

Vale Park Primary School Camp and Excursions/Incursions Guidelines

Rationale

Camps are seen as an excellent way for students to interact in different surrounding. They offer a variety of learning experiences that students do not always have access to in their everyday living. A camp should be an extension of current learning and supported by the school community.

Aim

These guidelines are designed to be a guide for staff, students and families to ensure:

- Consistency within the camp continuum
- Proper planning processes exist
- Communication between staff and parents is timely and transparent; including projected costs and fundraising
- Legal requirements are met
- *The 'Camps and Excursions policy' ([Camps and excursions policy](#)) and 'Camps and Excursion Procedure' ([Camps and excursions procedure](#)) must be consulted when planning an excursion, sleepover or camp.*

Camps and excursions must be well-planned, including transport routes, estimated arrival times and itinerary. See the checklist to assist in planning camps and excursions <https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/checklist-to-assist-in-planning-camps-or-excursions.docx> and checklist to assist in planning local walks and regular outings <https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/camps,-excursions-and-sporting-activities/planning-local-walks-and-regular-outings-checklist.docx>

Suggested Continuum

This is aimed to be a guideline only. Students in Years 4-6 will attend an annual camp. Reception to Year 3 students is at the discretion of the teacher and school. If there is a Year 3/4 composite class, Year 3s may have the opportunity to attend, this will be a school based decision.

On occasions opportunities arise that may fit outside the scope of the continuum. These are to be agreed with in consultation with the Principal, and if required, the Governing Council.

Year level	R	1	2	3	4	5	6
Time	Excursion/Incursion	Excursion/Incursion	Excursion/Incursion	1-2 nights	1-2 nights	2-3 nights	2-3 nights
Cost cap* ₁	\$50	\$50	\$150	\$300	\$300	\$400	\$400
Min Adult Ratio*	1:6	1:6	1:6	1:10	1:10	1:10	1:10

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*₁ Cost of the camp/excursion is a guide only, the school will aim to keep costings at or below this amount.

*₂ Local Walks – 1:15 for schools

Please refer to '**Camps and Excursion Guidelines for Schools and Preschools**' (Department for Education) for minimum ratio of leadership team members to students/children determined by DfE for specific camps, excursions and activities.

- The leadership team consists of the teacher-in-charge, trainee teachers, SSOs and volunteers (parents).

Campsite Selection

- Campsite selection Requirements are deemed to be met if the site chosen has been accredited through the:
- Australian Camps Association and the Australian Tourism Accreditation Program as part of the Camp/Adventure Activity Provider Accreditation Program
- National Accommodation, Recreation and Tourism Accreditation (NARTA) scheme.

Planning and Communication Considerations

To ensure good communication, teachers will:

- Complete a Camp Planning Form to submit to **Principal and Business Manager** with details of the planned camp by the end of Week 6, Term 1. Teachers are to ensure all information on the "Application to conduct a camp or excursion" form and any correspondence to families is accurate (please double check dates, cost, numbers attending, etc). This needs to be approved before any correspondence home.
- Ensure all bookings are confirmed at least one week before the camp.
- In writing, inform parents of the intended camp destination, **approximate cost** and ask for expressions of interest for parents to attend. If there is a need for parents to pay a 'fee' for their attendance to offset student costs this needs to be clearly stated.
- Reserve the right to select parents to attend based on what is in the best interests of the students. This decision will be relayed to all parents when initial information is sent out.
- When selecting parents to attend, consideration must be given to gender balance.
- Consider the destination and intended outcomes of the camp to align with their teaching program. (Camps that are not predominantly educational are subject to GST).
- Determine the best time for the camp to fit in with other school events and camps.

Inclusivity

Camps and excursions must be inclusive of all children and young people, including those with disabilities, as outlined in the Disability Discrimination Act 1992. No child or young person should be denied access to a school camp or excursion. On the grounds of disability, sexual orientation, gender identity or intersex status.

