consider bushfire danger. At the outset, sites should avoid planning camps or excursions in high bushfire danger areas during the summer months, particularly in the period between November and April, in favour of safer venues or times. If a bushfire is burning prior to departure and is likely to threaten the intended camp or excursion site, the camp or excursion must be cancelled.

See section 1.4 of the camps and excursions procedure for more detail.

Further information can be found on the [Security, bushfire and emergency management](#) section of the department's intranet.

1.10 Consent

To ensure the department meets its legal obligations all sites are required to use the department's [consent form](#) that outlines all necessary information (which form must not be altered). All schools and preschools must ensure the following:

- That a child or young person is not taken outside of the site premises on a camp or excursion unless written authorisation has been provided. Organisers of any activities outside the site grounds or beyond school or preschool hours must obtain the written consent of parents/legal guardians or adult students prior to obtaining approval for the activity to take place.
- This policy is accessible to parents/legal guardians when seeking their consent. Note the consent form provides a web link to this policy to ensure parents/legal guardians are aware of the requirements that apply when participating in an organised camp or excursion.
- The authorisation/consent given to a parent/legal guardian states the prescribed information (see the camps and excursions procedure for further details).
- The authorisation/consent must be submitted by a parent/legal guardian to a site staff member/teacher-in-charge no later than a week prior to the scheduled camp or excursion.

Consent forms should not include a waiver clause that states the site or department cannot be held responsible for an accident or injury to the child or young person. Where a site is required to sign waiver forms for children or young people in order to secure a booking for a camp or excursion, please contact the department's [Legal Services directorate](#) for advice.

Ultimately the site leader is responsible for ensuring the required consent is obtained prior to the conduct of any camp or excursion and that all relevant information is provided to the parent/legal guardian.

See section 1.7 of the camps and excursions procedure for more detail.

1.11 Planning a camp or excursion

The site leader must ensure that all necessary planning and documentation has been completed prior to the camp or excursion being finalised and approved.

See clause 1.2 and Attachment B of the camps and excursions procedure for more detail.

1.12 Alcohol, drugs and smoking

The health, safety and welfare of children, young people and workers during a camp or excursion must not be compromised by unsafe behaviour.

The consumption of alcohol, illicit drugs or prescription medication that impair judgement, by supervisory team members or children and young people on camps and excursions is not permitted.

Departmental employees on camps or excursions remain on duty even during rest and relaxation periods, and in an emergency are required to take responsibility for children and young people at short notice.

A camp or excursion activity and its facilities are an extension of the site. Therefore smoking, including the use of electronic cigarettes is not permitted on premises at any time. This includes inside buildings, tents, structures and outdoor areas (see [smoke-free policy](#)). At no time should workers smoke in the presence or view of children and young people.

Instances of children or young people being suspected of possessing, or being under the influence of, alcohol or illicit drugs should be managed using the [alcohol, tobacco and other drugs incident management procedure](#) found on the department's intranet.

2. Roles and responsibilities

Role	Authority/responsibility for
Teacher-in-charge/responsible person	<p>Ensure that the camp or excursion is suitable for all participants</p> <p>Ensure the purpose of the camp or excursion is linked to the learning program, and children, young people and parents/legal guardians are aware of the learning focus and behavioural expectations</p> <p>Plan and undertake camps or excursions in accordance with this policy and associated procedure</p> <p>Ensure that all relevant information about roles, responsibilities and obligations in accordance with this policy and associated procedures is clearly communicated to all accompanying adults/volunteers (workers) and children and young people</p> <p>Identify and manage risks associated with the camp or excursion through use of the sports, adventure, camps and excursions risk management form</p> <p>Ensure that activities are challenging but risk managed, reflecting curriculum-based children or young person learning outcomes</p> <p>Exercise reasonable care and supervision throughout the duration of the camp or excursion</p> <p>All participants understand the nature and purpose of the activity and have developed the prerequisite knowledge, understanding and skills</p> <p>Appropriate first aid is available in accordance with the first aid and infection control standard</p> <p>Where private or hire vehicles are used, advising the owner and/or driver that appropriate insurance cover is required in accordance with Determination 3.2 of the Commissioner for Public Sector Employment.</p> <p>Supervisory team members are fully briefed and trained for their roles and responsibilities</p> <p>Delegate appropriate roles and responsibilities to workers as required</p> <p>Ensure any injury or incident is reported to the department in accordance with this policy, associated procedure, and the reporting critical incidents and injuries procedure and the site leader is notified</p> <p>Exercise mandatory notification requirements (as appropriate)</p>
Workers	<p>Comply with the requirements of this policy and associated procedure</p> <p>Comply with all reasonable instructions from the teacher-in-charge</p>

