

Camps and excursions procedure

This is a mandated procedure 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 procedure complements the [camps and excursions policy \(PDF 248KB\)](#) and should be read in partnership with that policy document.

This procedure describes the department's legislative, regulatory and procedural requirements for:

- ensuring the safety of children and young people and workers participating in camps and excursions
- planning and delivering of camps and excursions that are interesting, challenging and relevant to children and young people's learning
- identifying hazards and eliminating or minimising associated risks in relation to camps and excursions.

Scope

The requirements set out in this procedure are mandatory and must be complied with by all Department for Education (department) workers for all camps and excursions that occur off site.

This procedure also applies to programs operated by a site such as, but not limited to, occasional care and rural care services.

Local walks and regular outings within walking distance from the site are now included under this procedure to ensure all off-site activities are appropriately managed.

This procedure does not apply to work experience activities (covered by the [workplace learning procedure \(PDF 308KB\)](#)) organised by a site or children and young people moving within a site or adjacent campuses and facilities for example school community libraries and gyms that is an ongoing requirement of the site 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 procedure 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

Approvals for intrastate, interstate and overseas camps and excursions

Intrastate camps and excursions

Site leader approval is required using [ED169: application to conduct a camp or excursion form \(DOC 158KB\)](#) (staff login required).

Interstate (including use of government vehicles) camps and excursions

Education director approval is required using [ED169: application to conduct a camp or excursion form \(DOC 158KB\)](#) (staff login required).

Overseas travel and all forms of air travel other than scheduled and chartered

For example private aircraft, use of teacher-pilots, balloon flights, education director endorsement required.

Executive Director, Partnerships, Schools and Preschools approval is required for travel to level 1 countries.

Chief Executive approval is required for travel to level 2 countries.

See:

- [overseas travel policy \(PDF 191KB\)](#) (staff login required)
- [overseas travel – student excursions procedure \(PDF 160KB\)](#) (staff login required)
- [overseas travel student excursion application package \(DOCX 125KB\)](#) (staff login required).

Site leader responsibilities, planning, contingency and emergency management

Site leaders have a number of legislative, regulatory, policy and procedural responsibilities in relation to each camp or excursion. The following provide a checklist of these responsibilities:

- [site leader suitability confirmation – checklist \(DOCX 424KB\)](#) (site login required)
- [site leader confirmation and planning – checklist \(DOCX 421KB\)](#) (staff login required).

Camps and excursions must be well-planned, including routes, estimated arrival times and itinerary. See the [checklist to assist in planning camps and excursions \(DOCX 453KB\)](#) (staff login required) and [checklist to assist in planning local walks and regular outings](#) (staff login required) are available as resources to support this process.

These checklists may be used as published here or adapted by the teacher-in-charge and site leader for the planning of each camp or excursion.

The [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required) (see the [risk management](#) section in this procedure) contains a summary of the minimum requirements for the planning and delivery of a camp or excursion. Each minimum requirement should be read together with the relevant section in this procedure.

Exclusions

High-risk activities such as, but not limited to, the following are not permitted for children and young people to participate in on a camp or excursion:

- parachuting
- boxing
- quad biking
- rock fishing
- rodeo
- fixed wing gliding
- paragliding
- formula car racing or similar
- bungy jumping
- shooting.

Swimming activities are not recommended for under school age children. In circumstances where the site leader of a preschool considers that a swimming activity for under school age children is appropriate, the education director must approve the excursion, noting that children must be actively supervised (within arm's length – 1 to 2 metres) at all times.

Campsite selection

Requirements set out in this section are deemed to be met if the site chosen has been accredited through the:

- Australian Camps Association and the [Australian Tourism Accreditation Program](#) as part of the [Camp/Adventure Activity Provider Accreditation Program](#)
- [National Accommodation, Recreation and Tourism Accreditation \(NARTA\) scheme](#).

If a campsite is not independently accredited the site leader must be satisfied that the campsite is suitable, safe and meets a similar standard to one that is independently accredited.

