



# Port Noarlunga Primary School & Aquatics Centre

*"Working Together, Learning Forever"*



## CAMPS AND EXCURSIONS POLICY

Principal: Marie Wright

Deputy Principal: Jo Rowell

School Counsellor: Victoria Corbett

Updated: Term 3, 2017

### CAMP RATIONALE

At Port Noarlunga Primary School we believe that students need to be experiencing the outdoors in positive and challenging ways, encouraged out of their comfort zone and offered opportunities that foster team building, social interaction, independence and resilience. Our developmental camp programme provides these real life and lifelong learning experiences for our students.

Fully accredited specialists in outdoor education are utilised to optimise the outcomes for students. The types of adventure activities required to fully engage students in the outdoors and achieve the desired outcomes require specialists in this field in terms of teaching and safety. Camps are run in year levels, not classes. We are currently working with "Active Education" for year levels from Reception to Year 2 and with "Wilderness Escape Outdoor Adventures" for year levels 3 to 7. The respective programmes have been developed in consultation with these organisations and are run and supervised by their staff. School staff members attend in support and supervisory roles, with ultimate responsibility for student care and well-being.

The development programme ensures that students build on skills learnt on preceding camps. As they move through the camp programme they develop and practise new skills, becoming progressively more independent and self-sufficient.

The broad school camp programme is managed by the School Counsellor, with year level teachers responsible for the more specific organisational processes regarding the camps which their students will be attending. The organisational and risk assessment forms need to be completed by teachers and submitted to the Deputy Principal as per the following list. As some of this organisation is the responsibility of the Counsellor, the management of this process is a little different to that of the management of excursion forms.

### Organisational Timeline for Camps

Action	Who	When
Information note sent home (including commitment to camp attendance)	Counsellor	Week 8, Term 1
Commitment from parents for student/s to attend camp	Parents Collected by class teachers Collated by Leadership Team	End of Week 10, Term 1
Decision made re viability of each camp (based on commitment notes returned)	Principal & Leadership Team	End of Week 10, Term 1
Camp invoices sent home	Finance Officer, with Leadership responsible for accompanying note	Week 1, Term 2
Deposit paid (approximately 30%)	Parents	End of Week 3, Term 2
Decision made re viability of each camp (based on deposits paid)	Principal & Leadership Team	End of Week 3, Term 2
Excursion Form 2 and Risk Assessment completed and submitted to Deputy	Class teachers	At least a week before the camp
Balance of camp costs paid	Parents	4pm on the day one week prior to the camp date*

\* As these camps are centrally organised then there is no need for Excursion Form 1 to be completed because costing etc. is known. However Form 2 needs to be completed earlier than for an excursion due to the more complex nature of camps.

## **EXCURSION/INCURSION RATIONALE**

Excursions need to be primarily linked to the Australian Curriculum. They need to complement classroom programmes, providing additional experiences to enhance student learning.

Parents pay an Excursion/Incursion Levy each year and events/activities need to be planned to utilise this levy. Teachers are responsible for keeping an Excursion/Incursion Record each year. These records will be monitored annually.

The organisational processes for such events are as follows:

- After discussing costings with the Finance Officer (if applicable) organising teacher/s to submit the Camps/Excursion/Incursion Form One to the Deputy Principal.
- Notes to parents are to be submitted to the Deputy Principal to be checked and then sent home to parents in a timely manner.
- A Risk Assessment and the Camps/Excursion/Incursion Form B are to be completed at least two days before the event. These are to be submitted to the Deputy Principal.

## **CRIMINAL HISTORY CLEARANCES**

While DCSI Child Related Criminal History Clearances are not required by DECD for excursions, preference for attendance on excursions will be given to parents/volunteers who have a current clearance.

Current DCSI clearances are mandatory for any parent or volunteer attending a camp or sleep-over.

## **SUPERVISION RATIOS**

A teacher must be in charge of all camps and excursions. Generally the minimum adult to student ratio is as follow:

- 1:6 for pre-school to Year 2
- 1:10 for Years 3 to 7

Mixed gender groups must have mixed gender supervision unless parents have approved otherwise.

## **USE OF PRIVATE CARS**

Private vehicles to transport children must only be used where:

- parents'/guardians' written consent to the excursion covers travel in a private vehicle
- drivers are responsible and will drive safely
- drivers have a full or provisional licence, i.e. no learners
- as a minimum, vehicles are covered by third-party property insurance
- potential drivers are aware that neither the school/preschool nor DECD is liable for reimbursing any out-of-pocket expenses incurred as the result of an accident
- the vehicle is equipped with seat belts and approved safety restraints in accordance with the National Law