

Camps and excursions policy

This is a mandated policy under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This policy helps site leaders plan and undertake camps and excursions that allow all children and young people to move safely and effectively beyond the site setting to participate in learning experiences offered within the community and natural environment.

Scope

This policy and related procedures outline the obligations and procedural requirements of sites for camps and excursions, particularly for teachers, educators, workers and [parents](#) (refer to definitions section).

A camp or excursion is an educational or recreational activity for children and young people organised or operated by a site (including programs such as occasional care and rural care services). It takes place outside the site and under the supervision of teachers, educators or workers with a teacher-in-charge.

The [local walks and regular outings](#) requirements apply to all sites conducting short trips with children or young people within walking distance from site premises.

Excursions involving overseas travel should be planned in line with the [overseas travel policy \(PDF 191KB\)](#) (staff login required), the [overseas travel – student excursions procedure \(PDF 160KB\)](#) (staff login required), this policy and the [camps and excursions procedure \(PDF 447KB\)](#).

This policy does not apply to work experience activities (covered by the [workplace learning procedure \(PDF 783KB\)](#)) organised by a site or children and young people moving within a site or adjacent campuses and facilities for example school community libraries or gyms, that is an ongoing requirement of the school curriculum.

This policy does not apply to children and young people attending off site premises for the purposes of accessing regular training programs as part of an ongoing requirement of the school curriculum or individual learning plan.

This policy does not apply to family day care, guardianship family day care services or the respite care program operated by the department.

Where governing councils are required under Education and Care Services National Regulation 168 (2) (g) to have an excursion policy and procedure, they may use this policy as a resource.



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Detail

Camps or excursions support and enrich a range of curriculum areas and provide deep learning experiences to children and young people in a variety of environments. Sites should plan excursions or camps within the context of the educational program specific to their site. Sites should make sure children, young people and parents are adequately prepared and aware of the purpose of the learning experience.

Site leaders must make sure workers are aware preschool aged children are prohibited from participating in camps.

For the purposes of this policy and the [camps and excursions procedure \(PDF 447KB\)](#), where a young person has enrolled at a school as an [independent student](#) (see definitions section), any obligation or responsibility of a parent applies instead to that independent student.

All camp or excursion documentation must be submitted and approved in line with this policy and associated procedures before any camp or excursion taking place. Specific details on how to conduct a camp or excursion are included in the [camps and excursions procedure \(PDF 447KB\)](#).

Duty of care

All department workers owe a duty to take reasonable care to protect those children and young people in their care and control from a reasonably foreseeable risk of harm. If harm results from a failure to exercise the required standard of care, a negligence claim may result. Refer to the [duty of care to children and young people policy \(PDF 182KB\)](#) (staff login required).

In addition to the obligations outlined above, site leaders must advise department workers (including volunteers) that they have statutory obligations under section 28 and 29 of the [Work Health and Safety Act 2012 \(SA\)](#) (WHS Act) to:

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of others
- comply, so far as they're reasonably able, with any reasonable instruction given by the department to allow the department to comply with the WHS Act
- cooperate with any reasonable departmental policy or procedure relating to health or safety at the workplace that has been notified to them.

To fulfil the department's legal obligations, the site leader must nominate a teacher-in-charge for any camp or excursion.

To ensure the safety and wellbeing of children, young people and workers during camps or excursions, everyone must be made aware of their roles and responsibilities.

Education and early childhood services national law and regulations

Preschools must make sure there is adequate supervision of children at all times. They must also take every reasonable precaution to protect children from harm and any hazard or risk likely to cause injury. This is in line with the:

- [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\) \(Cth\)](#).
- [Education and Early Childhood Services \(Registration and Standards\) Regulations 2011 \(Cth\)](#).

This includes the requirements to conduct a risk assessment (see the risk management section of the [camps and excursions procedure \(PDF 447KB\)](#)) before an excursion and ensure appropriate authorisations as per the [acceptance and refusal of authorisations policy \(PDF 151KB\)](#).

Inclusivity

As outlined in the *Disability Discrimination Act 1992*, camps and excursions must be inclusive of all children and young people to make sure they are given the opportunity to participate. Camps and excursions can provide a unique opportunity for all students to be included in enriching learning experiences that promote the principles of inclusivity.

It is unlawful for a site to discriminate against a child or young person on the grounds of disability, sexual orientation, gender identity or intersex status by denying or limiting their access to a school camp or excursion.

