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North Adelaide Primary School Camps/Excursions and Incursion Policy

North Adelaide Primary School recognises the importance of camps and events for the development of the whole child. They are an integral part of the learning experience for each student and valuable for the teaching of the curriculum.

Aim

Excursions, Camps and Incursions:

- provide links with the curriculum <http://www.australiancurriculum.edu.au/health-and-physical-education/curriculum/f-10?layout=1>
- encourage working together in team environments
- promote students' perspective of the real world and develop their self esteem
- promote a sense of cooperation, independence and trust
- develop friendships and relationships between students and adults

At North Adelaide

We encourage all children to participate in camps, excursions and incursions as part of the school curriculum. The events are all thoughtfully planned, managed, supervised and monitored to ensure health and safety for all involved.

Planning and Communication

- The duty of care owed to students in the school environment and while on excursions/camps is carried out by the school and volunteers in accordance to DECD Policy and practice.

<http://www.decd.sa.gov.au/docs/documents/1/VolunteersInEducational.pdf>

- All volunteers will have a criminal history check according to DECD policy and have undergone Responding to Abuse and Neglect training.

Teacher to student ratio is approved by the Principal to allow for adequate supervision and takes into account the event, age of students and location.

- For overnight camps and extended excursions, arrangements are made so that no adults are placed in a position where there is potential for allegations of improper conduct.
- A risk management plan is developed for all events and the proforma is attached to the excursion/incursion form
- The Excursion/Incursion form is located in the Front office and needs to be filled out with the risk management plan and a copy of the letter (to the families) is to be approved by the school Principal before being sent out to families. (At least 2 weeks prior)
- Once the Principal has given permission, a copy of all the above details needs to be given to the Office Manager and Finance Officer.
- For camps and some excursions, (eg swimming) medical information forms need to be obtained. These will form part of the consent.
- A First Aid Kit and Student Medication (eg Asthma Puffers) must be taken on all camps and excursions. If a student has an identified medical condition that requires medication (eg asthma puffer, insulin, epipen), they must have that medication, or the student is unable to participate.

- It is an expectation that all children attending excursions, camps, incursions will pay with the provision of financial support in some circumstances (eg school card).
- Students must not be automatically excluded from excursions/camps/incursions on the basis of disability or behaviour. Teachers should raise any concerns with a member of the Leadership Team to negotiate alternatives and support.

Cancellation

- Camps, excursions and incursions are booked and finalised once numbers are confirmed and usually after signed consent forms are returned to the school.
- The signed consent form is the agreement for children to attend/view the performance listed on the consent form. Based on this agreement the school will book transportation, venues, performers etc.
- Each of these will have their own cancellation policies, which North Adelaide Primary School are contracted to adhere to. In each instance we will work with providers to pass on any refund we are able to receive. It is not always the case that a full or partial refund can be provided.
- Late notice (i.e. illness on the day) may not provide sufficient notice for us to modify bookings and in this case a refund may not be possible.
- For any cancellations the child's class teacher needs to know ASAP so arrangements can be made (where possible).