

Ingle Farm East Primary School



Camp, Excursion & Incursion Policy



Endorsed by Governing Council AUGUST 2018

Review date AUGUST 2021

Rationale:

The school's camp, excursion and incursion program enables students to further their learning and social skills development often in a non-school setting. Camps, excursions and incursions may have a cultural, environmental or outdoor emphasis to complement the educational programs offered at our school.

Aims:

- ◆ To reinforce, complement and extend learning opportunities beyond the classroom.
- ◆ To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- ◆ To provide shared class experiences and a sense of group cohesiveness.
- ◆ To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- ◆ To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.

Implementation:

- ◆ 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.
- ◆ 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 Camps and Excursions – Guidelines
- ◆ All camps need to be budgeted for at the beginning of the year with detailed and accurate costing presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
- ◆ Excursions and incursions will be budgeted for as soon as possible after the beginning of each term.
- ◆ A designated "Teacher in Charge" will coordinate each camp, excursion or incursion

- ◆ After initial planning and costing a “Camp, Excursion and Incursion Approval Form” needs to be completed and submitted.
- ◆ If there is a cost involved for the proposed activity the “Camp, Excursion and Incursion Approval Form” needs to be submitted to the Leadership team.
- ◆ No definite information should be communicated to students or parents about a camp, excursion or incursion until approval has been given.
- ◆ 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 Department for Education requirements.
- ◆ All endeavours will be made to assist students from financially struggling families. Parents experiencing financial difficulty, who wish for their children to attend a camp, excursion or incursion will be required to discuss their individual situation with the Principal. The Principal on a case-by-case basis will make decisions relating to alternative payment arrangements
- ◆ After the Teacher in Charge has received the approval from the Leadership team students and families are to be notified in writing at least 3 weeks before the activity. If required, information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- ◆ Prior to any child attending a camp, excursion or incursion parents / caregivers must have provided the school with the required consent and / or medical forms.
- ◆ 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 at least 24 hours before the departure 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 or excursion must carry copies of the medical details of students at all times.
- ◆ The school will continue to provide the opportunity for teachers to update their first aid skills.
- ◆ The school will provide mobile phones and 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 kit.

- ◆ 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. eg. 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 & neglect induction session)
 - ⇒ Volunteer Induction
- ◆ Parents selected to assist may be required to pay costs associated with camp, excursion or incursion.
- ◆ Students who do not attend school camps, excursions and incursions will be provided with a suitable alternative program at school.
- ◆ For any OSHC excursions please refer to OSHC policy

The Principal's decision is final in determining who attends a camp or excursion and who is eligible to support on a camp or excursion.

