

Mary MacKillop Memorial 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 Mary MacKillop Memorial 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 grounds
- 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 Mary MacKillop Memorial 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 newsletter, Seesaw, Schoolstream, 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. In this case parents must be notified of the day and time of proposed walk. Supervision for these walks may require a request for volunteers to ensure adult to child ratios are met. Details of the proposed walk must be sent to leadership and the Front Office administration.

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 Australia 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.

Planning – Procedures

When arranging excursions staff must be familiar with and adhere to the 'Excursions, Camps, Adventures, 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 Principal. The forms are to be signed by the Principal and the teacher. It is noted that these Planning Forms could be used as a legal document if required. They are found on the school intranet: Camps and Excursions.

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 Mary MacKillop Memorial School will have the opportunity to participate in a camp during Years 2 – 6. The purpose of camps is to provide children within a class, an opportunity 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 and the cost 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, Adventures, 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
- All child safety requirements such as Working With Children Checks and risk assessments are met by the 3rd party providers
- 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 Mary MacKillop Memorial School 'Confidential Medical Information'
- Completion of staff and volunteers 'Confidential Medical Information'
- Completion of Mary MacKillop Memorial School 'Camp Process Form'
- Completion of risk assessment
- Organisation of extra supervision with the support of parent/carer/adult registered volunteers who have a current Working With Children Check
- Ensure chartered buses have seat belts

Medical Consent Form

The completed medical consent forms for children, staff and volunteers 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.

Medical consent forms should also be available for each staff member and volunteer attending the camp.

Excursion and Camp Additional Requirements:

Transport:

Transport will occur via hire vehicle. Hire vehicle drivers will:

- Hold a current Department of Transport, Energy and Infrastructure (DTEI) accreditation
- 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 number of passengers being transported by hire vehicle does not exceed the number of available seatbelts
- Abide by the road regulations and laws
- Abide by all legal requirements

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:

- Mary MacKillop Memorial School is committed to ensuring all children have access to attending camp. All efforts by the school will be made to support children with personal and 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 Principal so that the school can provide extra support.
- As far as possible provision will be made for special needs. (eg 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 Working With Children Check/Police Clearance and have completed the volunteer screening procedures.
- The teaching staff ensures the bus driver employed for school excursions shows his/her accreditation with the Department Transport and Energy and Infrastructure.
- All staff attending the camp/excursion have a current first aid certificate
- Supervision – student ratios must be sourced from the Excursions, Camps, Adventure, Physical and Sporting Activities, Procedures for Catholics School and Preschools 2020. These ratios must be complied with as a minimum. However, ratios may need to be varied (to lower the student to excursion staff ratio) taking into account the nature of the activity, the venue, the age and abilities of the students, the known behaviour of the group or individual students within it and other variables such as weather conditions.
- Emergency procedures, telephone numbers and contacts must be known by all leaders
- 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 need to comply with the SACCS guidelines.

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/Working With Children Check 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 an individual child away from an area by him or herself
- Teachers will need to brief volunteers on their duty of care and supervisory responsibilities.

Implementation:

In support of this policy:

- Excursions and Camps will usually be organised for Years 2 – 6
- Incursions and Excursions will usually be organised for Reception – Year 1
- Camps will be on a two year rotation, so children do not attend the same camp twice
- Locations for school camps and outlines of incursions are specified in Overview of Camps and Incursions, however, are not limited to these suggestions
- The total cost of each camp should provide 'fair value' to families
- An approximation of a camp's total cost will be provided as early as possible
- The entire amount of camp will be added to school fees, including a non-refundable deposit.
- A limit shall be placed on the amount of spending money taken by children to camps or excursions which is deemed appropriate to the venue
- Children are not permitted to leave camps to visit with family friends or relatives
- Children will not need mobile phones or money for phone calls unless prior permission has been sort and given by the Teacher in Charge
- All parental forms shall be checked by a staff member to ensure that all appropriate information, as well as all required signatures, has been provided
- All camps must have School Board Approval

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, Procedures for Catholic Schools and Preschools 2020
- Ensure parents and carers and fully informed of all details 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 and Principal prior to the excursion or camp

Children will:

- Participate fully in the school program which includes attendance at excursions, incursion 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, incursions and camps 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. Excursions, Camps and Adventure Activities, Procedures for Catholic Schools and Preschools, 2020.

Appendices

Appendix A	Summary Checklist for Planning Excursions
Appendix B	Risk and Safety Management Checklist and Excursion Risk Management Plan
Appendix C	Excursion/Event Approval and Teacher Checklist
Appendix D	General Consent Form
Appendix E	Transport of Students
Appendix F	Confidential Medical Information for School Approved excursions
Appendix G	Swimming/Aquatic Consent
Appendix H	Staff Health Form
Appendix I	Parent Consent – Interstate, Overseas Excursions
Appendix J	Sleepover Checklist
Appendix K	School Sport Checklist
Appendix L	Principal's Checklist
Appendix M	Incident Report Form
Appendix N	Parent Permission Note Proforma

(kept on school network/staff drive)

Financial Budget:

- The total cost of the excursions/camps should be calculated, and then divided between all the children. (This means that the cost of the 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
- Half of the allocated camp budget will be invoiced to families at the beginning of the year
- 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/Carers will be advised of the amount. Teachers should endeavour to keep within the budget, with flexibility per term within the annual total amount.

Budget for 2023:

R/1	2/3	4/5	6
\$50	\$250	\$500	\$1000

	Even	Odd
R/1	After School Activities	After School Activities
2/3	1 Night Naracoorte Caves	After School Activities Sleepover
4/5	2 Nights Robe	2 Nights (TBC)
6	4 Nights Aquatics/Woodhouse	4 Nights Adelaide

Resources:

Nil

Date completed Oct 2022
Ratified by School Board on 21 Nov 2022
Review Date 2025