For more guidance on supporting gender diverse and intersex children and young people during camps or excursions, refer to the [gender diverse and intersex children and young people support procedure \(PDF 247KB\)](#).

Financial assistance for families

Costs should be structured to make sure there is no undue financial burden imposed on individual children or young people or their families. Sites should consider whether financial assistance (for example subsidy or payment plan) will be offered. This should be communicated to families during the consent seeking process. Parents are liable for the costs associated with their child or young person's attendance on a camp or excursion.

However, in cases where a family has been approved for School Card and the site has set that family's [materials and services charge](#) (staff login required) as less than the subsidy or the 'value of the standard sum', the difference may be used by the parent against the cost of a camp or excursion. If for any reason a child or young person is unable to attend a camp or excursion, the site should negotiate with the family reasonable reimbursement of costs paid.

Support needs of children and young people

The support needs of children and young people with disabilities or medical conditions, multicultural groups (including racial and religious backgrounds) and those who are gender diverse, transgender and intersex will require careful consideration and consultation with parents. Appropriate support measures should be put in place for these children and young people so they can access the learning experiences available through camps and excursions. All support needs required for the child or young person in the context of the camp or excursion location and proposed activities must be captured within the [sports, adventure, camps and excursions risk management form \(DOCX 2.1MB\)](#) (see the risk management section of the [camps and excursions procedure \(PDF 447KB\)](#)).

Disability standards

The [Disability Standards for Education 2005 \(Cth\)](#) strengthen the obligation of sites to make sure off-site activities are designed to include children and young people with disabilities by taking all reasonable steps to make sure the child or young person can participate in the courses or programs provided by the site. In particular, refer to the standard for participation (part 5) and the standard for curriculum development, accreditation and delivery (part 6).

Reasonable adjustments

Sites should, where necessary, make reasonable adjustments to help the child or young person participate in the camp or excursion. To determine what a reasonable adjustment is, consider the factors in the definitions section. Course determination and planning must be undertaken before or alongside the initial planning for the camp or excursion.

If the adjustment is reasonable but would impose [unjustifiable hardship](#) (see definitions section) on the site or department, then it may be considered appropriate not to comply with the requirements of the standards.

Where a course or program necessarily includes an activity that the child or young person cannot participate in, the site can offer an activity that is considered a reasonable substitute or adjustment. It must be within the context of the overall aims of the course or program.

However, thorough initial planning should reduce the likelihood of this needing to occur. Clause 5.3 of the [Disability Standards for Education 2005 \(Cth\)](#) outlines other measures that a site may implement to allow the child or young person to participate in the course or program on the same basis as other children or young people.

Principles of inclusion

The concept of inclusivity is further supported by the [principles of inclusion for children and students with disability in education and care](#). Specifically principle 1, which states 'all children and students who experience disability have the right to access and participate in education'.

These principles are endorsed by all 3 school sectors and must be considered when planning and implementing a camp or excursion.

Child protection

All workers for the purpose of this policy and associated procedures are mandated notifiers under the [Children and Young People \(Safety\) Act 2017 \(SA\)](#). They must be made aware of their obligations to report a reasonable suspicion that a child or young person is, or may be, at risk to the Child Abuse Report Line (131 478) or through the [online child protection reporting system](#).

Workers must also be aware and implement their obligations in line with the department's [safeguarding children and young people policy \(PDF 246KB\)](#) and [mandatory notification procedure \(PDF 233KB\)](#).

Mandatory training

All people working or volunteering with children and young people on a department site or with a department program must undertake mandatory training related to their child protection responsibilities. The training ensures an understanding of roles and responsibilities in keeping children and young people safe, as well as reporting of reasonable suspicion that a child or young person may be at risk. For camps and excursions, mandatory training includes all department employees and volunteers attending the camp or excursion. It does not include a third-party provider of an activity or service where the nature of the camp or excursion is a time limited once-off activity where teachers provide constant supervision.

In the situation of a camp or excursion with an overnight stay, given the extended time and added risk, it is not considered a once-off activity. In such a case, a third-party provider of a camp or excursion is required to undertake mandatory training. In most instances, Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) is the required training.

Refer to [RRHAN-EC mandatory notification training](#) for more information and a tool to [find out what RRHAN-EC training you need to do](#) depending on your circumstances.

Screening requirements for department employees, volunteers, third-party providers and external providers (workers) are provided in the [screening and suitability – child safety policy \(PDF 228KB\)](#).