The teacher-in-charge when assessing suitability must consider the group of children and young people who will attend, their requirements, educational outcomes to be achieved and other elements such as accessibility, medical considerations and the ability of workers to fulfil individual care plans that are in place.

If it becomes evident that any or all of the reflected needs cannot be met, then an alternative more inclusive/appropriate destination must be sourced.

Campsites managed by a religious organisation where a religious activity or program may be held

The department does not endorse the use of any specific campsite or camp service provider. If the school is considering using a campsite managed by a religious organisation and whilst in attendance at the camp, a religious seminar or activity would ordinarily be offered to students as part of the camp program, the principal must outline the seminar or activity in the 'activity information sheet' of the consent form.

It is the responsibility of the principal and the school community to ensure that when selecting such a campsite, they obtain a clear description of any religious seminars or activities that are proposed to be offered at the site, when they will be held, who will deliver them and the duration.

Parents must be given the opportunity to advise the site if they don't want their child or young person to participate in any religious activities. In this case, the child or young person shall be exempted from that activity and an alternative program or activity must be made available for the duration of the religious seminar.

Workers must provide meaningful alternative activities for those students whose parents have requested they be exempted from participating in a religious seminar or activity and cannot be made to suffer detriment for not participating. Where it is reasonably practicable and requested by a parent, this may include the option of an activity that focuses on the topic of ethics when offering an alternative activity.

If the school selects a campsite managed by a religious organisation, it is important that it is stipulated to the campsite:

- grace or prayers cannot be said before meals (non-religious thanks for the meal that is about to be eaten is acceptable)
- no religious content is to be conveyed while students are in attendance outside of religious seminars that have been pre-approved with the school.

Principals must issue a purchase order through EDSAS with the standard terms and conditions attached to the campsite owner/s. Item 2 of the schedule of the purchase order must be populated with the details of the services to be provided as above.

If the campsite owners do not commit to this, an alternate venue will need to be sourced.

For more advice about campsites managed by a religious organisation where a religious activity or program may be held contact Engagement and Wellbeing on 8226 2002.

State and national parks

The following procedures must be adopted when preparing for visits, of any duration, to parks administered by the Department for Environment and Water. This authority will issue approvals for routes and sites. The teacher-in-charge will:

- liaise with ranger staff to determine program possibilities, local conditions and any restricted areas

- notify the responsible National Parks SA office by using the contact details on the [find a park website](#)
- refer to the [Department for Environment and Water's safety website](#) for relevant hints and tips
- establish through the Department for Environment and Water any communication and other procedures that must be followed, particularly during bushfire danger periods (see [security management](#) and [emergency management and bushfire procedures for schools and preschools](#) (staff login required)).

Environmental impact

An important aspect of planning camps and excursions is to consider the possible environmental impact and ways of avoiding or reducing it. Discussion on this topic with children and young people is a useful means for them to participate in the planning process.

Consideration of the potential environmental impact is essential when planning visits to state and national parks, especially conservation parks, which require an understanding of the purpose of these parks and any constraints in relation to access and use of these parks.

Environmental impact considerations may include:

- method of transport into and out of an area
- availability of washing and waste and rubbish facilities
- the presence of animals or pets on a camp
- use of campfires and barbeque facilities
- refurbishment of campsites on departure.

Cultural considerations

When planning a camp or excursion, it is important to consider any potential cultural connections or significance.

Cultural considerations may include:

- identifying the local Traditional Owners of the area
- whether there is any cultural significance to the excursion or campsite
- whether or not there may be an opportunity to include Traditional Owners in the learning experience
- whether any Aboriginal students have a significant connection to the area.

Bookings

Bookings, where required, should be made well in advance and confirmed as soon as possible with confirmation obtained one week before the event. If there are changes in numbers of children or young people or dates, or cancellations that affect bookings, the teacher-in-charge should notify all relevant parties (that is businesses, providers, workers involved in the camp or excursion, families) as soon as possible. The site leader and teacher-in-charge should have regard to any terms and conditions associated with a camp

booking, including minimum notice periods for cancelling or altering bookings. For further advice regarding managing contractual terms and conditions please contact the Legal Services Directorate at education.LegalRequests@sa.gov.au.

