

# Camps and Excursions Key Process Statement

## Overview

This Process is to ensure the smooth and efficient organisation of all camps and excursions. This process relates to all camps, off site events and excursions (including around Whyalla).

## Detail

**Department Information:** Familiarise yourself with DfE Policies, Guidelines, and Information

**Camp Intent:** Pre-fill the Excursion/Camp Intent template and email to Principal, Deputy Principal, Assistant Principal (of appropriate year level), relevant Year Level Leader and Daily Orgs to inform them of your intention to begin the planning phase for a camp/ excursion. Await a response from the Principal and if approved, the relevant executive will bring it to leadership to flag as an agenda item.

**Planning Process:** Print relevant planning checklists and begin completing steps outlined on the checklist.

This will include completing the following documentation:

- Front cover of package folder
- Sports, Adventure, Camps and Excursions Risk Management Plan
- Risk Assessment & Emergency Procedures Summary Sheet
- ED 169 Application to conduct a camp or excursion form
- ED 170 Consent form for camp, excursion, sporting or adventure activity
- Draft Parent Letter
- Draft Itinerary
- Lesson Passport Check (to be handed out to students 2 weeks before the camp)

**Submission:** Initial package, including the documents listed above are saved in teams and the curriculum Leader/Year level leader is notified. Feedback is provided by the appropriate leader (year level camps go to year level leader; curriculum camps go to curriculum leader).

**Bookings:** Staff Member collects documentation of all booking and contact information within a folder as per checklist instructions. Any bookings concerning the WSC bus or minivan must be clearly communicated and approved by Business Leader. For camps ensure that all bookings have been made, are confirmed and invoices are passed onto the finance officer. These bookings should be organised and added to the DayMap booking system by the lead teacher.

**Staffing:** Staff members are selected in line with DfE ratios. If using an SSO for coaching/support/driver, approval must be given by the executive leadership. All staff attending complete the 'planned absence' form on teams. The leader organising the camp/ excursion is required to email out an expression of interest to see who is interested in going.

**Parent Forms:** Make appropriate changes to the draft letter. Email it through to Principal's executive assistant who will format/edit what you have sent and put the letter on a WSC letterhead. When changes are applied a printed copy is provided back to leader to be added to the package. Writing of the letter must include date, destination, departure/arrival times, accommodation, transport, spending money, itinerary, and a packing list. Principal/learning area leader/year level leader will sign letter and hand back to the Principals executive assistant or will indicate changes required. A copy of letter with medical form will be placed in your pigeonhole ready for photocopying and distribution to students.

**Interim Approval:** The planning package is updated with booking details, costing, predicted student numbers, parent letter and is submitted to the identified leader for interim approval (in a folder). The approved documentation is then passed onto the Principal for ED169 approval and signing of the parent letter. For interstate camps the ED169 will need to be approved by the Education Director. Camp organiser signs the letter, gains a signature from the camp leader and provides the letter back to the Principals executive assistant for printing. A copy of the ED169 is passed onto the Finance Officer by the camp organiser with a student list attached, the folder is returned to the camp leader.

**Distribution of Forms:** A copy of the letter and ED170 (medical form) will be placed in pigeonholes ready for photocopying and distribution to students. Forms are handed out to students and returned when completed to Learning Community student services. Ensure that students have paid for the event which needs constant monitoring and checks with student services. If all students are not fully financial 3 days prior to the event the Principal will cancel the event from happening or not allow the non-financial student(s) to attend.

**Student List:** List of students attending the camp is generated and sent to Learning Community student services for attendance tracking and to ensure appropriate medical information is collated in the first aid bag.

**Medical and Dietary Requirements:** First Aid Officer will collate relevant medical plans and identify first aid kit and medications to be distributed on day/s of event.

