

# ***DRAFT Camps and Excursions Guidelines***

## ***PREAMBLE:***

Camps and excursions are a valuable part of a student's educational program. As much of a student's learning occurs outside the confines of a classroom, camps and excursions are a means of using resources to enhance and enrich student learning.

With this in mind all students need to have equitable access in participating therefore; teaching staff discuss with senior staff any concerns they have about individual family financial situations which may prohibit individual student participation; at this point decisions to use the social justice fund can be made.

Camps and excursions will be planned to support a curriculum area and serve an educational purpose. Teachers build into their class-teaching program a lead-up to camps/excursions and a follow-up afterwards. This may involve all areas of study and may cover a term or part thereof. With this in mind camps and excursions will generally be organised on a "class" rather than a "year-level" basis. (Exceptions to this may occur where there are stringent guidelines associated with age limit criteria such as swimming and aquatics).

It is not an expectation that every teacher will be able to take his/her class on a school camp every year. This will depend on a teacher's personal situation and circumstance. Teachers may negotiate with other staff members about their participation in class camps.

In the situation of composite classes all students in the class will attend the camp or excursion planned by the class teacher.

Students with severe and multiple disabilities will also be given the opportunities to participate in camps and excursions therefore teaching staff with the support of senior staff need to:

- develop risk assessment plan
- plan for excursions and camps well ahead of time
- inform front office staff of planning well ahead of time to allow liaison with CYHAS for additional health support.

## ***PRINCIPLES:***

**The school aims to provide camp and excursion opportunities for students so that they may:**

- learn in and out of class/school situations
- live and work in groups, outside of home and school environment
- further develop social skills such as co-operation, tolerance, communication, individual and group interaction
- further develop their problem solving and life survival skills
- interact with adults and other students on a closer personal level than is normally achieved in the classroom situation
- extend their understanding of their physical and cultural environment

### ***RESPONSIBILITIES OF PRINCIPAL:***

**The Principal in consultation with teaching staff and others has a responsibility to:**

- supervise the organisation of a camp or excursion
- ensure that financial costs allow for all students to participate
- ensure suitable arrangements are made for the safety of students and adults involved in the camp/excursion through contingency plans and risk assessment plans
- ensure that Department of Education and Child Development guidelines are met
- ensure the program conforms to school policies including social justice
- ensure that all staff have training and development and access to information so that effective programmes can be developed
- ensure that staff are familiar with the excursion site or camp so that maximum use can be made of the programme
- ensure that the teaching staff in choosing campsites meet acceptable safety standards
- provide opportunities for time payment if requested by parents.

### ***RESPONSIBILITIES OF TEACHERS:***

**Teachers have a responsibility to:**

- provide opportunities for a wide range of educationally valuable outdoor experiences through camps or excursions specifically connected to the class teaching and learning program
- ensure that a camp or excursion does not discriminate against students because of cost
- ensure that the program is forwarded to the Principal for approval
- draft an annual program in consultation with all staff so that there is coherence between years and so other school activities can be adjusted
- notify parents of the intent, purpose, venue, date and requirements of all excursions or camps to be held that year no later than the end of Term 1 (or where additional opportunities arise during the year, well in advance)
- ensure that all camp/excursion fees are received no less than 10 days prior to the event
- ensure that the program is balanced and suitable for the age group
- ensure Department of Education and Child Development regulations and guidelines are followed
- ensure that using private cars is not recommended unless in an emergency and only when the vehicle used is fitted with a car seat with appropriate restraints for students 8 and under, and that third party insurance is available
- ensure that all medical information and medication is collected and available
- ensure first aid knowledge and provisions are available
- complete an evaluation of the camp/excursion
- as part of the school's behaviour education procedures ensure that parents are advised well ahead of time, of their child's potential exclusion from camp based on risk assessments developed by the teacher and in consultation with the principal
- ensure that contingency plans and risk assessments are developed at the planning stage
- ensure that the chosen campsite meets acceptable safety standards.

## ***RESPONSIBILITIES OF STUDENTS:***

### **Students have a responsibility to:**

- participate in class planning for the camp/excursion
- follow the direction of teachers and parent helpers
- observe school and class behaviour code
- act responsibly with other students
- act responsibly to care for other's property and rights
- be responsible for one's own belongings
- provide feedback on the camp/excursion

## ***RESPONSIBILITIES OF PARENTS:***

### **Parents have a responsibility to:**

- support the school's program by encouraging their child's participation in camps/excursions
- participate in discussions about the inclusion/exclusion of their child
- notify the school if cost of camp/excursion prohibits participation of their child
- assist on camps/excursions when asked by teachers
- provide full medical information and any required medication

## ***FREQUENCY:***

### **Excursions:**

The number of excursions in any one year will vary amongst classes and will depend upon the classroom teacher's evaluation of the needs of the students bearing in mind the principles underlying these guidelines.

### **A Camp Experience:**

It is desirable that students have an opportunity for a camp experience and for teams to plan for;

- A camp experience in the Early Years
- A camp experience in the Primary Years
- A camp experience in the Middle Years.

*The terms of these guidelines are not to be interpreted as binding requirements on East Adelaide School or school staff. The sole purpose of these guidelines is to provide parents with information concerning desired outcomes which the teaching staff of East Adelaide shall endeavour to implement.*

*This policy is subject to change from time to time. Copies of the latest policies, guidelines and procedures can be accessed from a link on the school website.*