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Government of South Australia
Department for Education

Vale Park Primary School
40-56 Ascot Avenue, Vale Park SA 5081
T 08 8261 3733 F 08 8261 6221
E dl.0967.info@schools.sa.edu.au
www.valeparkps.sa.edu.au

Student Behaviour

- Attendance at camp/excursion is a privilege **not a right**. If a student has not been following the school behaviour guidelines prior to the event then there may be restrictions/conditions regarding that student's attendance/participation.
- A modified program may be arranged or if necessary, exclusion from the camp/excursion.
- If a student does not attend camp they are expected to attend school (as per the Department for Education's and Vale Park Primary School's Attendance policy).
- If a student is to attend a camp/excursion on a modified program or are to be excluded from a camp/excursion this **must** be clearly communicated by the school to the parents/caregivers via a meeting prior to the camp/excursion.

Fundraising

- For some classes fundraising for camps/excursions may be an option. Teachers, in consultation with the principal, business manager and families are able to organise fundraising opportunities to help reduce the cost of camps/excursions.
- Teachers will notify parents of possible fundraising options. This will be discussed at the Parent Information Night in Term 1 and agreed to by parents/caregivers. The majority of parents must agree to the fundraising before it is arranged. Funds raised will be distributed evenly amongst students to reduce camp costs.
- Teachers will have an approximate amount fundraising is planned to reduce costs by.
- Teachers will be aware of other fundraising that may exist around the school and community.
- As a guideline, where possible teachers should aim to limit their efforts to a maximum of **two** fundraising events per class.
- Money raised via fundraising opportunities will be distributed evenly amongst all students attending the camp/excursion.

Payment of Camps

Camp/excursion **must be paid for in full before attending**, unless a payment plan/arrangement is in place, as negotiated with the Business Manager.

Teachers will, where possible, give parents plenty of notice regarding camp approximate costs. Teachers, in consultation with the Business Manager, may offer to have split payments for the camp within the system and auditor's requirements.

Legal Requirements

These are in line with DfE policy and are non-negotiable

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- Complete risk assessment using the sports, adventure, camps and excursions risk management form <https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/camps,-excursions-and-sporting-activities/camps-and-excursion-risk-management-form.docx>
- The ED170 consent form <https://edi.sa.edu.au/library/document-library/early-years/early-childhood-services/ED170-consent-form-for-camp-or-excursion.docx>
- Local walks and regular outings consent form <https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/local-walks-and-regular-outings-consent-form.docx>
- Schools can use online resources such as EdSmart for digital communications and administration, including online forms and consent management
- All parents who attend camp must have a Working with Children check. This must be completed at least **one month** prior to attending. (Parents who may be interested in attending are advised to get this done first. It can be done through the school and is free).
- No transport of any sort will occur on days declare as Catastrophic. Days where a Total Fire Ban exists, a risk assessment will be undertaken.

Travel by Private Vehicle

- Departmental employees, volunteers or young people who offer to use their own cars to transport children and young people must complete the students travelling in private motor vehicles – agreement form - <https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/students-travelling-in-private-motor-vehicles-agreement-form.docx>
- Drivers have signed the students travelling in private motor vehicles – agreement form - <https://edi.sa.edu.au/library/document-library/psp/conditions-for-learning/students-travelling-in-private-motor-vehicles-agreement-form.docx>

Bus transport

Minimum bus requirements include the following:

- all children and young people are required to have their own seat
- buses with seat belts must be used unless there is no availability within a reasonable distance from the site
- where seat belts are fitted, only that number of passengers may occupy the space and the seat belts must be worn and properly secured.
- if required, buses should have provision for wheelchair users (see the school transport policy (PDF 383KB))
- private bus charter companies must have back-up services in case of breakdowns
- a current safety label of inspection must be affixed to the bus windscreen

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- there is a departmental employee travelling on the bus who holds a current approved first aid qualification including anaphylaxis, asthma and first aid management (HLTAID012 – Provide first aid in an education and care setting (or a current HLTAID004-Provide emergency first aid response in an education and care setting)
- the supervisory team-to-children and young people ratio is adequate
- there is at least one site departmental employee (see definition below) who is a passenger on each bus, regardless of who is driving the bus (this person may be employed at any government site) – this minimum standard applies whether the means of transport is a chartered bus or public bus, train or tram.

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