



CAMPS AND EXCURSIONS PROCEDURES

This procedure is applicable to: all DECD employees at West Lakes Shore School R-7

DOCUMENT CONTROL

Managed by: Principal	Responsible position: Principal	Version: 1
Contact person: Sue Toone	Approved by: Principal	File number:
Contact position: Principal	Date approved: January 2016	Status: Active
Contact number 8449 7255:	Next review date: January 2017	Security classification: Open

CONTENTS

1. TITLE.....	3
2. PURPOSE	3
3. SCOPE	3
4. OBJECTIVES	4
5. PROCEDURE DETAIL	4
6. ROLES AND RESPONSIBILITIES.....	7
7. MONITORING, EVALUATION AND REVIEW	7
8. DEFINITIONS AND ABBREVIATIONS.....	7
9. ASSOCIATED DOCUMENTS	8
10. REFERENCES	8

REVISION RECORD

Date	Version	Revision description
18/1/2016	1	Consolidation of materials in various documents in the school.

1. TITLE Camps and Excursions Procedures- West Lakes Shore school R-7.

2. PURPOSE

The purpose of this document is to outline the procedures that must be followed by anyone arranging a camp or excursion for students at West Lakes Shore School. All camps and excursions MUST follow the guidelines as directed in the DECD 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 DECD website.

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

3. SCOPE

The procedures described in the DECD Camps and Excursions policy and this WLSS procedure must form the basis of planning for all camps, excursions and related activities to ensure safe, enjoyable and challenging learning for all students/children. Their safety must be the paramount consideration. The welfare of teachers, instructors and other 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 student/child on the grounds of the student/child's disability, by denying the student/child access, or limiting the student/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 Standard for Curriculum Development, Accreditation and Delivery, strengthen the obligation of schools and preschools to ensure that off-site activities are designed to include students/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 student/child development levels.

Camps, excursions and incursions 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, eg 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 students'/children's natural environment and community, e.g. visits to coastal landforms, creeks, bush land, and often related to specific areas of study such as biology, geology.

Workplace visits Activities associated with the world of work — e.g. visits to farms, factories, offices, newspaper publishers, television studios.

4. OBJECTIVES

Activities such as camps and excursions can greatly enhance student learning, offering new, varied, challenging and practical experiences across the learning areas. Camps and excursions are also a means of using environmental resources to enhance and enrich student learning. In many instances these can become some of a student's/child's most significant and meaningful educational experiences. All teachers should therefore seek to schedule such experiences in their educational programs. This 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 and the DECD Camps and Excursions policy.

Camps and excursions should be integrated with the class teaching and learning program. Teachers will build into their program a lead up to camps and excursions and a follow up afterwards. Camps and Excursions can be used as an engagement activity at the beginning of a unit of learning and as a concluding evaluative activity. This learning may connect with one or more areas of study.

5. PROCEDURE DETAIL

Planning of Camps and Excursions.

At WLSS funding is available for all classes to undertake excursions or attend incursions connected to their learning and it is expected all classes participate in at least one excursion and incursion every year.

The identification of suitable excursions and incursions should be undertaken by the class teachers in consultation with other staff, school leadership and the teacher librarian and P.E. teacher. The age of students will be a significant factor when planning any camps and excursions.

The DECD Outreach services should be used when excursions are planned to facilities such to the Zoo, Art Gallery, Museum, Botanic Gardens and Parliament house where DECD staff are employed to support schools.

Staff should work as year level teams when planning camps, excursions and incursions so that all students 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 students with disabilities or special needs to participate on the same basis as other students.

STAFF AND VOLUNTEER PARTICIPATION

Where possible, teachers will be encouraged to take their class on an excursion and/or camp. Where there are extenuating circumstances for a teacher not being able to attend, other strategies will be considered to enable the students to participate. Teachers may negotiate with their line manager and/or other staff members about their participation in class camps. 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 students on camps and excursions. Staff should refer to the DECD 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 students on the camp and excursion and so should be selected with this in mind.

Additional people should first be sourced from within the school. Other staff (NIT teachers, Leadership, Librarian, SSOs or possibly TRTs) should be approached first, followed by any University students on teaching or social work placements within the school. If numbers can not be met from these sources then volunteers can be used. Long term volunteers who are in the school on a permanent – semi permanent basis should be considered before other volunteers. Staff should select volunteers based on their ability to support the teachers and students on the excursion. Excursions are for students 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 students 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.

PROCEDURES WHEN PLANNING A CAMP OR EXCURSION.

