



## *Teesdale Primary School Policy*

### **CAMPS, EXCURSIONS & INCURSIONS POLICY**

**(Ratified March 2021)**

#### **Purpose/Aim:**

To provide all students with extra-curricular opportunities to support learning and educational programs at Teesdale Primary School.

To develop an understanding that learning is not limited to school, and that valuable and powerful learning is often achieved with other people and experiences.

To enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting.

To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

#### **Definition:**

An excursion is an activity organised by a school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps, transitions and sports). Adventure activities are included in this definition (regardless of whether they occur outside the school grounds or not).

An incursion is an activity that involves school visitors who provide a performance, lesson or service for students, on school grounds.

A camp is defined as any activity that involves at least one night's accommodation. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the extra-curricular programs offered at our school.

#### **Guidelines:**

Principals are responsible for the conduct of all camps, excursions and incursions and must ensure:

- Camps, excursions and incursions are planned, approved and conducted in accordance with Department policy and requirements.
- An online notification of school activity form is completed at least three weeks prior to the activity using the Student Activity Locator, for excursions when required and all camps.
- Compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions and camps requiring school council approval.
- That they or their nominee will submit full records to School Council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting of the preceding year.
- That they and the organising teacher comply with all DET guidelines including transport arrangements, emergency procedures and student-staff ratios.
- That full records are maintained and if accidents or injuries occur, comprehensive reports must be completed and filed promptly.
- That whenever a primary school conducts an excursion or camp that leaves the school unoccupied, the regional office is notified.
- That all adults, volunteers and helpers attending the camp, excursion or incursion have current Working With Children Check (WWCC) documentation.
- That appropriate emergency and risk management planning is undertaken for camps and excursions, including bushfire risk.
- That all Child Safe Standards and the Code of Conduct are adhered to (refer to Child Safe Code of Conduct and Commitment Statement)

Staff that are designated to the organisation of a camp, excursion or incursion will:

- Complete a camp proposal form and lodge this with the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on



## *Teesdale Primary School Policy*

the school program for the proposed dates.

- Ensure the Department's requirements and guidelines relating to preparation and safety are observed, including the risk of bushfire in activity locations.
- Ensure all staff and students wear appropriate and suitable clothing and/or protective apparel, including full school uniform when required.
- Make satisfactory arrangements in order to provide continuous instruction for the students remaining at the school during the absence of staff accompanying a camp, excursion or incursion.
- Ensure that the planning, preparation and organisation of camps, excursions and incursions is adequate and allows time for Department requirements, school council approval (when needed) and parent consent and payment.
- Ensure all camps, excursions and incursions will be attended by school staff to ensure appropriate supervision of students at all times and that Department guidelines on staff-student ratios are followed.
- Ensure office staff and/or the Business Manager are responsible for managing and monitoring the payments made by parents and will provide the organising teachers with detailed records on a regular basis.
- Ensure all families will be given sufficient time to make payments for camps, excursions and incursions. Parents will be provided with permission forms and camp, excursion or incursion information clearly stating payment finalisation dates. Student payments not finalised prior to the camp, excursion or incursion will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- No child will be unable to attend camp on the basis of financial hardship. This will be decided at the discretion of the Principal in consultation with the student's family.
- Provide the School Office with a final student list. This list must also include the location of students not involved in the camp, excursion or incursion.
- Ensure all camp and excursion staff, and where appropriate, students, are familiar with emergency and evacuation procedures for each camp and excursion.
- Make sure the planning covers arrangements if the camp, excursion or incursion needs to be cancelled, recalled or altered (for example, due to forecast severe weather conditions, changes to DFAT travel advice or an emergency). This should include arrangements for communicating with parents.
- Consider all food, equipment, staffing, organisation of activities and student management procedures have been addressed prior to the camp or excursion. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent and medical forms.
- Ensure that all safety requirements have been considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the School, and are to be taken on camp. Refer: [Safety Guidelines for Education Outdoors](#)

### **Attendance Guidelines:**

- Ensure all teachers attending the camp, excursion or incursion have the students signed permission notes, medical forms and/or parent consent forms and that payment has been made in order to attend the camp, excursion or incursion.
- Students not attending the camp, excursion or incursion will be provided with suitable alternative activities and will be expected to attend school during that time.
- Only students that have displayed continual upholding of the school values (respect, excellence, honesty, resilience and friendship) and making positive behaviour choices at school will be permitted to participate in extra-curricular activities. Parents will be notified if their child is in danger of losing the privilege to participate in a camps, excursions or incursions due to poor behaviour at school and at this time alternative arrangements can be put in place. The decision to exclude a student will be made by the Principal, in consultation with the organising teacher, after



## *Teesdale Primary School Policy*

all options and supports for the student have been exhausted. Both the parent and student will be informed of this decision prior to the camp, excursion or incursion payment due date. Reimbursement process will apply in this instance.

- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to themselves and/or others. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent. The same will apply for medical attention and needs.
- The school will make sure all efforts are made not to exclude students for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend a camp, excursion or incursion, are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

### **Medical Guidelines:**

A confidential medical information form:

- Must be completed by parents or carers before each school council approved excursion;
- Provides parents or carers with the opportunity to vary any information previously given to the school.

Schools must:

- Ensure that the teacher-in-charge takes the medical information forms on the camp and excursion;
- Ensure these forms are available to other camp and excursion staff in emergency situations;
- Keep copies of the forms at the school.
- At least one staff member will be designated to take responsibility for administering student medication if required (following consultation with parents and/or appropriate medical practitioners) and at least one staff member must have current First Aid qualifications.
- Provide a first aid kit for each camp or excursion.

### ***In approving the excursion, incursion or camp, consideration should include:***

- the guidelines and advice provided by the DET and in the [Safety Guidelines for Education Outdoors](#) website information provided by community groups and organisations that specialise in the activity proposed;
- appropriateness of the venue;
- the provisions made for the safety and welfare of students and staff, including adhering to Child Safety Code of Conduct;
- the experience and competence of staff relevant to the activities being undertaken;
- the adequacy of the student supervision.

### ***Approval for joint excursions***

Where school council approval is required, each school involved in a joint excursion must receive the approval of its own school council and complete an on-line notification to the Emergency and Security Management Unit.

Where principal approval is required, the principal of each participating school must give approval. In such circumstances, a coordinating principal or teacher, agreed to by the principals of the schools concerned, should ensure that:

- the necessary organisational arrangements are undertaken;
- the venue is appropriate;
- supervision is adequate and that normal procedures for the conduct of the excursion are carried out;
- Parents/guardians are informed that their children may be supervised by teachers and other approved adults from the other school(s) during the excursion.

### **DUTY OF CARE:**



## *Teesdale Primary School Policy*

### Excursions and Incursions

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Be aware that excursions and incursions require the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and remain the person designated with duty of care.
- Arrangements will be made for students not attending the excursion or incursion to continue their normal program at school under the supervision of another classroom teacher.

### **Evaluation:**

- By debrief after all excursions, incursions and camps at relevant meetings.
- Feedback from students and parents.

### **RESOURCES:**

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoorforms.aspx>

**DET website link to all proformas, guidelines and policies**