



Lancelin Primary School

CAMPS AND EXCURSIONS POLICY STATEMENT 2020 - 2022

RATIONALE:

Camp and school excursions enhance the learning program provided to students.

PURPOSE:

- To extend the learning environment beyond the classroom and school.
- To provide first hand experiences that are not always readily available.
- In some situations (camp), to provide opportunities for teachers and students to interact on a less formal basis.
- To enable students to experience the value of living and working in a cooperative and harmonious environment.

PROCESS:

- Teachers must make themselves familiar with the DoE “Local Area Excursion” Policies.
 - The educational value of the camp/excursion must be clear.
 - The MCS is available to guide teachers in the financial aspects of planning a camp or excursion.
 - There is no compulsion to provide camps and/or excursions on the basis of precedents set in previous years.
1. Teacher selects excursion/incursion and gathers initial information.
 2. Teacher ensures the maximum charges for incursions and excursions as per the parent information on Fees and Charges will not be breached.
 3. Teacher completes Proposed Excursion/Incursion form and seeks Principal’s approval **at least three weeks in advance** of event.
 4. On approval, teacher makes booking, completes full form and composes parents’ letter. Provides copy to Admin at least **two weeks prior** to event for proof reading and record keeping.
 5. Teacher ensures proofed letter is copied and distributed.
 6. Teacher ensures MCS receives invoices, copy of parent letter and is aware of when any monies will be coming in.



Proposed Excursion/Incursion

Organising teacher(s):
Excursion/Incursion:
Proposed date:
Students involved:
Supervision of students not attending:
Description of educational purpose:
Transport if required:
Approximate cost per student: Cost in keeping with Fees and Charges: YES / NO
Date submitted to Principal:
Principal approval/ disapproval:



CHECKLIST FOR EXCURSION MANAGEMENT PLAN

PURPOSE OF THE EXCURSION	
What is the Educational Purpose of the Excursion?	

1. ASSESS THE RISKS	
1.1 Assess the environment	
The site has been assessed and is considered to be appropriate for the excursion.	
1.2 Assess transport arrangements	
What arrangements have been made for the safe transport of excursion participants?	
1.3 Assess the students' capacity	
Are excursion activities suitable for the students' capacity?	
Has provision been made for any student with special needs? If so, what?	
Has up to date information regarding student health care maintenance and/or intensive health care needs has been obtained?	
1.4 Who is the supervisory team?	
Collectively the supervisory team has the skills to:	
<ul style="list-style-type: none"> ○ identify and establish a safe activity environment ○ effect a rescue and/or render emergency care ○ monitor weather and environmental conditions before and during activities ○ monitor the physical well being of the students 	
1.5 Are external providers involved? If so,	
Competence of external providers is established.	
External providers conducting activities with students have a current national police certificate.	
Staff responsibilities of the school and venue have been established.	
External providers hold the appropriate level of public liability insurance.	
Please provide or attach details about external providers if appropriate – both 'transporter' and 'presenter'	

2. ESTABLISH SUPERVISION STRATEGIES	
What are the supervision strategies on this excursion?	
What are the provisions for students not attending this excursion?	

3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS	
How will children be identified?	



4. PROVIDE INFORMATION AND SEEK CONSENT	
Parents/guardians of student participants have been provided with full details of the excursion.	
Student participation is subject to receipt of the signed consent form.	

5. DEVELOP COMMUNICATION STRATEGIES	
Appropriate methods of communication, including emergency signals, have been developed.	
Parents can ring the school in an emergency and the school will contact the staff member in charge.	

6. COMPLETE EMERGENCY RESPONSE PLANNING	
What is the emergency response plan for this excursion?	
Contact Number for Teacher in Charge during excursion will be _____	
If an emergency occurs teacher in charge will use mobile phone to contact school and/or medical help.	
The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.	

7. BRIEF STUDENTS AND SUPERVISORS	
Students and supervisors have been fully briefed on responsibilities and obligations.	

8. RETAIN EXCURSION RECORDS	
Relevant excursion details will be retained.	

9. GAIN APPROVALS	
Appropriate approvals have been gained.	

Teacher-in-charge _____ Date: _____	
<i>I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this excursion.</i>	
Principal _____ Date _____	