



NYAH DISTRICT PRIMARY SCHOOL

EXCURSIONS AND CAMPS POLICY

PURPOSE

The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. School camps are an outdoor education activity and as such, are subject to specific planning and approval guidelines.

AIMS

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learnings.
- 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.

POLICY

- Principals are responsible for the conduct of all excursions and must ensure:
 - excursions are planned, approved and conducted in accordance with Department policy and requirements.
 - an online notification of school activity form is completed at least three weeks prior to the activity using the Student Activity Locator
 - compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions requiring school council approval.
 - **Important:** Principals, teachers, school councillors and others involved in school excursions, must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.
- A CAMP IS DEFINED AS ANY ACTIVITY INVOLVING AT LEAST ONE NIGHT'S ACCOMMODATION, INCLUDING SLEEP OVERS AT SCHOOL.
- School Council will ensure that all school camps are maintained at a reasonable and affordable cost, and comply with all Department of Education requirements.
- Students will not be excluded from camps simply for financial reasons. 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 requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in the camping program.
- School Council is responsible for approval of all overnight excursions; camps; interstate and overseas visits; excursions requiring sea or air travel; excursions involving weekends or vacations; and adventure activities.
- Mobile phone communication must be available for all camps and emergency transport be available.
- Prior to the commencement of any detailed planning relating to a proposed school camp, the organising teacher and other key members must meet formally with the principal, to present the principal with a [planning summary](#) , to discuss the proposed camp, and to seek 'in principle' support
- If the principal's approval is granted, detailed planning should commence using the [planning questions](#) proforma as a guide. This must include a site visit and [risk assessment](#).
- The school only uses residential campsites accredited by the 'Australian Camps Association' or the 'National Accommodation, Recreation & Tourism Accreditation Program (NARTA)'
- When presenting information to School Council, organising staff must be aware that Council will consider the following:-
 - What is the purpose of the camp and its connection to student learning?
 - Do staff members attending have the competence to provide the necessary supervision
 - Is an appropriately trained member of staff able to provide [first aid](#) ?
 - Have non-teaching staff members completed a Working with Children Check?
 - Is the location of staff and students throughout the camp including during travel known?
 - Is a record of telephone contacts for supervising staff accompanying the camp available?
 - Is a record of the names and family contacts for all students and staff available?
 - Are copies of the [parental consent](#) and [confidential medical advice](#) forms for those students on the camp available?
 - Has a copy of the completed School Council [approval](#) proforma (including all attachments) been submitted and approved?
 - Will the online [Notification of School Activity](#) form be submitted three weeks prior?

Adventure Activities:

- Adventure activities are those that involve greater than normal risk such as base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, challenge ropes courses, swimming (other than school swimming programs), surf activities, sailboarding, and similar activities.
- Organising staff should consult the [adventure activities](#) website, or seek advice from peak bodies or skilled and experienced staff with recent experience instructing the activity to satisfy Council's requirements.

Parent Volunteers:

- If required, parents will be invited to assist in the supervision of school camps. When deciding which parents will attend, the camps committee will take into account –
 - Any valuable skills the parents have to offer. e.g. bus licence, first aid etc
 - The need to include both male and female parents.
 - The special needs of particular students.
- Parent volunteers may be required to pay the accommodation and meals cost of the camp.
- Parent volunteers will not require a Working With Children's Check when their child is attending the camp.

FURTHER INFORMATION AND RESOURCES

Student Well Being and Engagement Policy

Volunteers Policy

Student Safety Policy

Child Safety Policy

Statement of Values and School Philosophy

Bullying Prevention Policy

Duty of Care Policy

REVIEW CYCLE

This policy was last updated in August 2020 and is scheduled for review in 2 years.