Work with and advise the teacher-in-charge of the following:

- contribute to the conduct of the risk management process by carefully assessing the range of activities and applicable risks
- identify and managing specific risks identified in participants' health care plans
- implement all identified controls to reduce the risk of injury to children and young people
- observe the standards of safe practice in any activity established by accredited organisations and other specialist practitioners
- use correct activity equipment, including any required safety equipment
- alert the specialist instructor or trainer to health care plans when needed and mandatory notification requirements
- exercise mandatory notification requirements (as appropriate)
- alert the specialist instructor or trainer to the department's behaviour management policy

Site leader
(principal/preschool
director)

Ensure that camps or excursions are planned and conducted in accordance with this policy and associated procedures prior to approval being given

Ensure that associated camp or excursion risks are identified and managed and that reasonable care is taken to ensure the safety and care of children, young people and workers

Ensure that the needs of all children and young people are accommodated such as health, safety, medical and behavioural

Ensure that all workers adhere to the requirements of this policy and associated procedures, including obtaining consent and authorisations

Ensure that all accompanying adults/volunteers and instructors (workers):

- meet [screening and suitability requirements](#)
- are qualified and/or experienced
- are advised of their roles and responsibilities
- are provided with relevant departmental and site policies and safety procedures
- are appropriately trained to fulfil their roles and responsibilities

Endorse the selection of transport

Endorse the curriculum component

Approve the nomination of the teacher-in-charge or responsible person

Exercise mandatory notification requirements (as appropriate)

Specialist
instructors/trainers

Collaborating with the teacher-in-charge on the following:

- respective roles of workers
- contingency and emergency management plans
- providing the teacher-in-charge with evidence of a current child-related employment screening or working with children check in compliance with the *Child Safety (Prohibited Persons) Act 2016*

Comply with all reasonable instructions/directions of the site leader, teacher-in-charge and teachers

Exercise mandatory notification requirements (as appropriate)

Accompanying
adults/supervisory team
(parents/legal guardians
/volunteers)

Comply with reasonable instructions and directions of the site leader, teacher-in-charge and teachers

Exercise their duty of care throughout the duration of the camp or excursion

Ensure they follow any relevant Department for Education policies and procedures

Comply with the Department for Education [volunteers policy and procedure](#)

Exercise mandatory notification requirements (as appropriate)

3. Definitions

Term	Meaning
Accompanying Adult/Supervisory team	Teachers, site administrative staff, parents/legal guardians, carers, activity leaders or instructors and volunteers.
Camp	A camp is an activity organised by a school during which children and young people leave the site to engage in educational and recreational activities overnight.
Child in care	Refers to where a child is under a guardianship or custody order, under the Children and Young People (Safety) Act 2017 (SA). This includes the following care arrangements: <ul style="list-style-type: none">• where a child is under custody or guardianship of the Chief Executive of the Department for Child Protection• where there is an order placing a child under custody or guardianship of a specified person• Voluntary Custody Agreements• unaccompanied refugee minors under the Immigration (Guardianship of Children) Act 1946 (Cth) with guardianship delegated to the Chief Executive.
Consent	The parent, legal guardian or authorised person agrees in writing to their child or young person participating in a camp or excursion and

