All Saints Catholic Primary School

Camp, Excursion and Incursion Policy

Developed by: Staff and School Board

Note: All references to ‘Staff members’ include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.

Underlying Assumptions, Philosophy and Rationale:

We at All Saints Catholic Primary School believe that:

- the school education program should include activities and experiences held within and outside normal class hours and also beyond the immediate boundaries of the school campus
- participation in camps, excursions and incursions will give an added focus to the development of the child in society and the wider physical environment.

Purpose/Aims:

Through the application of this policy, we at All Saints Catholic Primary School aim to use camps, excursions and incursions to:

- enhance topics covered in curriculum areas within the school program
- offer opportunities for children and teachers to deepen their educational relationship
- offer experiences in an educational climate that would be difficult to create within the confines of the school buildings
- offer an opportunity to develop children’s outdoor and environmental interests and attitudes
- create an atmosphere and a challenge for children to freely relate with each other, while at the same time recognising the need to cooperate and show responsibility for themselves and the group.

Guidelines for Incursions and Excursions:

Incursions

These are special events and special visitors that come to the school and are held within the school grounds. While incursions don’t raise the same issues as excursions or camps, incursions should be aligned to the aims and guidelines set out above and as appropriate should meet the ‘Excursions, Camps, Adventure, Physical and Sporting Activities: procedures for Catholic Schools and Preschools South Australia’ Commission for Catholic Schools: available on Catholic Education South Australia online services; (Policies, Procedures and Guidelines) as appropriate. Parents and carers are notified of incursions via the school’s newsletter, email or letter.

Local Area Consent

When enrolling a child at the school, parents and carers are required to complete a general permission notice for local walks and church visits.
Excursions

Excursions beyond the local area will be held to enhance a current topic of learning, special event or occasion of significance. The following requirements must be adhered to:

- Adult supervision accompanying any class on an excursion needs to comply with the child/adult ratio in line with South Australian Catholic Commission for Schools guidelines
- A mobile phone and first aid equipment must be taken on all excursions.
- Where the bus is the sole form of transport for the excursion, the buses must be fitted with seatbelts.
- Where children access the train to and from Seaford, the children and staff may access the use of buses and or trams (without seatbelts) to move around the city area.

Planning - Procedures

When arranging excursions staff must be familiar with and adhere to the ‘Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools South Australian Commission for Catholic Schools available on CESA online Services: (Policies, Procedures and Guidelines)

A Checklist and Planning Form is to be used by teachers when planning each activity, and will be a guide for action for staff in consultation with the Leadership Team. The forms are to be signed by the Principal and teacher. It is noted that these Planning Forms could be used as a legal document if required.

Medication

Medication taken on excursions for children should be given to a staff member, who is assigned the responsibility of storing medication in a secure place, and administering it at the appropriate time.

Guidelines for Camps

This policy supports the view that children who attend All Saints will have the opportunity to participate in a camp during Year 7. The purpose of camps is to provide children within a class, to build positive relationships outside of the school setting. Camps will be designed to support and build upon the learning program. Decisions about when a camp will occur will be made in consultation with the Principal and notified to parents and carers as early as possible in the school year.

Planning – Procedures

When arranging camps, staff must be familiar with and adhere to the ‘Excursions, Camps, Adventure, Physical and Sporting Activities: Procedures for Catholic Schools and Preschools South Australian Commission for Catholic Schools available on CESA online Services: (Policies, Procedures and Guidelines)

Teachers organising a camp need to ensure the following occurs well in advance of the scheduled event.

- confirmation of camp site
- ensure ample time given to parents/carers in regard to the dates, cost and program
- distribution of letters to parents/carers with consent and medical forms
- completion of All Saints ‘Confidential Medical Information’
- completion of All Saints ‘Camp Process and Form’
- completion of risk assessment
- organisation of extra supervision with the support of parent/carer/adult registered volunteers who have a current police clearance
- ensure chartered buses have seat belts.
Medical Consent Form

The completed medical forms should always be taken on camps and should be readily accessible to all leaders. Medication taken on camp for children should be given to a staff member, who is assigned the responsibility of storing medication in a secure place, and administering it at the appropriate time.

Transport

If using private transport for camp or excursion, volunteer drivers will:

- be a registered volunteer with a current police clearance
- hold a full driver’s licence and be an experienced and competent driver
- not be permitted to transport if holding a ‘P’ or ‘L’ plate licence or if the licence is suspended or disqualified
- be aware that the School Board and the Catholic Church Endowment Society accept no liability for any damage from an accident involving private vehicles being used to provide transport for any school related activity
- ensure that the vehicle used for transportation has appropriate Third Party Property Damage or Comprehensive insurance
- ensure that the vehicle used for transporting is registered and road worthy, particularly in relation to seatbelts, tyres, brakes and lights
- ensure that the number of passengers being transported does not exceed the number of available seatbelts
- complete, sign and return the appropriate declaration form to the relevant class teacher
- abide by the road regulations and laws
- abide by All Saints Catholic Primary School ‘Smoke Free School’ Policy while on any school related activity
- abide by all legal requirements.

