



Camps, Excursions and Incursions Policy

Our Aims:

The Craigmore South Primary School's Camps, Excursions and Incursions Policy provides a framework to ensure that:

- ✿ Students are learning and Educators are teaching.
- ✿ Staff and students work within a relational and restorative framework.
- ✿ Through explicit teaching and learning, we develop social responsibility and willingness to make amends, restore and strengthen relationships.
- ✿ Parents, students and staff work collaboratively to provide a consistent and just approach to development and management of student behaviour that takes into account the different needs of individual students.

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. 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
 - ✿ Risk Assessment

These areas are guided by the Department for Education –Camps and Excursions Guidelines:

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 DfE Camps and 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 DfE 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 e.g. 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.

Ration

Camps

Reception – year 2 1:10

Years 3 – 7 1:15

Excursion

Reception – year 2 1:6

Years 3 – 7 1:10

Excursion (Dinners, formals, graduations)

Reception – year 7 1:20

Aquatic area (creeks, rivers, beach)

Reception – year 2 1:6

Years 3 – 7 1:10

Aquatic area (swimming pools)

Reception – year 2 1:10

Years 3 – 7 1:12

School Values

Respect – Collaboration – Integrity – Diversity -- Responsibility