

# 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, excursions, local walks and regular outings 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 outlines the obligations requirements of sites for camps, excursions, local walks and regular outings, particularly for teachers, educators, workers and parents. It applies to activities conducted outside the site that are planned or operated by the site, including occasional care and rural care services and long day care services where the department is the approved provider.

The [local walks and regular outings](#) requirements apply to all sites conducting regular activities that occur outside of the preschool or school site premises.

Excursions involving overseas travel should be planned in line with the [overseas travel policy \(PDF 622KB\)](#) (staff login required), the [overseas travel – student excursions procedure \(PDF 168KB\)](#) (staff login required), this policy and the [camps and excursions procedure \(PDF 850KB\)](#).

This policy does not apply to:

- work experience activities 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.
- 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.
- family day care, guardianship family day care services or the respite care program operated by the department.



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# Detail

Camps or excursions support and enrich a range of curriculum delivery by providing deep learning experience in diverse environments. Sites should plan excursions or camps within the context of the educational program specific to their site, ensuring children, young people and parents understand the learning objectives.

## Planning a camp or excursion

All camp or excursion documentation must be submitted and approved in line with this policy and associated procedures before any camp or excursion begins, as specified in the [camps and excursions procedure \(PDF 850KB\)](#).

Site leaders must ensure workers are aware preschool aged children are not permitted to participate in camps. For an independent student (see definitions section), any obligation or responsibility of a parent applies to that student.

## Duty of care

All department workers owe a duty to take reasonable care to protect children and young people in their care and control from a reasonably foreseeable risk of harm.

This includes complying with statutory obligations under section 28 and 29 of the [Work Health and Safety Act 2012 \(SA\)](#) (WHS Act) and following the [Duty of care to children and young people policy \(PDF 182KB\)](#).

To fulfil the department's legal obligations, the site leader must nominate a teacher/educator/supervisor-in-charge for any camp, excursion, local walk or regular outing and ensure that everyone is aware of their roles and responsibilities.

## Education and early childhood services national law and regulations

Preschools and early childhood education and care services must provide adequate supervision and take precautions. 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 \(Schedule 1 Education and Care Services National Law\) \(SA\)](#).
- [Education and Care Services National Regulations](#)
- [Education and Early Childhood Services \(Registration and Standards\) Regulations 2011 \(SA\)](#).

Risk assessments must be conducted before excursions, (see the risk management section of the [camps and excursions procedure \(PDF 850KB\)](#)) and appropriate authorisations must be obtained as per the [acceptance and refusal of authorisations policy \(PDF 578KB\)](#).

# Inclusivity

Camps and excursions must be inclusive of all children and young people, including those with disabilities, as outlined in the [Disability Discrimination Act 1992 \(Cth\)](#). No child or young person should be denied access to a school camp or excursion. On the grounds of disability, sexual orientation, gender identity or intersex status. Refer to the [gender diverse and intersex children and young people support procedure \(PDF 246KB\)](#).

## Support needs of children and young people

Support measures must be in place for 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 to ensure full participation in camps and excursions. This includes careful consideration and consultation with parents and capturing support needs in the [Sports, adventure, camps and excursions risk management form \(DOCX 1.2MB\)](#) (see the risk management section of the [Camps and excursions procedure \(PDF 50KB\)](#)).

## Disability standards

The [Disability Standards for Education 2005 \(Cth\)](#) require off-site activities to include reasonable adjustments for children and young people with disabilities. 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, excursion, local walk and regular outing in line with the [Disability Standards for Education 2005 \(Cth\)](#) and [Disability Discrimination Act 1992](#). Adjustments should be planned in consultation with parents during the initial planning stages.

If the adjustment is reasonable but would impose unjustifiable hardship (see definitions section) on the site or department, alternative activities that align with the overall objectives of the camp, excursion, local walk or regular outing should be offered. Planning should work towards minimising the likelihood of exclusion by addressing support needs in advance.

## 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 must be considered when planning and implementing a camp or excursion.

