



RIVERTON PRIMARY SCHOOL

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School Camps Policy

Rationale

At Riverton Primary School, Camps are seen as an excellent way for students to interact in different surroundings. They offer a variety of learning experiences that students do not always have access to in their everyday schooling. Camps should be an extension of current learning and they are strongly supported by the school community. School camps at Riverton Primary School will take place every 2nd year, in line with the Year 6/7 (Year 5/6 from 2023) Aquatics camp at Port Vincent. The next camp year will be in 2021.

In order to provide quality curriculum without expanding staff workload to an unreasonable level, school camps will be organised for campsites where the curriculum planning is already in place. This includes camps to Arbury Park.

Aim

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

- Proper planning processes exist,
- Communication between staff, students and parents is timely and transparent; including costs,
- Legal requirements of DfE are met.

Planning Considerations

- Ensure parents are informed of the camp and expected costs, at least two terms before the camp takes place.
- Determine the best time for the camp to fit in with other curriculum priorities and events.

Payment of Camps

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

Each year the school budget will reflect \$10 per student to help with the cost of camps, excursions and incursions.

Parent Help

Parents may be invited to participate in camps and excursions at the discretion of the school. Expectations of parent helpers will be communicated to them prior to the camp or excursion. Parents who attend a camp must have a WWCC – Working With Children Check.

Student Eligibility

It is an expectation that all students who wish to participate in school camps be up-to-date with their school work, have a positive attendance rate and consistently make appropriate behaviour choices. The Principal in consultation with the class teacher and parent will have the final say on student camp attendance.

Legal Requirements

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

- All parents who attend camp must have a current WWCC clearance. This must be completed at least **two months** prior to the camp. Parents must also have completed RAN training if staying overnight and must have also completed the Volunteer Agreement.
- All vehicles must be fitted with seatbelts, including buses.
- No camps, incursions or excursions will be approved by the school, unless they align with the Australian Curriculum.
- An ED169 and an ED170 must be filled out by staff at least two weeks prior to attending camp.
- No transport of any sort will occur on Catastrophic Fire Ban Days.
- As outlined in the Disability Discrimination Act 1992, camps and excursions are to be inclusive of all children and young people to ensure that they are given the opportunity to participate
- Must ensure a Risk Assessment has been completed prior to seeking parental consent. Emergency Management and Planning section must be completed.
- There must be a site based contact person who must be contactable at all times during the camp.
- All sites should avoid planning camps in high bushfire danger areas during the summer months (Nov – Apr). If a bushfire is burning prior to departure and likely to threaten campsite, the camp must be cancelled.
- Additional staffing required to actively supervise young children in aquatic areas. Sites to ensure compliance of correct supervision adult-to-child ratio for all camps.
- DfE prefer campsites have been accredited through the Australian Camps Association and the Australian Tourism Accreditation Program or the National Accommodation, Recreation & Tourism Accreditation scheme. If not independently accredited the site leader must be satisfied that the campsite is suitable, safe and meets similar standard as per 'Camps and Excursion Procedure 1.6.
- One person trained in HLTAID004 'Emergency First Aid in Education & Care Settings' First Aid for every 25 people. Where it may take greater than 2 hours for medical assistance at least 1 First Aider must have certificate HLTAID005 'First Aid in Remote Situations'.

**The mandated EDSAS Finance system will not allow for payments to be received before an invoice is generated. Before an invoice is generated, the teacher must be sure the amount invoiced will not change. The practice of collecting money in the classroom is against DfE policy and is not covered by insurance.*

Endorsed by Staff	June 2020
Ratified by Governing Council	August 2020
Review date	Term 2 or 3 2023

****Policy includes RISK ASSESSMENT CLARITY