



Renmark Primary School

Camps, Excursions and Incursions Policy

Renmark Primary School recognises the importance of camps, excursions and incursions for the development of the whole child. They are an integral part of the learning experience for each student and valuable for the teaching of the curriculum. We encourage all children to participate in camps, excursions and incursions as part of the school curriculum. The events are all thoughtfully planned, managed, supervised and monitored to ensure health and safety for all involved.

The Department for Education Camps and Excursions Policies, Procedures and Guidelines must be consulted when planning an excursion, incursion, camp/sleepover.

Definitions

- Camp – an element of a student learning program conducted at a location away from the school and involving one or more overnight stays. This includes sleepovers.
- Excursion – an element of student learning programs involving a same day return trip to a location away from the school.
- Incursion – 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.
- Recreational – associated with the leisure and recreational industry. Eg visits to playgrounds

Camps

Camps are a great learning and bonding experience for students and their teachers, and it is hoped that every child at some time in their years at Renmark Primary School will have the opportunity to attend camp. We include a funded camp for students in year 6 at Renmark Primary School.

We are very fortunate that teachers willingly give their time and effort to participate in camps. Teachers are not required to engage in camps. Organising and attending camps is a voluntary extra. It is entirely up to the teacher to opt in to a camping experience and then consult with families about the possibility of planning such an experience. While we are building the tradition of all our year 6 students having the opportunity to attend a funded camp, there is no requirement for any or all of the year 6 class teachers to engage in this experience.

Organisation and administration matters

In organising camps, excursions and incursions, teachers will ensure the following:

- Students participate in at least one excursion/incursion each year
- There is a relevant connection to past, present or future learning activities.
- All foreseeable risks are assessed and minimized in accordance with the Department for Education Camps and Excursions Policies, Procedures and Guidelines.
- Where possible, for adult supervision ratios, an improved gender balance is achieved. Appropriate criminal history screening and induction has been conducted for all volunteers assisting with the excursion/camp. Volunteers will be selected at the discretion of the teachers and principal, based on gender and skill requirements.
- Adequate capacity of the camp/excursion venue to cater for all the supervision, activity, catering and accommodation, transport, communication and safety needs as appropriate is considered.
- If a cost is associated, these will be minimised with the intention of maximising attendance of students. Consideration on a hardship /needs basis will be given to subsidizing costs for some families.
- If transport is required, it will most often be by buses fitted with seatbelts. A risk assessment will be made of other transport depending on the travel distance.

- It is expected that parents are given at least two weeks' notice of planned excursions/incursions and 10 weeks notice given for camps. This notification should include transport arrangements, time of departure and arrival, activities and venues, food and drink, medical etc.
- Before departing from the school, all planning processes have been documented and signed off by the organising teacher using the school excursion planning and risk assessment form.
- A review is conducted after the event to provide feedback to other teachers about the value and quality of this learning experience.
- Adequate arrangements are made for students not attending and/or remaining at school.

Student Behaviour

We believe that when camps, excursions and incursions are organised, all students in the class should participate. However, at times, participation may be subject to principals' determination on whether students are meeting school behaviour and other learning requirements, including attendance, at an appropriate level. The principal determines if a student is able to attend camp based on these things. Parents will be consulted in these matters.

- Attendance at camp/excursion is a privilege not a right.
- If a student has not been following the school behaviour guidelines prior to the event then there may be restrictions/conditions regarding that student's attendance/participation.
- A modified program may be arranged or if necessary, exclusion from the camp/excursion.
- If a student does not attend camp/excursion they are expected to attend school (as per the Department for Education's Attendance policy).
- If a student is to attend a camp/excursion on a modified program or are to be excluded from a camp/excursion this must be clearly communicated by the school to the parents/caregivers in writing prior to the camp/excursion.

Legal Requirements

These are in line with DfE policy and are non-negotiable.

- All parents who attend camp must have a Working with Children Check. This must be completed at least one month prior to attending. It can be done through the school and is free.
- All vehicles must be fitted with seatbelts, including buses.
- An ED169 must be filled out by staff at least two weeks prior to attending camp.
- No transport of any sort will occur on days declared as Catastrophic. Days where a Total Fire Ban exists, a risk assessment will be undertaken.

Policy developed: May 2023

Ratified by Governing Council: May 2023

Due for review: May 2024