

PURPOSE

Children's educational, physical and social development can be strengthened and enriched through a variety of camps, excursions and cultural visits. It is therefore our aim to provide the students of Huntly Street Primary School with a range of educational experiences on a regular basis which will broaden their day to day learning.

BROAD GUIDELINES

- An excursion is any activity organised by the school which is undertaken outside of the school grounds. A camp is any school activity involving an overnight stay away from home.
- Teachers are encouraged to suggest particular excursions they think will contribute to achieving the aims of the unit of study or broader school aims.
- It is our aim to provide school excursions and/or incursions which are appropriate to the age of each class/classes and to the student's learning needs. Camps, excursions and cultural activities will be selected on the basis of enhancing classroom learning activities.
- Teachers will ensure DET Guidelines and Regulations in relation to **Child Safe Standards and the Student Wellbeing and Engagement Policy** are strictly adhered to when conducting camps or excursions.
- The school's **Sunsmart** policy must be enforced when conducting school camp(s) or excursions.
- Parents/guardians with financial difficulties are encouraged to contact the Principal or Business Manager to discuss their particular circumstances. Once discussed it is possible to make special financial arrangements with parents/guardian so that their child can attend an excursion or camp.
- Any excursion or camp will require a signed Permission Form from the parent/guardian of each child involved.
A camp also involves the signing of:
 - a medical history form
 - a permission to gain medical support for the student in the event of an illness.
 - a behaviour agreement by parent/guardian and student.
- Where appropriate, parents/guardians may be invited to participate in school excursions. The Principal will make the final decision on who attends the excursion. Any grievances with this process will be handled by the Principal and teacher in charge

of the excursion. A Working with Children check (WWC) is required by all parents accompanying students on a school camp or excursion.

- In special circumstances teachers may recommend to the Principal the exclusion of any child or relative from a particular excursion.
- Each excursion will be coordinated by a designated Teacher.
- The designated Teacher in charge of each excursion will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.
- Classroom teachers will be given the first option to attend excursions.
- The school will provide a mobile phone and a first-aid kit for all excursions/camps and where ever possible, a staff car will be taken to the camp.
- Copies of completed and signed permission forms must be carried by excursion staff at all times and a copy left at the office.
- Parents/guardians may be asked to collect their child from the camp, if any student whose behaviour, whilst on camp, is deemed to place themselves or others at risk.
- A staff member attending the camp who is qualified in First Aid will be assigned as the Medical Officer. This person will be responsible for dispensing any necessary medication. Such medication must be accompanied by written instructions regarding administering the medication and handed to the staff member in charge prior to leaving for camp.
- All staff, parents and volunteers attending the camp will hold a current Working with Children check (WWC).
- Where ever possible, camps will be inclusive of individuals with different needs.

LINKS AND APPENDICES (including processes related to this policy)

The Key Links which are connected with this policy are sourced through: [DET Excursion Policy](#)

REVIEW CYCLE AND EVALUATION

- This policy was last updated by school council on 18th March 2019 and is scheduled for review in March 2021