See the child protection section of the [camps and excursions procedure \(PDF 447KB\)](#) for more detail.

Risk management

Camps and excursions are an extension of the workplace as defined in the WHS Act. This includes transportation to sites and activities conducted while at the camp or excursion. To make sure children, young people and workers are safe, planning must start by identifying hazards and managing risks around health, safety and wellbeing in line with the department's [camps and excursions procedure \(PDF 447KB\)](#). Planning must be done before the camp or excursion takes place and before the site leader gives approval.

Camps and excursions risks should be identified and managed using the [sports, adventure, camps and excursions risk management form \(DOCX 2.1\)](#). Where a recurring camp or excursion has an existing risk management form, this may be reviewed and implemented for the current activity. This should only happen if the details remain the same and the controls have been implemented and are effective in reducing risks to an acceptable level.

Sites must make sure a risk assessment has been completed before seeking parental consent. See the risk

management section of the [camps and excursions procedure \(PDF 447KB\)](#) for more detail.

Incident reporting

All workers attending a camp or excursion must be made aware of their obligation to report incidents to the teacher-in-charge. The teacher-in-charge must contact the site leader as soon as practicable to ensure reporting of injuries and critical incidents as soon as possible through the incident and reporting management system. Reporting must be made in line with the department's [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required).

See the accidents, incidents, insurance and claims section of the [camps and excursions procedure \(PDF 447KB\)](#) for more detail.

Parents on camps or excursions

Site leaders can consider requests from parents to accompany their child or young person to provide specific one-to-one support. However, no parent must be expected to accompany their child, and the child or young person's participation must not depend on their support. If the parent's request is considered appropriate and they're a suitable person, they will be considered a volunteer and must comply with the requirements of the department's [volunteer policy \(PDF 204KB\)](#) and [volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#) (staff login required).

Refer to [screening and assessing suitability of volunteers in schools, preschools and settings](#) (staff login required) for more information.

When considering such a request, the site leader must note that the presence of the parent does not diminish the site's duty of care for that child or young person or others in attendance at the camp or excursion. All provisions of this policy and the [camps and excursions procedure \(PDF 447KB\)](#) still apply, for example activity safety requirements and supervision ratios.

Site-based contact person

There must be a site-based or delegated contact person for all camps and excursions. This person must:

- be a department employee
- be contactable at all times for the duration of the event
- have copies of all relevant documents, including relevant health care plans and the [sports, adventure, camps and excursions risk management form \(DOCX 2.1MB\)](#), which incorporates the emergency management plan.

See the communications and call in procedure section of the [camps and excursions procedure \(PDF 447KB\)](#) for more detail.

Bushfire prone areas

Camp or excursion planning must consider bushfire danger. Sites should avoid planning camps or excursions

in high bushfire danger areas during the summer months, particularly in the period between November and April, in favour of safer venues or times. If a bushfire is burning before departure and is likely to threaten the intended camp or excursion site, the camp or excursion must be cancelled.

See the bushfire prone areas section of the [camps and excursions procedure \(PDF 447KB\)](#) for more detail.

More information can be found on [emergency management for schools, preschools, education offices and corporate offices](#) (staff login required).

Consent

To make sure the department meets its legal obligations, all sites must use the [parental consent form for camp, excursion, sporting or adventure activity \(ED170\) \(DOC 103KB\)](#). The form must not be altered.

All schools and preschools must make sure the following requirements are met:

- Any child or young person is not taken outside of the site premises on a camp or excursion unless written or digital consent has been provided by a parent. Organisers of any activities outside the site grounds or beyond operating hours must obtain the written or digital consent of parents or adult students before the activity takes place.
- This policy is made accessible to parents upon request, such as directing them to the online version or by providing a printed copy, so they can be further informed of the requirements that apply when participating in an organised camp or excursion.
- The consent form given to a parent states the prescribed information (see the [camps and excursions procedure \(PDF 447KB\)](#) for more details).
- The consent form must be provided by a parent to a site staff member or teacher-in-charge no later than one week before the scheduled camp or excursion.

Digital Consent

Where consent is being obtained digitally, digital forms used must comply with the requirements above, including replicating the content of the ED170 in digital format. In addition, schools and preschools must:

- have paper-based processes for families that prefer not to use online mechanisms for granting approval
- have processes in place to verify the email address of parents on file
- provide unique links or emails to the parents of each child or young person when requesting consent
- make sure use of the third-party supplier (for example forms software) is in accordance with the department's ICT security and privacy policies – at a minimum, data in transit must be encrypted and controls implemented to protect data at rest.