Communications and call-in procedure

The site leader must ensure that communication equipment is available for use by site departmental employees on any camp or excursion, for example, mobile phones. For more extreme locations (such as a geology camp in a remote area), radio or satellite telephones might be required. See also clause 6.4 (Communications equipment) of the [core Australian adventure activity good practice guide \(PDF 957KB\)](#) for more examples of communication system types.

Regular communication is needed between the supervisory team and the school contact person. There must be a site-based contact person for all camps and excursions who can be contacted at all times.

Preschools must identify a contact person for the site as part of their planning and risk assessment. When no site departmental employee will be remaining at the site, the contact person may include the early childhood leader, the local education office or another site within the partnership.

A template of the call in procedure is provided for in the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required).

Contingency and emergency management and plans

The teacher-in-charge must ensure that plans include specific strategies to cope with minor and major injury, illness or other crises. All participants must have knowledge of these emergency procedures which is consistent with their role. Plans will vary in detail, according to the complexity of the crisis, the location and the mix of supervisory team members and children and young people.

Emergency management planning for each camp or excursion must be detailed in the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required). This must address specific emergency management for children with a known health condition.

In case of an emergency, such as the failure of the group to arrive at any scheduled destination or make a scheduled communication, the contact person must follow the 'call-in procedure' detailed in the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required):

- attempt to contact the teacher-in-charge and any alternate camp or excursion contact
- if contact is still not established, contact the following:
 - site leader
 - local SAPOL station
 - education director
- keep the appropriate phone close by, with periodic attempts to contact the teacher-in-charge, until contact has been re-established
- relay information to all involved personnel and emergency services as appropriate.

Outreach education

The department has a number of service agreements with major public organisations to develop R-12 programs for sites that improve children and young people's learning outcomes and support teachers. Refer to the [Outreach Education website](#) for suitable learning programs and [planning a visit](#) requirements.

Outdoor education and aquatics centres

If the supervisory team is arranging a camp or excursion to an outdoor education or aquatics centre, the staff of those centres can assist with planning and providing educational programs.

Instructors at the centres will have appropriate qualifications and ensure strict adherence to safe practice. The supervisory team must maintain a supervisory role and can participate in activities as negotiated with outdoor education or aquatics centre instructors.

The management of child or young person behaviour at these centres is a shared responsibility between the supervisory team and the centre instructors, noting that the duty of care for that child or young person still rests with the site. However, as the supervisory team understand their children and young people's behaviour management issues, they must where necessary share information with instructors relevant to conduct the particular activity, select groups and act as support persons.

Costs

As outlined in the [camps and excursions policy \(PDF 248KB\)](#), parents are liable for the costs associated with their child or young person's attendance on a camp or excursion.

In addition to those matters outlined in the camps and excursions policy, the site leader must make sure that all costs associated with the camp or excursion outlined in the parent consent form include all costs that the site has determined are incurred in providing the camp or excursion (including costs associated with any activities to be undertaken), unless the site has budgeted to subsidise all or part of the activities.

The breakdown must be transparent and, if requested, made available to parents.

Risk management

The site leader must ensure that any hazards are identified and controls implemented prior to a camp or excursion.

Examples of potential camp- and excursion-related hazards

Locality or destination:

- urban, rural or remote areas
- availability of appropriate facilities, including accessibility for children with a disability and gender diverse and intersex children
- availability and accessibility of communication
- access to emergency services and medical facilities

- evacuation protocols.

