



# Swallowcliffe P-7

We value **Honesty, Respect, Achievement**

## CAMPS, EXCURSIONS & INCURSIONS POLICY

### RATIONALE

Swallowcliffe School recognises the importance of camps and events for the development of the whole child. They are an integral part of the learning experience for each student and valuable for the teaching of the curriculum.

### AIMS

Excursions, Camps and Incursions:

- provide links with the curriculum
- encourage working together in team environments
- promote student's perspective of the real world and develop their self esteem
- promote a sense of cooperation, independence and trust
- develop friendships and relationships between students and adults

### STATEMENT

We encourage all children to participate in camps, excursions and incursions as part of the school curriculum. The events are all diligently planned, managed, supervised and monitored to ensure health and safety for all involved.

### STRATEGIES

- The duty of care owed to students in the school environment and while on excursions/camps is carried out by the school and volunteers.
- All volunteers will have a criminal history check according to DECD policy and sign parent volunteer agreement form.
- Teacher to student ratio is approved by the Principal to allow for adequate supervision and takes into account the event, age of students and location.
- For overnight camps and extended excursions arrangements are made so that no adults are placed in a position where there is potential for allegations of improper conduct.
- A risk management plan is developed for all events, the proforma is attached to the excursion/incursion form.
- The Excursion/Incursion and consent forms are located in the Finance office or on the "T" Drive and need to be filled out with the risk management plan and a copy of the letter (to the families) and to the school principal before sending out to families. (At least 2 weeks prior)
- Once the Principal has given permission a copy of all the above details needs to be given to Charlene/Jillian.

**Our Mission:** To empower students to recognise and optimise their full learning potential.



Government of South Australia  
Department for Education and  
Child Development

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- A copy of the letter to families also needs to be given to Wendy at the front office.
- For camps and some excursions eg swimming medical information forms need to be obtained.
- A First Aid Kit and Student Medication (eg Asthma Puffers) must be taken on all camps and excursions. If a student has an identified medical condition that requires medication (eg asthma puffer, insulin, epipen), you/they must have that medication, or the student is unable to participate.
- It is an expectation that all children attending excursions, camps, incursions will pay with the provision in some circumstances eg school card.
- Teachers must not pay for students who do not return money.
- No money will be accepted after the published cut off date – usually 1 week prior to the event date.
- Students must not be automatically excluded from excursions/camps/incursions on the basis of disability or behaviour. Teachers should raise any concerns with their Line Manager to negotiate alternatives and support and complete a risk assessment form.

## CANCELLATION

- Camps, excursions and incursions are booked and finalised once numbers are confirmed and usually after signed consent forms are returned to the school.
- The signed consent form is your agreement for your child to attend/view the performance listed on the consent form. Based on this agreement the school will book transportation, venues, performers etc.
- Each of these will have their own cancellation policies, which Swallowcliffe School are contracted to adhere to. In each instance we will work with providers to pass on to you any refund we are able to receive on your behalf. It is not always the case that a full or partial refund can be provided.
- Late notice (i.e. illness on the day) may not provide sufficient notice for us to modify bookings and in this case a refund may not be possible.
- For any cancellations please let your child's class teacher know ASAP so arrangements can be made (where possible).

## PROMOTION

The policy will be promoted by:

- Families being informed via the newsletter and other correspondence.
- New families to the school being informed via the Enrolment Information package.
- Students being informed via teachers.

## REVIEW

This policy has been endorsed by the Governing Council.

This policy will be reviewed and updated as required ie due to new information.

2017

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