Consent waivers

Consent forms must not include a waiver clause that states the site or department cannot be held

responsible for an accident or injury to the child or young person. Where a site is required to sign waiver forms for children or young people to secure a booking for a camp or excursion, contact the department's Legal Services Directorate at education.LegalRequests@sa.gov.au for advice.

Ultimately, the site leader is responsible for making sure the required consent is obtained before any camp or excursion takes place and that all relevant information is provided to the parent.

See the consent section of the [camps and excursions procedure \(PDF 447KB\)](#) for more detail.

Planning a camp or excursion

The site leader must make sure all necessary planning and documentation has been completed before the camp or excursion is finalised and approved.

See the site leader responsibilities, planning, contingency and emergency management section of the [camps and excursions procedure \(PDF 447KB\)](#) and the [checklist to assist in planning camps or excursions \(DOCX 453KB\)](#) for more detail.

Alcohol, drugs and smoking

The health, safety and welfare of children, young people and workers during a camp or excursion must not be compromised by unsafe behaviour.

The consumption of alcohol, illicit drugs or prescription medication that impairs judgement, by supervisory team members or children and young people on camps and excursions, is not permitted.

Department employees on camps or excursions remain on duty even during rest and relaxation periods. In an emergency, they're required to take responsibility for children and young people at short notice.

A camp or excursion activity and its facilities are an extension of the site. Therefore smoking, including the use of electronic cigarettes, is not permitted on premises at any time. This includes inside buildings, tents, structures and outdoor areas (see the [smoke-free policy \(PDF 419KB\)](#) (staff login required)). At no time should workers smoke in the presence or view of children and young people.

Instances of children or young people being suspected of possessing, or being under the influence of, alcohol or illicit drugs should be managed using the [alcohol, tobacco and other drugs incident management procedure \(PDF 349KB\)](#) (staff login required).

Local walks and regular outings

Local walks and regular outings are integral to educational programs at South Australian public preschools and schools. These activities promote experiential learning, community connection, and physical wellbeing. This policy ensures that all local walks and regular outings are conducted safely and align with the guidelines set out by the ACECQA National Quality Framework (NQF) and relevant state regulations.

Local walks and regular outings are a type of excursion where children or young people leave the site on a regular basis to take part in educational activities at locations within reasonable walking distance of the site.

They can include for example walking to facilities on an adjacent school or preschool site, using local green spaces for learning activities, or visiting a local library or aged care facility.

While it is critical that appropriate planning, risk management, and processes are in place to ensure the safety and wellbeing of children and young people any time they are taken from the site, the department recognises that documentation requirements could be streamlined for excursions that take place on a regular basis to locations near the site.

The objectives of this provision are to:

- Ensure the safety, health, and wellbeing of children during activities.
- Simplify the consent process by obtaining annual parental consent for regular outings.
- Maintain effective risk management practices, including regular reviews of risk assessments.

Refer to the local walks and regular outings section of the [camps and excursions procedure](#) link for more detail.

Annual parent consent for local walks and regular outings

The [local walks and regular outings consent form](#) is designed to cover an activity or series of activities taking place regularly within walking distance from the preschool or school site. This consent must be obtained and documented annually at the beginning of each academic year and specify information about each outing including location, supervision, duration, and any additional arrangements.

Separate parent consent must be obtained and documented if any new risk(s) is identified and added to the initial risk assessment. Any additional local walks or regular outings not included in the consent signed at the beginning of the year require separate parental consent before they proceed.

Use of local facilities for daily play breaks and learning curriculum

School sites with a current shared use agreement or licence to access adjacent or closely located ovals owned by local councils or sporting clubs that are used for regular play breaks and/or activities that form part of the learning curriculum are not required to include these facilities in the local walks and regular outings annual consent process.

These sites must:

- ensure the shared use agreement or licence is up-to-date
- conduct a detailed risk assessment documenting all actions, including the process for accessing the facilities, appropriate supervision of children/students, emergency procedures, toileting, and sun safety
- inform parents at the start of the academic year that children/students will be regularly walking to adjacent or closely located facilities for day-to-day purposes.

Sites can contact Property Services for further information and support education.PropertyServices@sa.gov.au.