Transportation:

- bus or multiple person carriers
- private vehicle
- proposed route
- process for entering and exiting the site and the pick-up location or destination (describe how you will account for children when leaving the service to go on an excursion and how you will account for children when returning, eg a roll check and headcount as children exit the door of the service, and again as they enter through the door of the service)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for, for example:
 - leaving the service for an excursion – do a roll check and headcount as children are getting on the transport (vehicle), and check the service inside and outside to ensure no child is left at the service
 - arriving at the excursion destination – do a roll check and headcount as children are exiting the vehicle and physical inspection to ensure no child is left on the vehicle
 - departing the excursion to return to the service – do a roll check and headcount as children are getting back on the vehicle
 - upon return to the service – do a further roll check and headcount as children exit the vehicle
 - upon return to the service, after children have exited – the vehicle should be checked thoroughly to ensure no child is left on the transport; this includes looking under seats and in any storage areas, and having a second person physically check the transport
- ensuring requirements for [seatbelts or appropriate safety restraints](#) when transporting children are implemented as required by State legislation
- consider transport requirements for children with a disability.

Hygiene:

- facilities are clean, operational and in good repair
- toilet facilities are accessible and suitable for children and young people with a disability

Food:

- dietary requirements of workers and children and young people
- appropriate refrigeration facilities
- appropriate food hygiene, handling practices and facilities
- consideration has been taken for children and young people with special dietary needs or allergies.

Supervision and competence of employees and volunteers:

- appropriately qualified and adequate number of designated first aiders
- appropriate driving licensing requirements (see [first aid in schools and preschools](#) (staff login required))
- appropriate adult-to-child ratios depending on activities
- inclusion of workers with specialised skills to address individual support requirements.

Fit for work or impaired fitness:

- screening and suitability
- consumption of alcohol and/or drugs
- fatigue (see [vehicles and safe driving](#) (staff login required))
- known health conditions.

Inclement weather (see [inclement weather and sun protection](#) (staff login required)):

- rain
- hail
- wind
- dust
- heat.

Environmental:

- water hazards
- terrain
- venomous creatures and vermin
- falling objects
- severe weather or natural disaster or event such as bushfire or electrical storm.

Number, age and gender diversity of attending children and young people:

- infants and/or young children
- children or young people with disabilities or impairments
- gender diverse and intersex children and young people
- health and personal care support to children and young people with individual needs.

Risk assessment

To ensure children and young people and workers are safe, planning must commence by identifying hazards and managing risks with regard to health, safety and wellbeing in accordance with this procedure, before the camp or excursion takes place and must occur before the site leader gives approval. See the [safety](#)

[management procedure \(PDF 204KB\)](#) for information about managing risks.

The identification and management of risks on camps and excursions should be undertaken using the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required).

Where a recurring camp or excursion has an existing risk management form, this may be reviewed and implemented for the current activity and individual requirements of the current student group.

To meet this obligation, the teacher-in-charge and risk assessment team (see [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required)) must identify the safety issues associated with the camp or excursion and ensure that the appropriate controls are implemented.

Where the camp or excursion involves activity risks that are not reduced by those controls already listed in the sports, adventure, camps and excursions risk management form, the risk assessment team will need to identify those risks and identify risk controls to reduce those risks to an acceptable level.

A risk assessment is not required if the excursion is a regular outing and a risk assessment was conducted less than 12 months before the regular outing takes place and there has been no change in circumstances, meaning the details remain the same and the controls have been implemented and are effective in reducing risks to an acceptable level. Additional children and young people participating, seasonal changes and worker changes are deemed a change in circumstances and the risk assessment must be reviewed.

For more advice about risk management, contact the Work Health and Safety (WHS) Team on 8226 1440.

Specific activity safety considerations

In addition to the requirements outlined within this procedure and the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required), for the activities listed below, the teacher-in-charge must implement the following:

- Tent camping or residential camps:
 - A supervisory team member's pre-check of the toilet facilities and shower blocks must be undertaken to ensure that careful attention is given to safety aspects. Children and young people to travel in pairs or groups, accompanied by supervisory team leaders if necessary – 2 leaders recommended in this case. Leaders need to be sensitive to particular child or young person's needs and should plan accordingly.
 - Night games and hikes should be conducted in an area that has been checked during the day, and may require an increase in the ratio of leaders to children and young people.
- Performances, events, functions, pageants, festivals – public venues:
 - Children and young people should be encouraged to wear clothing that identifies them as part of the group, for example school uniform – bright hats or shirts are helpful in large crowds.
 - Children and young people must have a clear understanding of audience behaviour requirements before the visit.
 - Leaders should be spread throughout the children and young person group.
 - Programs should be booked well in advance to ensure a place and maximise opportunities

for learning.