- Staff should discuss any proposed camp or excursion with the Principal and gain approval to proceed with planning.
- Staff should discuss the cost with the business manager and determine how much of the cost will be covered by the school and if any cost will be charged to students.
- Staff should discuss transport options with the Business Manager and if buses are to be used negotiate the company to be used and the booking with the Business Manager.
- Complete the following four documents and hand them to **leadership for approval**. These forms are all available on Staff Share drive

1) ED169 – Application to Conduct an Excursion Ed169_v1.doc

2) Risk Assessment (/Excursion Risk Management Plan.doc)

(All staff should have a laminated copy in their classes, given out under OHSW - if you don't have a copy please see OHSW officer).

3) Letter to parents (Letter to parents Template.doc). This template is only a guide. Please make sure you fill in all appropriate information possible and only leave blank what the parent needs to fill in, child name, class, print name, signature and date.

4) Excursion information sheet should be completed with information so front office staff are aware of what is happening and can answer questions from parents and make arrangements in the event of any delays etc.

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 with names of drivers to get permission.
- Fill in names of transported students on Form 1 and keep as a record.

If Aquatics/Swimming excursion a Student Healthcare Information sheet is required (Student Healthcare Information.doc)

- **Once approved** provide a copy of 'Application to Conduct an Excursion' form together with the letter being sent home to parents to the Finance Officer so that payment can be approved and invoices raised if necessary.
- Send copy of letter/information home to parents. Hand a copy to the front office.
- Add to whiteboard calendar in the staff room.

- Organise Yard duty swap if necessary.
- See TRT coordinator re NIT swap if needed.
- Canteen – please advise 3 days prior.
- Request student permission/ paid print out 3-4 days prior to excursion from Finance
- Take first aid kit and collect and sign out medication from the front office.
- Leave mobile contact number at front office and list of students attending excursion.
- Make sure the school phone number is in your mobile contact.
- Hand up student consent forms to the Finance Officer to file after the excursion.
- Provide the names of students who did not attend the excursion to the Finance Officer to update records.
- After the camp or excursion is complete carry out an evaluation of the event, complete any accident forms if needed and report any problems or incidents to the Principal.
- Thank volunteers for their participation and invite them to contribute to the evaluation of the camp or excursion.

ADDITIONAL PROCESSES WHEN PLANNING A CAMP.

- A camp is defined as an element of a student learning program involving one or more overnight stays in a location beyond the school grounds.
- 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 Pre-schools 2001’, manual.
- The principal will ensure that all school camps are maintained at a reasonable and affordable cost.
- A letter or the school newsletter will provide parents with approximate dates and costs associated with the year’s camps at the beginning of the year.
- All camps will be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- Students will not be excluded from camps 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 Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least one school week before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
- Any family who has not met the required payment for a previous camp will be unable to participate in the camping program until this payment is finalised.
- 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.
- 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. An 'alternative' school based camp will be considered if the numbers of non-participating students warrant it.

6. ROLES AND RESPONSIBILITIES

Party / Parties

Principal

Roles and responsibilities

Approve all Camps and Excursions and check that paper work is complete.

Business Manager/ finance SSO

Work with organising staff to determine and approve costings, book transportation, receive and check and payments and consents.

Front Office Staff

Respond to queries from parents and act to inform them in any emergency or delay etc.

Teaching staff

Undertake planning and conduct of camps or excursions in line with these procedures and the DECD Camps and Excursions policy.

Volunteers

Participate in line with the expectations and Standards explained in volunteer training.

7. MONITORING, EVALUATION AND REVIEW

This procedure will be reviewed on an annual basis or as needed when any changes to the DECD policies relevant to this procedure are made.

8. DEFINITIONS AND ABBREVIATIONS

Activity An element of a student /child learning program.

Camp An element of a student learning program conducted at a location away from the school and involving one or more overnight stays.

Excursion An element of a student/child learning program involving a same-day-return trip to a location away from the school/preschool.

Sleepover An element of a student/child learning program including stay-back-till-dark activities or overnight stays inside the school/preschool or in tents within the school boundary

Instructor A person whose prime function is to instruct or teach the 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.

Parent Includes guardians and caregivers who may be empowered to act — eg sign consent forms — in place of or on behalf of parents.

Supervisor A person whose prime responsibility is to supervise students/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.

Voluntary worker Includes parents, community members etc — working under the direction of the teacher-in-charge.

9. ASSOCIATED DOCUMENTS

DECD Camps and Excursions Policy

<http://www.decd.sa.gov.au/docs/documents/1/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/communities/docman/1/ED_155_Accident_Report.pdf.

Application to 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