

# Guidelines



**ST JOSEPH'S**  
SCHOOL

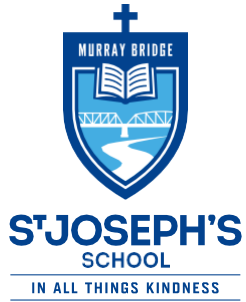
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## Camps, Excursions and Incursions

St Joseph's School  
Murray Bridge



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# Guideline

## St Joseph's School Camps, Excursions, Sporting & Adventure and Incursions

### *Acknowledgement of Country*

*We acknowledge that we are meeting on the traditional country of the Ngarrindjeri people. We recognise and respect their cultural heritage, beliefs and relations with the land. We acknowledge that they are of continuing importance to the Ngarrindjeri people living today.*

### Rationale

We at St Joseph's School Murray Bridge (R-9) believe that:

- the school education program should include activities and experiences held within and outside normal class hours and beyond the schoolyard's immediate boundaries.
- participation in camps, excursions and incursions will give an added focus to the development of the child in society and the wider physical environment.

### Purpose/Aim

Through the application of this policy, we at St Joseph's School Murray Bridge (R-9) aim for camps, excursions and incursion-type activities to:

- enhance topics covered in curriculum areas within the school program
- offer opportunities for children and teachers to deepen their educational relationship
- offer experiences in an educational climate that would be difficult to create within the confines of the school buildings
- offer an opportunity to develop children's outdoor and environmental interests and attitudes
- create an atmosphere and a challenge for children to freely relate with each other while at the same time recognising the need to cooperate and show responsibility for themselves and the group.

### Guidelines

For all St Joseph's School Murray Bridge (R-9) staff, these guidelines are based on the content from the SACCS Camps, Excursions, Sporting and Activities Policy and Procedure documents.

[Camps, Excursions, Sporting and Adventure Activities Policy](#)

[Camps, Excursions, Sporting and Adventure Activities Procedure](#)

[Introduction to Risk Management For School Camps and Excursions](#)

## Definitions

### Incursions

These are special events and special visitors that come to the school and are held within the school grounds. While incursions don't raise the same issues as excursions or camps, incursions should be aligned to the aims and guidelines set out above in the SACCS Camps, Excursions, Sporting and Activities Policy and Procedure **documents**. Parents and carers are notified of incursions via the school's newsletter, Seesaw, email or letter.

### Local Area Consent

A scheduled walk/excursion that is undertaken within a 1 km radius from the school. Parents and carers must complete a general permission notice for local walks and church visits when enrolling a child at the school. In this case, parents must be notified prior to the day and time of the proposed walk via Seesaw or letter. Supervision for these walks may require a request for volunteers to ensure adult-to-child ratios are met. Details of the proposed walk must be sent to the leadership team, point of contact and the Front Office administration team.

### Excursion

An excursion is an activity organised by a school (not including work experience) during which children and young people leave the school to engage in educational activities. Adventure activities are included in this definition (regardless of whether they occur at the school or not). An excursion is a variation to normal activity and is not predominantly recreational.

### Camp

A camp is an activity organised by a school where children and young people leave the school to engage in educational and recreational activities overnight or over a number of nights.

### Planning and Procedure Details

Refer to the following table 5.1 Approvals, p. 8 [Camps, Excursions, Sporting and Adventure Activities Procedure](#)

Camp or excursion destination	Approvals required	Form
Local walks or excursions	Principal	<a href="#">Application to Conduct a Camp or Excursion</a>
Intrastate camps and excursions	Principal	<a href="#">Application to Conduct a Camp or Excursion</a>
Interstate	CESA delegate	<a href="#">Application to Conduct a Camp or Excursion</a>
Overseas travel	CESA delegate	<a href="#">SACCS Overseas Travel Procedure (2018)</a> and the <a href="#">SACCS Student Overseas Travel Excursions Procedure (2020)</a>

When arranging an incursion, camp or excursion destination, staff must be familiar with and adhere to the SACCS Camps, Excursions, Sporting and Activities Policy and Procedure documents and all relevant WH&S information. A Risk Assessment, Checklist and Planning Form is to be used by teachers when planning each activity and will be a guide for action for staff in consultation with the Leadership Team. The Principal or Leadership point of contact and the teacher must sign the forms. It is noted that these Planning Forms could be used as a legal document if required.