- Minimise carrying of children and young people's bags to avoid storage and security problems.
- Children and young people should understand that they are in a public space, that they will need to respect others and be aware of dangers, as outlined in the Keeping Safe: child protection curriculum.
- All participants must be briefed and follow event and safety instructions.
- Implement the safety requirements pursuant to the [safety information for participation in community events instruction \(PDF 456KB\)](#).
- Participants must know contingency plans for children and young people who become separated from the group.
- A meeting place should be established for the group to return to should they break into smaller groups or become separated.
- Dinners, formals, graduations:
 - Information to parents must include the following:
 - times of start and finish
 - dress standards
 - who is required to attend
 - illegality of the consumption of alcohol by minors in public
 - issues related to consumption of alcohol by mature-age students (before, during and after the event), particularly with regard to driving.
 - If a function will be held at licensed premises and adult students, partners or parents are attending, the matter of alcohol and appropriate behaviour standards must be clarified with all participants in advance.
 - It is not recommended for alcohol to be consumed by any adults while children and young people are present. As per the [camps and excursions policy \(PDF 248KB\)](#), the consumption of alcohol and illegal drugs on camps and excursions is not permitted by supervisory team members.
 - Sites must refer to [catering, entertainment and gifts policy \(PDF 189KB\)](#) when considering the provision of alcohol at a site event. Generally any event where students are in attendance the provision of alcohol is not acceptable.
- Aquatic areas:
 - Contingency plans and safety preparations should address the possibility of children and young people falling into the water.
 - Additional staffing required to actively supervise young children at all times (see the [ratios](#) section in this procedure).

- Geology and science field trips:
 - Necessary safety measures must be taken, such as head and eye protection, use of correct geological hammers.
 - Quarries, road-cuts and mine workings are dangerous places – when rock faces are climbed or hammered, insecure rocks may be disturbed, possibly causing accidents and injury.
- Outback driving expeditions:
 - Conduct a [vehicle safety inspection](#) (staff login required).
 - Carefully select the environment with reference to the emergency action plan.
 - Complete the long distance or remote driving – travel management plan (remote areas) – see [vehicles and safe driving](#) (staff login required) to get the form.
 - Refer to [South Australian outback road warnings](#) for the latest information on open, restricted and closed unsealed roads.
 - Undertake vehicle/equipment induction for all participants in line with the [vehicles and safe driving](#) (staff login required) risk guidance.
- Bush kindy:
 - Consideration should be given to the following:
 - assessment of availability and appropriateness of toilet and nappy change facilities, taking into account the development levels of children
 - access to adequate shade and shelter
 - appropriate food hygiene and storage and access to drinking water
 - effective communication systems are in place and operating
 - assessment of educator-to-child ratios required for active supervision to ensure children’s health and safety
 - appropriate clothing and footwear for the environment and weather
 - assessment of specific environment hazards (such as undergrowth and snakes)
 - time of start and finish, taking into account arrival and departure times of children.

Bushfire prone areas

The following information is also contained within the [bushfire preparation procedure \(PDF 198KB\)](#) (staff login required).

Avoid planning camps or excursions (including bush kindy) in designated bushfire prone areas in the summer months, particularly between November and April, in favour of safer venues or periods of the year.

If a bushfire is burning prior to departure and is likely to threaten the intended campsite, then the excursion or camp must be cancelled.

The following steps must be followed if camps or excursions are conducted in bushfire prone areas or if travelling through bush fire prone areas during the bushfire season.