**Final Preparations:** All bookings and food orders finalised, with all invoices communicated with the finance officer.

**Final Approvals:** Final planning and go ahead confirmed with identified leader in conjunction with the Principal.

Role	Responsibilities
Principal/Deputy Interstate Camps: Educational Director	<ul style="list-style-type: none"> <li>Oversee this key process and undertake annual reviews.</li> <li>Interim and final approval of documentation and planning package.</li> <li>Approve ED169.</li> <li>Ensure outsourced instructors have appropriate documentation.</li> </ul>
Assistant Principals	<ul style="list-style-type: none"> <li>Interim and final approval of documentation and planning package (including Risk Assessment).</li> <li>Approve ED170 and Risk Management Form.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>Visit the Camps and Excursions page on the <a href="#">Department for Education intranet</a> assess any changes in policies and procedures</li> <li>Complete PLA request form</li> <li>Complete ED169, ED170 and planning package.</li> <li>Hold trainings for Knock Out sport.</li> <li>Supervise students on camp, excursion or event.</li> <li>Ensure any injuries or incidents are reported appropriately.</li> </ul>
First Aid Officer	<ul style="list-style-type: none"> <li>Collate all relevant medical plans and identify the required first aid kits for the day/s</li> </ul>
Finance Officer	<ul style="list-style-type: none"> <li>Generate invoices for parents.</li> <li>Pay any bills that are required</li> </ul>
Learning Community Student Services	<ul style="list-style-type: none"> <li>Mark roles appropriately for students attending camp/excursion/event.</li> <li>Collate relevant medical plans and distribute first aid kit.</li> </ul>

	<ul style="list-style-type: none"> <li>Email First Aid Officer to identify list of students who need medical information provided in first aid kit.</li> </ul>
Daily Orgs	<ul style="list-style-type: none"> <li>Check calendar to ensure time is suitable.</li> </ul>

## Definitions

*Duty of care* - The parent or authorised person agrees in writing to their child or young person participating in a camp or excursion and activity after they have been made aware of the details, risks and costs involved.

*Consent* - The parent or authorised person agrees in writing to their child or young person participating in a camp or excursion and activity after they have been made aware of the details, risks and costs involved.

*Camp* - An activity approved or organised by a school during which children and young people leave the site to engage in educational and recreational activities overnight. This is the case regardless of whether the entire group (supervisors and students) leaves from the site or whether students are met at the activity location by supervisory team members.

Sporting and adventure activities are included (where appropriate) regardless of whether they occur on site or not.

*Excursion* - An activity approved or organised by a school or preschool (not including work experience) during which children and young people leave the site to engage in educational activities. This is the case regardless of whether the entire group (supervisors and students) leaves from the site or whether students are met at the activity location by supervisory team members.

Sporting and adventure activities are included (where appropriate) regardless of whether they occur on site or not. An excursion is a variation to normal activity and is not predominantly recreational.

*Reasonable Adjustments* - An adjustment is reasonable in relation to a child or young person with a disability if it balances the interests of everyone affected.

In assessing what's reasonable in line with the legislative requirements of the Disability Discrimination Act 1992, consider all the relevant circumstances and interests, including:

- the child or young person's disability
- the views of the child or young person or their associate
- the effect of the adjustment on the child or young person's:
  - ability to achieve learning outcomes
  - ability to participate in courses or programs
  - independence
- the effect of the proposed adjustment on anyone else, including the education provider or site, staff and other children and young people the costs and benefits of making the adjustment (clause 3.4(2) of the Disability Standards for Education 2005).

## Appendices

[Excursion/Camp Intent Email](#)

[Checklist to assist in Planning Camps or excursions](#)

[Front cover Page 1 Day Excursion](#)

[Front Cover Page local Excursion](#)

[Front cover page Multi Day Camp](#)

[Risk Management plan for sports, adventure, camps and excursions](#)

[Risk Assessment & Emergency Procedures Summary Sheet](#)

[ED 169 Application to conduct a camp or excursion form](#)

[ED 170 Consent form for camp, excursion, sporting or adventure activity](#)

[Parent Letter Template](#)

[Student List](#)

[Student Medical Details](#)

[Draft Itinerary](#)

[DfE Camps and Excursions Policy](#)

[DfE Camps and Excursions Procedure](#)

[Protective practices for staff in their interactions with children and young people guidelines](#)

[Sporting and adventure activities standard](#)

[Duty of care policy](#)

[School sport/ event lesson check passport](#)