	activity after they have been made aware of the details, risks and costs involved.
Duty of care	The legal obligation to take reasonable care to protect another from all reasonably foreseeable risk of harm.
Excursion	<p>An excursion is an activity organised by a school or preschool (not including work experience) during which children and young people leave the site to engage in educational activities. Adventure activities are included in this definition (regardless of whether they occur on site or not).</p> <p>An excursion is a variation to normal activity and is not predominantly recreational.</p>
Instructor/trainer	A person who has specific skills and whose primary role is to instruct the particular skills of an activity. The instructor is not necessarily a registered teacher, departmental employee or member of the site community but may be a private provider or a person in the employ of an external organisation.
Parents/legal guardians	<p>parent of a child includes—</p> <p>(a) a person who has legal custody or guardianship of the child; and</p> <p>(b) a person standing <i>in loco parentis</i> (in place of the parent) in relation to the child,</p> <p>but does not include a parent of the child where another parent or person has legal custody or guardianship of the child to the exclusion of that parent</p> <p>Includes independent students (see clause 1.2.1 of the admission procedure for definition)</p> <p>Includes a caregiver (of a child in care) pursuant to the <i>Children and Young People (Safety) Act 2017</i> (SA).</p>
Reasonable adjustments	<p>An adjustment is reasonable in relation to a child or young person with a disability if it balances the interests of all parties affected.</p> <p>In assessing whether a particular adjustment for a child or young person is reasonable in accordance with the legislative requirements of the <i>Disability Discrimination Act 1992</i>, regard should be had to all the relevant circumstances and interests, including the following:</p> <ul style="list-style-type: none"> • the child or young person’s disability • the views of the child or young person or their associate • the effect of the adjustment on the child or young person, including the effect on their: <ul style="list-style-type: none"> ○ ability to achieve learning outcomes; ○ ability to participate in courses or programs; and ○ independence • the effect of the proposed adjustment on anyone else affected, including the education provider or site, staff and other children and young people

	<ul style="list-style-type: none"> the costs and benefits of making the adjustment (clause 3.4 (2) of the <i>Disability Standards for Education 2005</i>).
Site	<p>Includes:</p> <ul style="list-style-type: none"> schools preschools (school based and standalone) occasional care rural care learning and behaviour units independent and community based learning centers (Flexible Learning Options).
Site leader	Principal or preschool director.
Teacher-in-charge (the responsible person in a preschool setting)	The teacher or educator nominated by the site leader to have ultimate responsibility and therefore authority for the implementation of this policy and associated procedures throughout the duration of the camp or excursion.
Unjustifiable hardship	<p>In determining what constitutes unjustifiable hardship, all relevant circumstances of the particular case are to be taken into account including:</p> <ul style="list-style-type: none"> the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned the effect of the disability of a person concerned the financial circumstances and the estimated amount of expenditure required to be made by the person claiming unjustifiable hardship (section 11 of the <i>Disability Discrimination Act 1992</i> (Cth)).
Workers	<p>A worker is defined pursuant to section 7 of the <i>Work Health and Safety Act 2012</i> (SA) as any person who works for the department as a:</p> <ul style="list-style-type: none"> employee trainee volunteer outworker apprentice work experience student contractor or sub-contractor employees of a contractor or sub-contractor employee of a labour hire company assigned to work for the department.

SUPPORTING INFORMATION

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Related legislation

[Education Act 1972](#)
[Education Regulations 2012](#)
[Education and Early Childhood Services \(Registrations and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\)](#)
[Education and Early Childhood Services \(Registration and Standards\) Regulations 2011](#)
[Education and Care Services National Regulations 2011](#)
[Disability Discrimination Act 1992](#)
[Disability Standards for Education 2005](#)
[Children and Young People \(Safety\) Act 2017](#)
[Child Safety \(Prohibited Persons\) Act 2016](#)
[Work Health and Safety Act 2012](#)
[Work Health and Safety Regulation 2012](#)

Related policy documents

[Camps and excursions procedures](#)
[Overseas travel policy](#)
[Overseas travel procedures – student excursions](#)
[Screening and suitability – child safety policy](#)
[Children and students with disability policy](#)
[Protective practices for staff in their interactions with children and young people guidelines](#)
[School transport policy](#)
[Volunteer policy](#)
[Volunteer procedure](#)
[Duty of care policy](#)
[School and preschools enrolment policy](#)
[Admission procedure](#)
[Insurance and claims management procedure](#)
[Alcohol, tobacco and other drugs incident management procedure](#)
[Site bushfire preparation procedure](#)
[Site bushfire response procedure](#)
[Smoke-free policy](#)
[Safety management procedure](#)
[Information management policy](#)
[First aid and infection control standard](#)
[Working in isolation procedure](#)
[Reporting critical incidents and injuries procedure](#)
[Managing allegations of sexual misconduct procedure](#)
[Child protection in schools, early childhood education and care policy](#)
[Information Sharing guidelines for promoting safety and wellbeing](#)
[Gender diverse and intersex children and young people support procedure](#)
Application to conduct an excursion (ED169)
Camp/excursion Consent Form (ED170)
Local walks/excursion Consent Form
[Accident Report Form](#)
Sporting and Adventure Activities Standard

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