## 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 during camps or excursions. However, a child's participation and site's duty of care must

not depend on parental attendance. Approved parents will be considered as volunteers and must comply with the requirements of the department's [volunteer policy \(PDF 196KB\)](#) and [volunteer procedure for schools, preschools and care settings \(PDF 280KB\)](#).

Refer to [screening and assessing suitability of volunteers in schools, preschools and settings](#) 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, excursion, local walk and regular outing. All provisions of this policy and the [camps and excursions procedure \(PDF 850KB\)](#) still apply, for example, activity safety requirements and supervision ratios.

## 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.

## Child protection

All workers 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 notification training

All people working (department & site staff) or volunteering with children and young people when attending camps, excursion, local walks and regular outings must complete the [Responding to Risks of Harm, Abuse and Neglect-Education and Care \(RRHAN-EC\) training](#). The training ensures awareness of roles and responsibilities in keeping children and young people safe, and reporting of reasonable suspicion that a child or young person may be at risk.

Third party providers of a camp with an overnight stay, are required to undertake mandatory notification training. For one-off activities where teachers provide constant supervision, third party providers may be exempt from mandatory notification training.

Refer to [RRHAN-EC mandatory notification training](#) for more information and the departments online 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 \(PDF 228KB\)](#).

## Risk management

Camps and excursions, including local walks and regular outings, are subjected to risk management processes in line with the WHS Act and for preschools, also in line with the [Education and Care Services National Regulations](#). This includes transportation to and from sites, and activities conducted while at the camp, excursion, local walk or regular outing. Hazards must be identified, risks assessments must be completed and all planning must be done before the camp, excursion, local walk or regular outing takes place and before the site leader gives approval.

Risks associated with camps, excursions, local walks and regular outings must be identified and managed using the [sports, adventure, camps and excursions risk management form \(DOCX 1.7MB\)](#). Recurring activities may reuse existing risk management form if no new risks are identified and the risk management, controls have been implemented and are effective in reducing risks to an acceptable level. Risks assessments must be completed before seeking parental consent and must be made available to parents upon request.

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 \(PDF 850KB\)](#) for more detail.

## Bushfire prone areas

Sites should avoid planning camps or excursions in high bushfire danger areas during high-risk periods and should have contingency plan in place. 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.

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

## 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. Department employees on camps, excursions, local walks and regular outings must remain on duty and must respond to all emergencies.

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.

Smoking, including the use of electronic cigarettes, is not permitted on premises at any time, and workers must not smoke in the presence of children and young people. This includes inside buildings, tents, structures and outdoor areas.

Any suspicion of children or young people in possession of using alcohol or illicit drugs should be managed using the [alcohol, tobacco and other drugs incident management procedure \(PDF 363KB\)](#).

## Site-based contact person

A site-based contact person must be always assigned and available during camps, excursions, local walks and regular outings to manage documentation, any emergencies, or communications during the event. They must be a department employee and have access to relevant documents including relevant health care plans and the [sports, adventure, camps and excursions risk management form \(DOCX 1.7MB\)](#), which incorporates the emergency management plan.

## Incident reporting

All workers attending a camp, excursion, local walk or regular outing must be made aware of their obligation to report incidents to the teacher/educator/supervisor-in-charge. The teacher/educator/supervisor-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).

## Consent

To ensure the department meets its legal obligations, all sites must use the [Parental consent form for camp, excursion, sporting or adventure activity \(ED170\) \(DOCX1.2MB\)](#) for camps and excursions. For local walks and regular outings sites must use the [Local walks and regular outings parent consent form \(DOCX 1.2MB\)](#). The content of these forms must not be altered. The content of the form must not be altered.

All schools, preschools and early childhood education and care services must ensure no child or young person participates in a camp or excursion without written or digital parental consent. Parents must be provided access to the policy, either online or in print, to review the requirements. Consent forms must include prescribed information and be submitted at least one week before the scheduled event.

