



## Camps, Excursions and Incursions Policy

Camps or excursions support and enrich a range of curriculum areas and provide deep learning experiences to children in a variety of environments. Angle Vale Primary plans excursions or camps within the context of the educational program, and ensures children and parents/caregivers are adequately prepared and aware of the purpose of the learning experience.

We encourage all children to participate in camps, excursions and incursions as part of the school curriculum. The events are all diligently planned, managed, supervised and monitored to ensure the health and safety of all involved.

### 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:

- 1 teacher is assigned as the teacher-in-charge, as the delegate of the site leader
- Student inclusivity
- Suitability of location and emergency management.
- Monitoring of CFS bushfire alerts, and special consideration for camps in bushfire prone areas.
- Contingency plans
- Parental consent
- Allow sufficient time for families to make payments
- No payments will be accepted after the published cut-off date, usually 1 week prior to the event
- Routine and emergency health support
- Teacher in charge will have medical information for each child (where applicable).
- Medication for children must be easily accessed and secured to prevent misuse.
- First Aid Kit available
- Facilities, supplies and equipment
- Interstate and overseas travel
- Suitability and appropriate forms of transport
- For activities without a prescribed ratio, the minimum supervision ratio is in place
  - 1:6 for Reception to Year 2
  - 1:10 for years 3-7

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.

## Conduct and Behaviour

- We expect students to follow the Angle Vale Primary School behaviour code.
- Staff members follow the code of Ethics for the South Australian public sector.
- All supervisors including volunteers must hold a current child related screening clearance.
- Everyone is briefed and aware of student needs, emergency procedures and their roles and responsibilities.
- Children are to be accounted for at regular intervals.
- Alcohol and drugs may not be consumed and supervisors may not smoke within 10 meters of the camp.

## Cancellation

- Camps, excursions and incursions are booked and finalised once numbers are confirmed and usually after signed consent forms are returned to the school.
- The signed consent form is your agreement for your child to attend/view the performance listed on the consent form. Based on this agreement the school will book transportation, venues, performers etc.
- Each of these will have their own cancellation policies, which Angle Vale Primary School are contracted to adhere to. In each instance we will work with providers to pass on to you any refund we are able to receive on your behalf. It is not always the case that a full or partial refund can be provided.
- Late notice (i.e. illness on the day) may not provide sufficient notice for us to modify bookings and in this case a refund may not be possible.
- For any cancellations please let your child's class teacher know ASAP so arrangements can be made (where possible).

## Communication and review

### Outline:

- This policy is available on our school website and from the front office
- This policy has been discussed with our staff, governing council members and primary students
- This policy will be reviewed in line with the Department for Education's requirements
- Policy endorsed by Governing Council Term 2 2020
- This Policy will be due for review Term 2 2023