If using public transport teachers will:

- Take full responsibility for the children

Attendance

The Camp, Excursion and Incursion program is an integral part of the total school curriculum; therefore participation by all children is expected. The school will support children and families by considering the following:

- All Saints is committed to ensuring all children have access to attending camp. All efforts by the school will be made to support children with personal or social concerns that may make attendance difficult.
- Financial consideration should not be an obstacle and if this is a concern parents and carers should contact the class teacher or a member of the Leadership Team so that the school can provide extra support. (see Financial Budget)
- As far as possible provision will be made for special needs (e.g. medical).
- If a child is unable to attend a camp/excursion/incursion it will be at the Principal’s discretion as to whether the child is supervised at school or if parents/carers need to make supervision arrangements outside of school.

Supervision - Safety

The class teacher(s) must take complete charge and responsibility of the program or activity and ensure the following:

- All Parents/Carers involved in an incursion, excursion or camp must have a current Police Clearance and have completed the volunteer screening procedures.
- The bursar checks that the bus driver employed for school excursions shows his/her accreditation with the Department Transport and Energy and Infrastructure
- All staff attending the camp have a current Basic Casualty Care Certificate.
- There must be at least 1 adult for 15 pupils (1:10 if water sports are being conducted). At least two teachers must attend a camp (one male, one female, if possible).
• Emergency procedures, telephone numbers and contacts must be known by all leaders.
• A vehicle for emergency transport must be available.
• As supervision and safety are so important, adherence to the relevant sections of the SACCS Policy is emphasised.
• Adult supervision accompanying any class on an excursion or camp needs to comply with the SACCS guidelines.
• Other Staff from the Camp organisation must hold a current Police Clearance and show these to the teacher in charge on arrival at the camp.

Volunteers
The number of adults staffing particular excursions and camps is often increased by using volunteers. These will include parents and carers from the school but may also include university students and other adults. These people make valuable contributions and their assistance should be encouraged, however the complete charge and responsibility of the program or activity must be taken by a registered teacher. Volunteers must adhere to the following:

• All volunteers must have completed a Police Clearance and the screening process and be listed at the school as a current registered volunteer.
• Volunteers must be given specific tasks and should understand that they must not operate outside that task except to render emergency aid.
• Teachers will not ask a volunteer to take a group or class away from an area by him or herself.

Implementation
In support of this policy:

The Principal will:
• ensure all members of the school community will be made aware and have ready access to the policy.

All Teachers will:
• comply with the school’s policy along with the guidelines set down in the SACCS policy for Guidelines and Legal Requirements for Excursions, Camps and Adventure activities, 1992. (see Appendix D & F)
• ensure parents and carers are fully informed prior to the excursion or camp
• attend to completing the relevant forms prior to the excursion and camp.
• ensure a copy of all information is handed into the front office prior to the excursion or camp.

Children will:
• participate fully in the school program which includes attendance at excursions, incursions and camps
• ensure they comply fully with the expectations.

Parents/Carers will:
• support the school program by ensuring their child/ren’s attendances on excursions, incursions and camps as an important part of children’s learning
• ensure they keep themselves fully informed about upcoming excursions, and camps and to ensure all relevant forms are signed and returned to school by the due date.

Basis of Discretion:
See ‘Attendance’
Support Documents:
- SACCS Guidelines and legal Requirements. Excursion, Camps and Adventure Activities 1992
- All Saints Catholic Primary School Permission to Transport Students by Private Vehicles Form
- All Saints Camp /Excursion Form
- All Saints Student Medical Form
- All Saints Driver declaration Form

Financial Budget:
- The total cost of the excursions/camp should be calculated, and then divided between all the children. (This means that the cost of supervising adults will be covered by adding a small amount to each child’s expense).
- Due to the requirements of advance bookings and payments, it is not normally possible to make refunds on individual cancellations.
- No child should forfeit the opportunity to attend school excursions or camps because of financial considerations. Funds may be administered by the Principal to support cases of special need.
- For camps an approximate cost should be given to Parents/Carers as soon as possible.
- Teachers must ensure a purchase order form is completed and given to the Finance Officer as soon as possible.
- An excursion budget is set on an annual basis for these activities. Parents/Caregivers will be advised of the amount. Teachers should keep within this budget, with flexibility per term within the annual total amount.

Resources:
Nil

Signed   [Signature]
(Principal on behalf of School Board)

Date    October 17 2014

Date to be reviewed    October 2017