### **Attendance and Range of Activities**

The Camp, Excursion and Incursion program is an integral part of the total school curriculum; therefore participation by all children is expected.

The [Disability Standards for Education 2005](#), in particular the Standard for Participation (see Part 5) and the Standard for Curriculum Development, Accreditation and Delivery (see Part 6), strengthen the obligation of schools to, amongst other things, ensure that off-school activities are designed to include children and young people with disabilities by taking all reasonable steps to ensure that the child or young person is able to participate in the courses or programs provided by the school. Schools should, where necessary, make reasonable adjustments to assist the child or young person in participating in the camp, excursion or incursion.

At St Joseph's School, Murray Bridge staff will support children and families by considering the following camp and excursion options:

**Senior Year (Year 9):** 3-5 day/overnight Religious Retreat camp interstate (even years), e.g. Sydney (Mary MacKillop), Melbourne  
2-3 day/overnight Adelaide City Expérience  
1-3 day/overnight Outdoor Education Camp in South Australia

**Middle Years (7-8):** 3-5 day/overnight Kangaroo Island camp (even years)  
3-5 day Aquatic/River camp (odd years), e.g. Murraylands, Blanchtown, Barmera, Aldinga, Victor Harbor

**Year 6:** 3-4 day/overnight Murraylands Aquatic Centre Camp

**Year 5:** 3-4 day/overnight camp in South Australia, e.g. Adelaide, Wirraway Baptist, Woodhouse, Errappa, Iron Knob

**Years 3/4:** 1-2 day/overnight camp locally, e.g. Walker Flat, Monarto Zoo, Adelaide, Narnu Farm, Willow Creek, Yookamurra

**Year 2:** 1 day/overnight sleepover locally or within 3 hours of Murray Bridge, e.g. Adelaide Zoo, School grounds

**Year 1/Reception:** 1-day trip locally or within 3 hours of Murray Bridge, e.g. Taillem Bend, Adelaide and South of Adelaide, Murraylands

At least one walking/day excursion outside the local area for Years 2-9 per year.

## Implementation

### The Principal will:

- ensure all members of the school community will be made aware and have ready access to these guidelines.

### All Teachers will:

- comply with the school's guidelines
- follow the South Australian Commission for Catholic Schools in relation to Camps, Excursions, Sporting and Adventure Activities Policy and Procedures and associated documents to plan and undertake camps and excursions that enable all children and young people to move safely and effectively beyond the school setting to participate in an array of learning experiences offered within the community and natural environment. In addition, the guidelines, policies and associated procedures aim to ensure that all sporting and adventure activities are conducted with the highest regards for the safety of participants
- ensure parents and carers are fully informed of all details prior to the incursion, excursion or camp
- attend to completing the relevant forms prior to the excursion and camp
- ensure a copy of all information is handed to the leadership team and front office prior to the excursion or camp.

### Children will:

- participate fully in the school program which includes attendance at excursions, incursions and camps
- ensure they comply fully with the expectations.

### Parents/Carers will:

- support the school program by ensuring their child/ren's attendance on excursions, incursions and camps as an important part of children's learning
- ensure they keep themselves fully informed about upcoming excursions, and camps and ensure all relevant forms are signed and returned to school by the due date.

## Supporting procedures or policy support documents

The following documents are to be read in conjunction with, and are additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CEO policy, procedure or support documents.

[CESA Camps, Excursions, Sporting and Adventure Activities Policy](#)

[CESA Share – Excursions – including Camps and Overseas Travel Documents](#)

- SACCS Duty of Care Policy and Procedures (2020)
- Procedures for Engaging and Inducting Volunteers (2019)
- SACCS Reporting Harm of Children and Young People Procedure (2020)
- Disability Discrimination Act 1992
- Disability Standards for Education 2005

- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- Student Overseas Travel Excursions Procedure (2020) Camps, Excursions, Sporting and Adventure Activities Policy 10 SOUTH AUSTRALIAN COMMISSION FOR CATHOLIC SCHOOLS
- Camps, Excursions, Sporting and Adventure Activities Procedure (2020)
- Education and Care Services National Law Act 2010
- Sports, Adventure, Camps and Excursions Risk Management Plan.

## Revision Record

<b>Document Title</b>	Camps, Excursions and Incursions Guidelines
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We acknowledge the Ngarrindjeri people as the custodians of the Ngarrindjeri land, and that their cultural and heritage beliefs are still as important to the living Ngarrindjeri people today.