## Digital Consent

For digital consent, forms must replicate the content of the [ED170 \(DOCX 1.2KB\)](#) and [Local walks and regular outings parent consent forms \(DOCX 1.2MB\)](#) and comply with legislative requirements. Schools must offer paper-based alternatives, verify parent email addresses, provide unique links for each child, and ensure third-party suppliers follow encryption and data protection standards in accordance with the departments ICT security and privacy policies.

## Consent waivers

Consent forms must not include a waiver clause absolving the site or department from the responsibility for an accident or injury to the child or young person. If waiver forms are required by a site for bookings, consult the department's Legal Services Directorate at [education.LegalRequests@sa.gov.au](mailto:education.LegalRequests@sa.gov.au) for advice.

The site leader is responsible for ensuring consent is obtained and relevant information is provided to the parents before the excursion.



# Local walks and regular outings

Local walks and regular outings are integral to educational programs in schools preschools and early childhood education and care services, promoting experiential learning, community connection, and physical wellbeing.

These excursions are activities conducted within the local area outside the site premises. They must align with the WHS Act, the [ACECQA National Quality Framework \(NQF\)](#) and relevant state regulations.

Annual parental consent is required for local walks and regular outings using the [Local walks and regular outings parent consent form \(DOCX 1.2MB\)](#)

## Risk assessment for local walks and regular outings

A [sports, adventure, camps and excursions risk management form \(DOC 1.7MB\)](#) must be completed for each of the local walks or regular outing to be undertaken by the site.. Each risk assessment must be reviewed regularly and updated every 12 months. A new risk assessment is not required for a local walk or regular outing if a comprehensive risk assessment was conducted less than 12 months ago and no new risks are identified. If new risks are identified or there are changes to the local walk or regular outing, a new or updated risk management form must be completed and updated consent sought from parents before their child can participate. Site leaders must ensure that risk management form for each of these excursions are accessible to parents upon request.

## 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 and record 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 at [education.PropertyServices@sa.gov.au](mailto:education.PropertyServices@sa.gov.au).

# Roles and responsibilities

## Site leader (principal or preschool director)

Ensure camps, excursions, and local walks and regular outings are planned and conducted in line with this policy and associated procedures before giving approval.

Ensure 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.

Ensure the needs of all children and young people are met, such as health, safety, medical and behavioural.

Ensure all workers meet screening and suitability requirements, are advised of their roles and responsibilities, and adhere to the requirements of this policy and associated procedures, including obtaining consent and authorities.

Endorse the selection of transport.

Endorse the curriculum component.

Approve the nomination of the teacher/educator/supervision-in-charge or responsible person in a preschool setting.

Exercise mandatory notification requirements, as appropriate.

## Teacher/educator/supervisor-in-charge or responsible person

Ensure the camp or excursion is suitable for all participants.

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

Plan and undertake camps or excursions in line with this policy and the [camps and excursions procedure \(PDF 850KB\)](#).

Ensure all relevant information about roles, responsibilities and obligations is clearly communicated to the supervisory team, 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 \(DOCX 1.7MB\)](#).

Exercise reasonable care and supervision throughout the duration of the camp, excursion, local walk or regular outing and ensure appropriate first aid is available.

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](#).

Ensure any injury or incident is reported to the department in line with the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required).

Exercise mandatory notification requirements, as appropriate.

## Workers

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

Comply with the [volunteer policy \(PDF 196KB\)](#) and [volunteer procedure for schools, preschools and care settings \(PDF 280KB\)](#).

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

Contribute to the risk management process by carefully assessing the range of activities and applicable risks and 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 including the use of activity equipment, including any required safety equipment.

Identify and manage specific risks identified in participants' health care plans.

Alert the specialist instructor or trainer to the behaviour management policy, individual health care plans when needed and mandatory notification requirements.

Exercise mandatory notification requirements, as appropriate.

## Specialist instructors or trainers

Collaborate with the teacher/educator/supervisor-in-charge on the following:

- respective roles of workers
- contingency and emergency management plans
- providing the teacher/educator/supervisor-in-charge with evidence of a current child-related employment screening or working with children check issued by the DHS Screening Unit with the status of 'not prohibited'.
- Comply with all reasonable instructions and directions of the site leader and teacher/educator/supervisor-in-charge
- 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 (supervisory team members 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 \(Cth\)](#) 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/educator, department employee or member of the site community but may be a private provider or a person employed by an external organisation.

