

Camp & Excursion Policy

An excursion or camp is an activity organised by a school during which children and young people leave the site to engage in educational and recreational activities.

Excursions are a valuable teaching and learning experience providing an opportunity for children and young people to learn from the wider community, building on the curriculum and reinforcing school based learning.

The Department guidelines and consent forms for Camps and Excursions are all in a folder found in the staff room in, labeled 'Camps & Excursions. An electronic copy of all forms and guidelines can be found in 'T' drive – Work, Health and Safety – Policies – Camp and Excursion Policy, and Health forms. The original forms and guidelines can all be found on the Department for Education website.

Initiating a camp or excursion

The teacher-in-charge needs to read the [Camps & Excursions Guidelines](#) and be aware of the general supervision requirements and any specific requirements for the activities that will be undertaken. The teacher-in-charge must complete the [Application to Conduct an Excursion form \(ED169\)](#) , and have it approved by the principal/preschool director before any camp/excursion.

Supervision A teacher must be in charge of all camps/excursions.

Risk management assessment

The teacher-in-charge will need to complete the [risk assessment matrix for general work, health and safety risks](#).

Volunteers and relevant history screening

Parents attending any overnight camps/school sleep overs/ billeting/school organised homestay must have a current relevant history clearance.

Consent

Parent/caregiver consent must be sought using the [Consent Form for Excursion/Camp \(ED170\)](#)

For further information go to **Camps and Excursions Guidelines for Schools and Preschools** at Education.sa.gov.au – camps excursions- guidelines

Ratified: May 2019

Review : May 2022