Risk assessment for local walks and regular outings

A [sports, adventure, camps and excursions risk management form \(DOCX 2.1MB\)](#) must be completed for each local walk or regular outing series. Each risk assessment must be reviewed regularly and updated every 12 months.

A new risk assessment is not required for each individual local walk or regular outing if a comprehensive risk assessment covering:

- the activity children or young people will be doing
- the specific location
- the needs of the children or young people
- and the route of travel

was conducted less than 12 months ago and there have been no significant changes in the circumstances identified in the existing risk assessment affecting the activity.

If there have been any changes to these criteria, a new or updated risk management plan for the local walk or regular outing must be completed, and updated consent sought from parents before their children participate.

Roles and responsibilities

Teacher-in-charge or responsible person

Make sure the camp or excursion is suitable for all participants.

Make sure the purpose of the camp or excursion is linked to the learning program, and children, young people and parents are aware of the learning focus and behavioural expectations.

Plan and undertake camps or excursions in line with this policy and the [camps and excursions procedure \(PDF 447KB\)](#).

Make sure all relevant information about roles, responsibilities and obligations in line with this policy and associated procedures is clearly communicated to all accompanying adults, volunteers (workers) and children and young people.

Identify and manage risks associated with the camp or excursion through use of the [sports, adventure, camps and excursions risk management form \(DOCX 2.1MB\)](#).

Make sure activities are challenging but risk-managed, reflecting curriculum-based child or young person learning outcomes.

Exercise reasonable care and supervision throughout the duration of the camp or excursion.

Make sure all participants understand the nature and purpose of the activity and have developed the prerequisite knowledge, understanding and skills.

Make sure appropriate first aid is available in line with the [first aid and infection control standard \(PDF 239KB\)](#).

Where private or hire vehicles are used, advise the owner and driver that appropriate insurance cover is required in line with [Determination 3.2 of the Commissioner for Public Sector Employment](#).

Make sure supervisory team members are fully briefed and trained for their roles and responsibilities. Delegate appropriate roles and responsibilities to workers as required.

Make sure any injury or incident is reported to the department in line with this policy, the [camps and excursions procedure \(PDF 447KB\)](#) and the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required), and make sure the site leader is notified.

Exercise mandatory notification requirements, as appropriate.

Workers

Comply with the requirements of this policy and the camps and excursions procedure.

Comply with all reasonable instructions from the teacher-in-charge.

Work with and advise the teacher-in-charge on the following:

- Contribute to the conduct of the risk management process by carefully assessing the range of activities and applicable risks.
- Identify and manage specific risks identified in participants' health care plans.
- Implement all identified controls to reduce the risk of injury to children and young people.
- Observe the standards of safe practice in any activity established by accredited organisations and other specialist practitioners.
- Use correct activity equipment, including any required safety equipment.
- Alert the specialist instructor or trainer to health care plans when needed and mandatory notification requirements.
- Exercise mandatory notification requirements, as appropriate.
- Alert the specialist instructor or trainer to the department's behaviour management policy.

Site leader (principal or preschool director)

Ensure:

- Camps, excursions, or local walks and regular outings are planned and conducted in line with this policy and associated procedures before giving approval.
- Associated camp, excursion, or local walk and regular outing risks are identified and managed and that reasonable care is taken to ensure the safety and care of children, young people and workers.

- The needs of all children and young people are accommodated, such as health, safety, medical and behavioural.
- All workers adhere to the requirements of this policy and associated procedures, including obtaining consent and authorisations.
- All accompanying adults, volunteers and instructors (workers):
 - meet screening and suitability requirements (refer to [screening and assessing suitability of volunteers in schools, preschools and settings](#) (staff login required))
 - are qualified or experienced or both
 - are advised of their roles and responsibilities
 - are provided with relevant departmental and site policies and safety procedures
 - are appropriately trained to fulfil their roles and responsibilities.
- Endorse the selection of transport.
- Endorse the curriculum component.
- Approve the nomination of the teacher-in-charge or responsible person in a preschool setting.
- Exercise mandatory notification requirements, as appropriate.

Specialist instructors or trainers

Collaborate with the teacher-in-charge on the following:

- respective roles of workers
- contingency and emergency management plans
- providing the teacher-in-charge with evidence of a current child-related employment screening or working with children check in compliance with the *Child Safety (Prohibited Persons) Act 2016*.

Comply with all reasonable instructions and directions of the site leader, teacher-in-charge and teachers.

Exercise mandatory notification requirements, as appropriate.