In advance:

- review the 4-day fire danger rating forecast on the Country Fire Service (CFS) website as well as general forecasts and weather warnings from the Bureau of Meteorology (BOM)
- if your camp or excursion is in the vicinity of the Victorian border, it is advisable to also check the Country Fire Authority (CFA) warnings and information
- inform the nearest CFS or Metropolitan Fire Service (MFS) station of the dates the group will be in the area
- identify nearby safe bushfire refuge locations, including those at the site, nearby sites and CFS safer places
- when seeking parental consent, inform parents of the procedures the site will adopt on total fire ban days or in the event of a fire.

Before and on arrival:

- give instructions to all participants about fire precautions, restrictions on the lighting of campfires in the open, total fire bans in national parks, procedures in the event of a fire and the location of firefighting appliances
- include in the fire precautions a prearranged fire alarm signal, and instruct participants to report to the teacher-in-charge at the camp or excursion's predetermined safe area immediately on hearing the alarm
- use a battery-powered radio to listen to local bushfire warnings and advice from the fire authorities – checks can be made with the CFS 24-hour information hotline (toll-free call to 1800 362 361) or the [CFS website](#).

Fire danger days

Take the following action on declared total fire ban days in the district, or when a fire is burning in the area:

- cancel trips into bushfire-prone areas
- if already on camp or excursion, maintain close contact with the local CFS
- be prepared for advice from an authorised emergency services officer to evacuate to a safe area.

See [security management](#) (staff login required) and [emergency management for schools, preschools, education offices and corporate offices](#) (staff login required) for more information.

Supervision

The site leader must nominate a teacher (teacher-in-charge) or educator (responsible person in a preschool setting) to be in charge and have ultimate responsibility, supervision and authority for the whole duration of any camp or excursion.

Supervisory team

The supervisory team consists of all those with a supervisory responsibility for the camp or excursion. These adults could therefore be a mix of the following:

- teachers, including the teacher-in-charge
- educators
- trainee teachers
- school services officers (SSOs), Aboriginal education workers (AEWs), early childhood workers (ECWs)
- workers with specialised skills (such as bilingual workers and health support workers)
- appointed instructors
- volunteers, for example parents.

Each member of the team must have a clear understanding of:

- the program, its purpose, the itinerary and any emergency and contingency plans
- the relative skills of supervisory team members
- their role and responsibilities within that group, including mandatory notification requirements
- all children and young peoples' individual support needs (where appropriate), and have skills to effectively communicate with them using established systems
- relevant work, health and safety issues.

This information should be recorded and distributed to all team members.

Members of the supervisory team must also:

- have knowledge of the environment where the camp or excursion will take place and be skilled at traversing such environments
- have knowledge of any hazards and risk controls, including those associated with reasonably foreseeable weather conditions
- institute risk controls specific to the planned activities and the nature of the child and young person group
- know contingency procedures, including when and how to call for emergency assistance
- observe strict health and hygiene practices
- have knowledge of each child and young person's individual support and communication needs, whilst maintaining an appropriate level of confidentiality
- be aware of safe work practices on the site and safe operating procedures that may be applicable.

Activity leaders or instructors are included in the supervisory team that makes up the camp or excursion ratio if they are present throughout the whole time the camp or excursion is taking place and they are exercising supervision responsibilities. If instructors are only there for part of the time to provide particular instruction

in an activity, then they only count towards the ratio for that particular activity.

Level of supervision

The site leader and teacher-in-charge of a camp or excursion must determine the level of supervision required to support all children and young people's safety and wellbeing, and ensure that it is maintained for the entire duration of the camp or excursion. Sites must undertake a risk assessment prior to an excursion to determine the appropriate level of supervision and required adult to child ratios (see the [ratios](#) section in this procedure).

Supervision requirements will be determined by considering:

- the age, maturity, ability, skills, development and needs of all children and young people
- the needs of children and young people with disabilities or special needs
- planned children and young people learning outcomes
- the nature of the activity
- reasonably foreseeable hazards and level of risk
- time of day
- location and environment
- the supervision level offered by other teachers, supervisors or instructors within the team.

