



# BEAUMARIS PRIMARY SCHOOL

## EXCURSIONS/CAMPS POLICY

### **Rationale:**

Experiences of children outside the classroom contribute to the development of their understandings, skills and attitudes. Providing opportunities for students to learn from the wider community reinforces the school curriculum.

### **Purposes:**

1. To supplement and enrich teaching - learning programs within the school.
2. To accommodate the needs of the students.
3. To comply with policy and procedure requirements of the school and DET.

### **Broad Guidelines:**

1. The principal is responsible for approving all educational excursions/camps.
2. Approved interstate and international excursions are required to be lodged through District Office, for approval by the District Director.
3. Parents require clear and comprehensive details of all proposed educational excursions. Their written consent for each child participant must be obtained (see Excursions Form from Registrar). Appropriate educational alternatives must be provided for students whose parents/guardians do not approve their children's participation.
4. All teachers participating in an excursion/camp owe a duty of care to the students for the duration and type of the excursion/camp, including meeting needs of Special Needs Students (See Regulatory Framework).
5. Schools must ensure all health, safety and duty of care requirements and precautions are taken prior to and during the excursion/camp, as per Regulatory requirements (See Regulatory Framework).
6. Evidence of prior planning (see Excursions Form from Registrar) is required prior to principal approval. Details of all educational excursions are to be retained by the school.
7. Only approved transport companies will be used and bookings are made through The Registrar.
8. The Education Department only provides public liability insurance, workers compensation cover for employees and cover for voluntary workers for approved excursions/camps – not for personal accidents through misadventure or loss or damage to personal belongings. Group Excursion Insurance is recommended for extended excursions. Non-approved excursions (eg weekends) require alternative insurance agreements.
9. A risk management register/priority risk schedule and action plan is required for all overnight camps and water-based excursions (see Regulatory Framework & Registrar).

### **Conclusion:**

All excursions/camps must comply with current school and DET policy and procedures as articulated in the Regulatory Frameworks.