## local walk

An activity that is part of the educational program that occurs regularly outside of the site premises within walking distance of the site and does not involve 'Adventure Activities' (see Sporting and adventure activities standard). The circumstances relevant to the risk management assessment are the same each time the activity occurs.

## materials and services charge

The fees charged by sites to cover the essential materials, resources, and services provided to students during their learning. This cost includes items such as textbooks, stationary, and access to school facilities. For families approved for School Card, this charge may be subsidised, allowing any remaining balance to be applied toward covering additional activities like camps or excursions. If the materials and services cost is

less than the subsidy or 'value of the standard sum', the difference may be used to offset the cost of camps or excursions.

## 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 all education and care services, 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 \(Cth\)](#)).

## regular outing

Pursuant to the Education and Care Services National Regulations (regulation 4) means a walk, drive or trip to and from a destination that the service visits regularly as part of its education program and where the circumstances relevant to the risk assessment are substantially the same on each outing.

## site

Includes:

- schools
- preschools (school-based and standalone) and programs operated by the preschool including occasional care and rural care
- learning and behaviour units
- independent and community-based learning centres (Flexible Learning Options).

## site leader

Principal or preschool director.

## teacher/educator/supervisor-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 (including teachers and educators)
- 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 \(DOC 453KB\)](#) (staff login required)

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

[Consent form for camp, excursion, sporting or adventure activity \(ED170\) \(DOCX 1.2MB\)](#) (staff login required)

[Local walks and regular outings consent form \(DOCX 1.2MB\)](#)

[Sports, adventure, camps and excursions risk management form \(DOCX 1.78MB\)](#)

## 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 \(PDF 723KB\)](#) (staff login required)

[Alcohol, tobacco and other drugs incident management procedure \(PDF 363KB\)](#) (staff login required)

[Bushfire preparation procedure \(PDF 581KB\)](#) (staff login required)

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

[Camps and excursions procedure \(PDF 850KB\)](#)

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

[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 \(PDF 642KB\)](#)

[Gender diverse and intersex children and young people support procedure \(PDF 246KB\)](#)

[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 \(PDF 622KB\)](#) (staff login required)

[Overseas travel – student excursions procedure \(PDF 574KB\)](#) (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 \(PDF 621KB\)](#) (staff login required)

[School and preschool enrolment policy \(PDF 724KB\)](#)

[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 \(PDF 716KB\)](#)

[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)

# Record history

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Approved by: A/Lead Director, Conditions for Learning

Approved date: 10 July 2024

Review date: 10 July 2027

Amendment(s): Inclusion of local walks and regular outings provisions for activities within walking distance from a site.

Version: 2.8

Approved by: Director, Conditions for Learning

Approved date: 23 November 2022

Review date: 23 November 2025

Amendment(s): Inclusion of reference to the 'safeguarding children and young people policy' and 'mandatory notification procedure'.

Version: 2.7

Approved by: Director, Conditions for Learning

Approved date: 21 July 2022

Review date: 21 July 2025

Amendment(s): Updated to include reference to gender diverse children and young people.

Version: 2.6

Approved by: Director, Conditions for Learning

Approved date: 8 February 2022

Review date: 8 February 2025

Amendment(s): Clarification of scope.

Version: 2.5

Approved date: 1 July 2021

Amendment(s): Incorporation of digital consent.

Version: 2.4

Approved date: 17 March 2021

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

Version: 2.3

Approved date: 15 September 2020

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

Version: 2.2

Approved date: 20 July 2020

Amendment(s): Clarification of the role and definition of the teacher-in-charge or responsible person in a preschool setting.

Version: 2.1

Approved date: 1 July 2020

Amendment(s): New branding applied to document, published as HTML document on EDi.

Version: 2.0

Approved date: 18 December 2019

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

## Contact

Conditions for Learning Directorate

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