There are 5 types of supervision options that can be considered for the purposes of the risk assessment. They include:

- direct – participating teachers are at the activity location, supervising and/or instructing each child or young person involved
- general – teachers oversee the total activity, which may be occurring in smaller groups
- indirect – teachers oversee the activity at a distance which ensures safety but minimises interruption, for example oversight of voluntary worker supervision of an activity at a sports camp
- self-reliant – teachers oversee the activity by employing very indirect supervision techniques such as:
 - discrete shadowing of the group
 - a series of checkpoints that students must visit
 - meeting the group from time to time along the way
 - predetermined telephone check times.
- cross-age tutoring – older students may work with young students, but teachers must maintain overall supervision and responsibility for the activity.

Parents must specifically consent to children and young people under 18 years of age participating in activities involving indirect or self-reliant supervision.

Self-reliant supervision is not generally considered appropriate for students below secondary school age, but

this will be determined by the risk assessment and those matters outlined above in this section. The style of these types of supervision reflects the degree of readiness (both mental and physical) of the children and young people involved.

The type and/or style of supervision may need to change during an activity if there is a change in:

- the condition of the children and young people, such as fatigue, health care needs or injury
- other factors such as equipment failure or the weather.

The teacher-in-charge must be prepared to promptly alter the style of supervision as necessary.

Ratios

The adult-to-young person ratio must reflect safe practice. As such, the site leader and teacher-in-charge must use minimum supervision ratios where they are provided for in departmental policies or procedures or as outlined below.

Camps and excursions:

- For activities not included in this procedure, it is the responsibility of the site leader and teacher-in-charge to determine a safe ratio, considering the following:
 - ratios provided for in the sporting and adventure activities standard
 - suggested ratios for similar activities
 - reasonably foreseeable hazards.
- Unless provided for specifically in this procedure or the sporting and adventure activities standard in relation to a particular activity being undertaken on a camp or excursion, there must be 1 teacher-in-charge.
- Site leaders must ensure compliance with the following minimum adult-to-child and young person ratios, noting that a risk assessment may indicate that additional supervision or adult-to-child ratios may be required to ensure children and young people's health and safety:
 - 1:6 for preschool to year 2
 - 1:10 for years 3 to 6
 - 1:15 for years 7 to 12.

Local walks and regular outings:

- Local walks and regular outings are defined as short excursions within walking distance from site premises. Site leaders must implement minimum supervision ratios (within the National Quality Standard requirements) that are suitable for the conditions of the local walk or regular outing identified in the risk management plan:
 - 1:11 for preschools (where all children participating are over the age of 36 months)
 - 1:15 for schools
- Additional supervision or adult-to-child ratios must be implemented if a risk assessment

identifies this is required to ensure children and young people's health and safety.

Adult-to-child and young person ratios for specific activities:

- bus tours, caravan parks, residential camps, outside public venues (parks, gardens and zoos)
 - minimum adult-to-child ratio as outlined above
- tent camping
 - 1:6 for reception to year 2
 - 1:10 for years 3 to 12
- dinners, formals and graduations
 - 1:20 for years 7 to 12
- performances, events, functions, pageants and festivals – public venues
 - highly dependent on factors such as venue, crowd size, children and young people seated or circulating and whether activities are conducted in small groups or as a whole group
- aquatic areas
 - ratios will be dependent on the outcome of the risk assessment
 - children in a preschool setting must be actively supervised (within arm's length – 1 to 2 metres) at all times when there is a risk of access to any water hazard (see [water safety in education and care settings \(PDF 352KB\)](#) (staff login required))
 - ratios for preschools must be endorsed by the education director
- geology and science field trips
 - 1:15 for years 11 to 12
- outback driving expeditions
 - 1:4 for years 3 to 12
 - minimum of 2 vehicles and 2 adults required.

All specified ratios should be complied with unless:

- the program is modified to allow for an increase or decrease of supervisors and this modification is identified in the application to conduct an excursion approved by the site leader
- the camp or excursion involves adult students, and conditions suggest they are able to take responsibility for their safety – this must be clearly stated on the consent form.

