

VPPS CAMPS AND EXCURSIONS Guideline

Vale Park Primary School recognises the importance of camps and excursions for the development of the whole child, even though camps are not compulsory, they can support the curriculum. When negotiated, camps and excursions are an integral part of the learning experience for each student and valuable for enhancing teaching of the curriculum. This document describes the policy and procedures for camps and excursions at Vale Park Primary School and applies to all staff and students.

AIM

Camps and excursions:

- Provide links with the curriculum
- Encourage working together in team environments
- Support students to be risk-takers and develop determination and resilience
- Promote a sense of cooperation, independence, and trust
- Develop a healthy approach to the outdoors
- Develop an awareness and appreciation for community
- Provide a range of experiences

POLICY PRINCIPLES

- Vale Park encourages all students to participate in camps, excursions, and incursions as part of the school curriculum
- All camps and excursions must follow the guidelines as directed in the DfE Camps and Excursions policy which describes in detail conditions and arrangements necessary when planning and undertaking camps and excursions including supervision levels for different activities – <https://www.education.sa.gov.au/doc/camps-and-excursions-policy>.
- Vale Park is committed to the safety of all staff and students
- Vale Park will adopt a preventative approach to achieve a safe environment for student camps and excursions
- The Vale Park primary School Camps and Excursion Policy and procedures will be regularly reviewed and improved to provide a safe environment

PROCEDURES WHEN PLANNING AND IMPLEMENTING A CAMP OR EXCURSION

- Week 0: Year level groups to decide whether they will be conducting a camp or not.
- All teachers involved read the Camps and Excursion Guidelines and is to be aware of the general supervision requirements and any specific requirements for the activities that will be undertaken.
- Staff to discuss and propose camp or excursion with the Principal and gain approval to proceed with planning whilst ensuring the camp or excursion has a direct link to the curriculum.
- Staff to discuss the budget with the Business Manager and determine the cost.
- Before booking, check the dates with the calendar to avoid clashes.
- Staff discuss transport options with the Business Manager and if buses are to be used negotiate the company to be used and the booking with the Business Manager.
- Alternative arrangements with learning and class placement for students not attending camp are to be made by the classroom teacher.
- Staff complete the following documents and hand them to leadership for approval.

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- 1) The teacher-in-charge working in collaboration with the team of teachers, must complete the Application to Conduct an Excursion (found in the T-drive – 2023 – Excursions and Camps), and have it approved by the principal/preschool director before any camp/excursion.
- 2) Risk Assessment Management Plan must be completed
[Work, Health and Safety general risk assessment tool \(DOC, 161.0 KB\)](#)
- 3) Letter to parents/caregivers with information about the camp, payment procedures, camp information evening
- 4) Excursion information sheet should be completed with information so front office staff are aware of what is happening and can answer questions from parents and make arrangements in the event of any delays.
- 5) For camps and some excursions (e.g., swimming) medical information forms need to be obtained. These will form part of the consent
 - Teachers involved can use the checklist found in the T-drive (2022 – Excursions and Camps) to ensure they are prepared
 - All volunteers will have a Working with Children Check (WWCC) according to DfE policy and have undergone Responding to Risk of Harm, Abuse and Neglect Training (RRHAN)
 - Bookings, consents and notification of relevant agencies, local authorities and landowners have been made
 - Documentation is kept as required
 - Once the appropriate approvals have been received the person in charge must ensure that:
 - Participating staff members and parent helpers are familiar with the policy and procedures
 - Provide first aid kits and relevant medication for students attending
 - Brief and train the nominated adult leaders of their roles and responsibilities
 - Ensure forms and consents have been completed and signed
 - Implement risk management strategies
 - Ensure all students are advised of behavioural expectations
 - Finance plans to be approved by finance manager and principal
 - For camps, a minimum of 1 term notice is to be given to parents
 - Camps are to be booked in between Term 1 – Term 4 of that year

RATIOS

Teacher-to-student ratio minimum:

- 1:6 for preschool to year 2
- 1:10 for years 3 to 6

Teacher-to-student/child ratio (Aquatic Areas)

- 1:10 for Reception to year 2 (pool)
- 1:6 for Reception to year 2 (open water [beach, river, or lake])
- 1:12 for years 3 to 6 (pool)
- 1:10 for years 3 to 6 (open water [beach, river, or lake])

RECOMMENDED VPPS GUIDELINES

- Reception – Year 2: Excursions
- Year 3: Overnight
- Year 4: 1-2 nights
- Year 5: 2-3 nights
- Year 6: 2-3 nights

For ratios for specific sports, please see the below link:

<https://edi.sa.edu.au/educating/programs-initiatives/sport-programs/sporting-and-adventure-activities>

Other helpful links: [Water safety in education and care settings \(edi.sa.edu.au\)](#)

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Department for Education and
Child Development