Accompanying adults or supervisory team

Comply with reasonable instructions and directions of the site leader, teacher-in-charge and teachers.

Exercise their duty of care throughout the duration of the camp or excursion.

Follow any relevant department policies and procedures.

Comply with the [volunteer policy \(PDF 196KB\)](#) and [volunteer procedure for schools, preschools and care settings \(PDF 290KB\)](#) (staff login required).

Exercise mandatory notification requirements, as appropriate.

Definitions

accompanying adult or supervisory team

Teachers, site administrative staff, parents, activity leaders or instructors and volunteers.

camp

An activity approved or organised by a school during which children and young people leave the site to engage in educational and recreational activities overnight. This is the case regardless of whether the entire group (supervisors and students) leaves from the site or whether students are met at the activity location by supervisory team members.

Sporting and adventure activities are included (where appropriate) regardless of whether they occur on site or not.

child in care

Refers to where a child is under a guardianship or custody order, under the [Children and Young People \(Safety\) Act 2017 \(SA\)](#). This includes the following care arrangements:

- where a child is under custody or guardianship of the Chief Executive of the Department for Child Protection
- where there is an order placing a child under custody or guardianship of a specified person
- Voluntary custody agreements
- unaccompanied refugee minors under the [Immigration \(Guardianship of Children\) Act 1946](#) with guardianship delegated to the Chief Executive.

consent

The parent or authorised person agrees in writing (or by digital means where a digital form is used) to their child or young person participating in a camp or excursion activity after they have been made aware of the details, risks and costs involved.

duty of care

The legal obligation to take reasonable care to protect another from all reasonably foreseeable risk of harm.

excursion

An activity approved or organised by a school or preschool (not including work experience) during which children and young people leave the site to engage in educational activities. This is the case regardless of whether the entire group (supervisors and students) leaves from the site or whether students are met at the

activity location by supervisory team members.

Sporting and adventure activities are included (where appropriate) regardless of whether they occur on site or not.

An excursion is a variation to normal activity and is not predominantly recreational.

guardian

A person who has legal guardianship or custody of a child.

independent student

A student under the age of 18 years who has been assessed and determined by the principal as living separately and independently from their parents.

in loco parentis

A person acting in a parental style relationship with a child, where and the person has intended to place themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- in a de facto relationship with a child's biological parent where they have assumed responsibility for the child
- who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents
- in an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

instructor or trainer

A person who has specific skills and whose primary role is to instruct the particular skills of an activity. The instructor is not necessarily a registered teacher, department employee or member of the site community but may be a private provider or a person employed by an external organisation.

local walk and regular outing

An activity that occurs regularly involving locations within walking distance of the preschool or school and not involving 'Adventure Activities' (see Sporting and adventure activities standard).

parents

For the purposes of this policy, the term parent refers to all persons responsible for the child. A person

responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a Court, Act or Law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under *Family Law Act 1975* is not a person responsible for the child.

Includes an [independent student](#).

Includes a caregiver (of a child in care) pursuant to the [Children and Young People \(Safety\) Act 2017 \(SA\)](#)

Includes, for standalone preschools, an 'authorised person' pursuant to section 102(4) of the [Education and Care Services National Regulations](#).

reasonable adjustments

An adjustment is reasonable in relation to a child or young person with a disability if it balances the interests of everyone affected.

In assessing what is reasonable in line with the legislative requirements of the *Disability Discrimination Act 1992*, consider all the relevant circumstances and interests, including:

- the child or young person's disability
- the views of the child or young person or their associate
- the effect of the adjustment on the child or young person's:
 - ability to achieve learning outcomes
 - ability to participate in courses or programs
 - independence
- the effect of the proposed adjustment on anyone else, including the education provider or site, staff and other children and young people
- the costs and benefits of making the adjustment (clause 3.4(2) of the [Disability Standards for Education 2005 \(Cth\)](#)).

site

Includes:

- schools
- preschools (school-based and standalone)

- occasional care
- rural care
- learning and behaviour units
- independent and community-based learning centres (Flexible Learning Options).

site leader

Principal or preschool director.

teacher-in-charge (the responsible person in a preschool setting)

The teacher or educator nominated by the site leader to have ultimate responsibility, supervision and authority for implementing this policy and associated procedures for the duration of the camp or excursion.

unjustifiable hardship

In determining what is considered to be unjustifiable hardship, all relevant circumstances of the particular case must be taken into account, including:

- the nature of the benefit or detriment likely to accrue or be suffered by anyone concerned
- the effect of the disability of a person concerned
- the financial circumstances and the estimated amount of expenditure required to be made by the person claiming unjustifiable hardship (section 11 of the *Disability Discrimination Act 1992* (Cth)).

workers

Defined under section 7 of the *Work Health and Safety Act 2012* (SA) as any person who works for the department as a:

- employee
- trainee
- volunteer
- outworker
- apprentice
- work experience student
- contractor or sub-contractor
- employees of a contractor or sub-contractor

- employee of a labour hire company assigned to work for the department.

