



EXCURSIONS & CAMP GUIDELINES (YEAR 4 AND 6)

Rationale

The purpose of this document is to outline the procedures that must be followed by anyone arranging a camp or excursion for students at Allenby Gardens Primary School. All camps and excursions must follow the guidelines as directed in the [Department for Education \(DfE\) Camps and Excursions policy](#) which describes in detail conditions and arrangements necessary when planning and undertaking camps and excursions including supervision levels for different activities.

Aim

At Allenby Gardens Primary School, excursions and camps are seen as an integral part of the curriculum as they enable students to explore, extend and enrich their learning and their social skills development in a non-school setting. Excursions and camps complement and are an important aspect of the educational programs offered.

All classes will be involved in a variety of educational excursions throughout the year. All students will be offered a minimum of 2, maximum of 3 excursions that cost over \$5 (including camp). There may be extra incidental educational excursions/incursions throughout the year costing below \$5.

Camps/Sleepovers

YEAR 4	YEAR 6
One of the following: <ul style="list-style-type: none"> • Aldinga • Woodhouse • Narnu Farm 	One of the following: <ul style="list-style-type: none"> • Illawonga • Wirraway • Arbury Park

Expectations for Actioning Camps and Excursions

- All camps and excursions must be approved by leadership prior to executing and planning.
- During the planning process staff must work in collaboration, however must designate a teacher-in-charge to act on behalf of the school.
- Staff must fill in the [Application to conduct camps and excursion form \(ED169\)](#) and approved by Principal/Deputy/Line manager.
- An electronic copy of Risk assessment plan must be completed via the [Sports, Adventure, Camps and Excursions Risk Management Plan](#) and submitted to the Leadership team at least one week prior to leaving for camp or the excursions.
- All notes/communication with families must be 'endorsed' and approved by leadership or your line manager prior to being sent home to families.
- You must check with the Finance Officer that the relevant information, breakdown of costs and prices have all been included.
- Communication home to families include:
 - [Excursion consent form \(ED170\)](#)
 - Cover letter printed on the school letterhead advising families about the dates, location, cost, mode of travel, supervision arrangements, activities to be undertaken and dismissal times.



- Communication and copies of approved paperwork must be provided to the Front Office and they need to be aware of the excursion/camp details prior to sending notes home.
- Students will not be excluded from camps simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend camp, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the principal on a case-by-case basis.
- All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a fortnight before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least one school week before the departure date will not be allowed to attend unless alternative payment arrangements have been made with the Principal.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program. Parents will be notified if their child is in danger of losing their invitation to participate in the camping experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from camp. The decision to exclude a child from camp will be made by the Principal, in consultation with the classroom teacher and the 'teacher-in-charge' of the camp.

Checklist of Appropriate Paperwork and consent

Camps	Excursions	Incursion
<input type="checkbox"/> Risk management plan <input type="checkbox"/> ED170 and ED169 forms <input type="checkbox"/> Swimming form (if applicable) <input type="checkbox"/> Camp based letter and permission form for parent/caregiver to complete	<input type="checkbox"/> Risk management plan <input type="checkbox"/> ED170 and ED169 form <input type="checkbox"/> Excursion based letter and permission form for parent/caregiver to complete	<input type="checkbox"/> Risk management plan <input type="checkbox"/> ED169 form <input type="checkbox"/> Incursion based letter and permission form for parent/caregiver to complete

Transportation

BUSES:

- Under no circumstances is Allenby Gardens to hire the double decker bus.
- Buses must have allocated seatbelts for all students. If the buses do not have seat belts, this must be approved by the Principal.
- All adults and students must be seated at all times whilst the bus is in motion.
- Only verbal instructions may be given whilst the bus is in motion.
- Where there are 2 adults on the bus, one must sit at the front of the bus and one in the middle of the bus. Where 3 adults are present, one should sit at the back of the bus also.
- If a student is non-compliant or not following instructions, the teacher at the front of the bus is to ask the bus to pull over.

PRIVATE TRANSPORTATION:

If using private transportation of any kind, the following requirements must be met:

- As duty of care, the teacher-in-charge must sight or be aware of a current parent/volunteers DCSI clearance and RAN certificate.
- Parents/Carers to complete and sign the [Transport Permission Form](#).
- Teacher to complete the [Students Travelling in Private Motor Vehicles Agreement Form](#) and ask volunteer to sign and return form.
- Provide a copy of completed private transportation agreements to the front office.



Volunteers

- It is a departmental requirement that all volunteers meet screening and suitability requirements. All volunteers must have an up to date Working with Children’s Check, Responding to Abuse and Neglect (RAN) and read the schools Induction Handbook. Please check with the Office prior to selecting parents for up-to-date information.
- All volunteers to be selected based on interest, knowledge and skills or attributes relevant to the role.
- All volunteers must not be discriminated against.
- Where possible there needs to gender equity.

Supervision Ratios (unless otherwise specified)

While on camps and excursions, staff must adhere to the following adult:student ratios.

CAMPS & SCHOOL SLEEPOVERS	EXCURSIONS/EVENTS/PERFORMANCES
Preschool - Yr 2 – 1:6	Preschool – Yr 2 – 1:6
Yr 3 – Yr 7 – 1:10	Yr 3 – Yr 7 – 1:10

Medication/Medical Procedure

- Should a parent indicate ‘yes’ for having any health support, or medication administration needs that should be considered, a care plan/medication agreement needs to be provided prior to attending excursion. This includes Panadol.
- Teacher-in-charge needs to follow up medical plans and medication with First Aid Officer 2 weeks prior to the event. To allow time for First Aid Officer to check medications and get it in order ready for your camp/excursion
- Should parents indicate their child/ren require Panadol or other type of medicine, a medical plan needs to be provided and all medication in its original packaging.
- All medication and medical plans need to be taken to all excursions and camps and are easily accessible.

School /Preschool Contact Person

There **must** be a school / preschool based contact person for all camps and excursions.

This person **must** be contactable for the duration of the event and have copies of:

- Attendance lists.
- Student health and personal care information – any required medication must be collected (and returned) from the front office.
- Emergency contact details.
- Itineraries, including Estimated Times of Arrival (ETA).
- Relevant maps, e.g. bushwalking route.
- Contingency plans.

The contact person should be aware of the relevant guidelines for emergencies, **must** be able to communicate readily with the travelling party (e.g. by mobile phone) and **must** be kept up-to-date on any variations to the itinerary.

In case of an emergency such as the failure of the group to arrive at any scheduled destination, or make a scheduled communication, the contact person would:

- immediately contact authorities and provide them with necessary information
- act as liaison between the school/preschool, emergency services and parents.