



LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government
of South Australia
Department for Education

Camps and Excursions Policy

BELIEF STATEMENT

Teachers are encouraged to provide opportunities for students to participate in active learning outside the classroom, for the total development of the children in their care.

At Lock Area School we recognise that classroom learning experiences do provide for academic and social development and believe that these experiences need to be extended beyond the formal classroom situation, to develop fully the intellectual, social and physical skills of each individual. Thus during their school experience students will participate in a sequentially planned program of outdoor education activities, ranging from excursions within the township to extended field trips.

We believe that the environment outside the classroom will provide an alternative as a stimulus for learning and enrich the classroom curriculum and learning process.

All outdoor education activities must have clearly stated objectives.

OUT OF CLASS ACTIVITIES

At Lock Area School, the out of classroom activities will involve any of the following four categories, and have a maximum contact time of 1 week.

1. **Whole of School Involvement** including:
 - Lock Area School Swimming Carnival
 - Lock Area School Sports Day
 - Book Week Activities
 - Special Day Activities
2. **Part of School Involvement** including:
 - Interschool Swimming
 - Interschool Sports Day
 - SAPSASA
 - Special Day Activities, including sport

For these activities it will be possible to provide modified group instruction lessons for non-participants.

3. **Individual Student Activity**

Individual students will be able to participate in events using parental organisation and supervision. E.g. SAPSASA Zone representation.

- These activities are additional to the curriculum structure. **Participants may have to catch up missed instruction time.**
- VET/RTO Training
- Work Experience

4. School Group Activities:

a. Class Camps

| YEAR (Subject to class structures) | EVEN YEARS | ODD YEARS | POSSIBLE VENUES |
|---------------------------------------|------------|--------------------|---|
| JP | Day Trip | Sleepover/Day Trip | North Shields Thuruna Arbury Park Whyalla Errappa Port Hughes Roxby Downs Paney Station Wilpena Pound Coffin Bay Adelaide |
| MP | Day Trip | 2-3 Day Camp | |
| UP | Day Trip | Up to 4 Day Camp | |
| SEC | Aquatics | Up to 5 Day Camp | |

Middle primary camps focus on Eyre Peninsula, upper primary camps will be within SA. Secondary camps may go Interstate.

Despite this overview there may still be circumstances which change the program.

b. Day Trips

In addition class day trips specifically relating to the curriculum areas are encouraged. These activities replace 'in-class' curriculum.

Camp and Excursion Planning

- Go through appropriate check-lists/approval forms with Principal/Leadership group. (DfE Camps and Excursions Policy)
- An "Application to Conduct a School Camp/Excursion" form must be filled out and forwarded to the Principal and finance officer for clarification and approval.
- For overnight stays or excursions involving adventure activities, a "Consent for Excursion/Camp" form and a "Student Health Information" form must be attached to the letter sent home to parents (may also need Providers of Private Transport for School Activities and Parent consent for students to travel in private cars)
- Plan early.
- DfE approved First Aid accreditation must be current.
- The DfE staffing ratio must be adhered to for all activities.
- Plans are sent to parents at least 3 weeks prior to any major activities ie camps. All payments, consents etc are finalised and known by at least 1 week prior.
- Share plans with the whole staff at a staff meeting.
- Arrangements are made for non-attendees.
- Complete Risk Assessments.
- All bookings are confirmed and permission from landowners/National Parks & Wildlife Services etc gained.
- At least 2 teachers should be amongst the leaders (male and female leaders are highly desirable). Parent permission must be obtained if single gender leadership applies.
- All attending adults must provide a current DfE Police Check.
- The site must be visited prior to the camp or activity and a safety assessment conducted (where possible).
- There must be appropriate emergency procedures discussed and known by all leaders. (emergency contact numbers and an emergency vehicle must be readily available)

- Staff are reminded that they have a 24 hour duty of care at a higher level than normally applies at school. Appropriate breaks for leadership to be organised by the teacher in charge.
- Parental consent and medical information is received and at hand.
- Transport arrangements are appropriate.
- Accredited bus drivers must be used, following the Log Book Guidelines.

FUNDING

- Rural Isolated Index (CAP) funding may support camps or day trips.
- Any fundraising effort needs to be timetabled well in advance with SRC and staff.
- Each camp can have one inside school fundraiser.

BEHAVIOUR MANAGEMENT

- School Policy for Behaviour Management will apply at all camps and excursions
- In the event of severe student misdemeanour, parents will be contacted to arrange collection of student/s at their own cost.

ELECTRONIC DEVICES

The use of all electronic devices will be at the discretion of the Teacher In Charge and will be communicated to all Parents/Caregivers prior to the excursion/camp. Stipulations for the use of Electronic Devices must be communicated in the official camp documents to parents/caregivers.

ATTENDANCE

Students participating in an approved excursion will be marked using the appropriate attendance code.

COSTS

All costs for camps and excursions must be met by the school or families. The Department must not be involved in any financial liability.

STUDENT ELIGIBILITY TO ATTEND

For students to be eligible to attend camps/excursions school fees must be paid in full or an approved payment plan must be in place.

Students, who have been suspended within 10 weeks prior to camp, will not be able to attend. (Please refer to the Behaviour Policy).

It is recommended that students, who have been suspended within the school year prior to camp or excursion, may not be able to attend. (Please refer to the Behaviour Policy). The final decision will be made following consultation with Leadership and the Teachers In Charge.

PARENTAL CONSENT

DfE Consent forms for activities outside school grounds or outside normal school hours are essential.

The DfE consent form indicates that parents are aware of the nature of the activity and give their consent that the child participates. It will contain sufficient information to allow parents to give informed consent. The form or an accompanying leaflet will indicate when and where the activity will take place, what activities will be done, cost of the activity, how the students will be transported and exactly when they will leave and return.