Supporting information

[Application to conduct a camp or excursion \(ED169\) \(DOC 158KB\)](#) (staff login required)

[Checklist to assist in planning camps and excursions \(DOCX 453KB\)](#) (staff login required)

[Checklist to assist in planning local walks and regular outings \(DOC 399KB\)](#) (staff login required)

[Consent form for camp, excursion, sporting or adventure activity \(ED170\) \(DOC 103KB\)](#) (staff login required)

[Local walks and regular outings consent form \(DOC 86.7KB\)](#)

[Sports, adventure, camps and excursions risk management form \(DOCX 2.1MB\)](#)

Related legislation

[Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#)

[Children and Young People \(Safety\) Act 2017 \(SA\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Education and Care Services National Regulations 2011](#)

[Education and Children's Services Act 2019 \(SA\)](#)

[Education and Children's Services Regulations 2020 \(SA\)](#)

[Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\) \(SA\)](#)

[Education and Early Childhood Services \(Registration and Standards\) Regulations 2011 \(SA\)](#)

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

Related policies

[Admission procedure \(PDF 302KB\)](#) (staff login required)

[Alcohol, tobacco and other drugs incident management procedure \(PDF 349KB\)](#) (staff login required)

[Bushfire preparation procedure \(PDF 198KB\)](#) (staff login required)

[Bushfire response procedure \(PDF 1.6MB\)](#) (staff login required)

[Camps and excursions procedure \(PDF 447KB\)](#)

[Children and students with disability policy \(PDF 195KB\)](#)

[Duty of care to children and young people policy \(PDF 182KB\)](#) (staff login required)

[First aid and infection control standard \(PDF 239KB\)](#)

[Gender diverse and intersex children and young people support procedure \(PDF 247KB\)](#)

[Information and records management policy \(PDF 139KB\)](#)

[Information Sharing Guidelines for Promoting Safety and Wellbeing](#)

[Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities procedure \(PDF 168KB\)](#) (staff login required)

[Managing allegations of sexual misconduct in SA education and care settings guideline \(PDF 946KB\)](#)

[Mandatory notification procedure \(PDF 233KB\)](#)

[Overseas travel policy \(PDF 191KB\)](#) (staff login required)

[Overseas travel – student excursions procedure \(PDF 160KB\)](#) (staff login required)

[Protective practices for staff in their interactions with children and young people – guidelines for staff working or volunteering in education and care settings \(PDF 3.2MB\)](#)

[Reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required)

[Safeguarding children and young people policy \(PDF 246KB\)](#)

[Safety management procedure \(PDF 204KB\)](#) (staff login required)

[School and preschool enrolment policy \(PDF 711KB\)](#)

[School transport policy \(PDF 383KB\)](#)

[Screening and suitability – child safety policy \(PDF 228KB\)](#)

[Smoke-free policy \(PDF 419KB\)](#) (staff login required)

[Sporting and adventure activities standard \(PDF 717KB\)](#)

[Volunteer policy \(PDF 196KB\)](#)

[Volunteer procedure for schools, preschools and care settings \(PDF 280KB\)](#) (staff login required)

[Working in isolation procedure \(PDF 214KB\)](#) (staff login required)

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Policy sponsor: Lead Director, Conditions for Learning

Responsible Executive Director: Deputy Chief Executive, Schools and Preschools

Approved by: A/Lead Director, Conditions for Learning

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Version: 2.5

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Amendment(s): Incorporation of digital consent.

Version: 2.4

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Amendment(s): Incorporation of Education and Children's Services (Miscellaneous) Amendment Bill 2021 provision.

Version: 2.3

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Amendment(s): Hyperlink correction and plain English edit.

Version: 2.2

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Version: 2.1

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Amendment(s): Review of the camps and excursions guidelines in line with the operational policy framework.

Contact

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