Refer to [sporting and adventure activities](#) (staff login required) for specific ratio and other safety information and advice about individual activities.

Gender balance of supervisory team

Schools with mixed gender child and young person groups must have mixed gender supervisors unless parents have approved of alternatives during the consent-seeking process. In addition, where students are

embarking on overnight camps, schools are encouraged to consider implementing staffing arrangements where supervisory team members are drawn from the students' school and known to the students attending the camp.

Sleeping arrangements

No member of the supervisory team should sleep alone in the same dormitory or accommodation as child or young person participants. If it is determined by the site leader that a supervisory team member sleeping in the same facilities as those occupied by child or young person participants is necessary to mitigate an identified risk, then the location must be revised as not approved and other more suitable arrangements must be implemented.

If active care of a child or young person with a disability is required overnight, that is by a parent or nurse, the site leader must consider matters such as sleeping placement, duty roster and communication processes prior to approving the location and ensuring such details are outlined within the individual child or young person's support plan and communicated to all supervisory team members.

Refer to the [gender diverse and intersex children and young people support procedure \(PDF 247KB\)](#) for advice about appropriate sleeping arrangements for a gender diverse or intersex child or young person.

Specialist instructors and outdoor education providers – qualification requirements

Activities for which teachers do not have the skills, qualifications or experience to conduct, require the site leader and teacher-in-charge to appoint qualified specialist instructors. An appointed instructor also owes a duty of care to children and young people. The level of involvement of the supervisory team will vary according to their skills, the instructor/s and the children and young people group. However, a member of the supervisory team must at all times supervise the educational program and ensure that activities are managed to meet the needs of the children and young people.

Where the activity is not listed in the sporting and adventure activities standard or in this section, the teacher- in-charge or the site leader may seek advice from relevant government departments or governing bodies and associations (such as Recreation SA or the Office for Recreation and Sport) to determine reasonable instructor qualifications.

Qualifications or training required for the following:

- tent camping:
 - training in camping skills as stipulated in the [Australian Adventure Activity Camping Good Practice Guide](#), covering setting up camp, sanitation, care and supervision of children and young people on camps, outdoor cooking, environmental impact and emergency procedures
 - experience in supervising children and young people in camping situations in a variety of terrains and weather conditions
 - bushwalking, bicycle touring, canoeing or sailing skills as appropriate
- outback driving expeditions:

- training in four-wheel driving (RIIVFH305F – see [Fleet SA driver training and education services](#)) and maintenance, and therefore the ability to repair a vehicle, especially to safely change a tyre
- possession of current Australian driver’s licence ability to control cars in a convoy
- competent to teach driving safety
- ability to ensure minimum environmental impact
- current First Aid Certificate – Remote HLTAID005
- skills in:
 - leading groups
 - driving four-wheel drive vehicles using low and high range gears
 - use of communication equipment
 - planning outback expeditions
 - route-finding in outback Australia.

Before approving the appointment of specialist instructors, the teacher-in-charge or site leader should seek confirmation of the instructor’s qualifications from the instructor or relevant governing body.

Child protection

Camps and excursions create opportunities for extended and relaxed contact with children and young people, during which supervisors might notice physical or emotional signs that suggest a child or young person is or may be at risk of harm. All camp or excursion workers are by law mandated notifiers. If a person has reasonable grounds for suspecting that a child or young person is or may be at risk, they must notify the Child Abuse Report Line on telephone (13 14 78) as a priority or through the [online child protection reporting system](#).

If an allegation of a child or young person being placed at risk is made against a supervisory team member, the matter must be reported to the Child Abuse Report Line and the Incident Management Directorate on telephone (8226 1604) or email (education.IMDIntake@sa.gov.au) as a priority.

Supervisory team members may observe inappropriate behaviour between adult supervisors and children and young people. In these situations, the inappropriate behaviour must be raised with the adult concerned so that the behaviour stops. The actions taken need to be documented and the site leader notified.

Site leaders must take appropriate action immediately in relation to allegations that a child or young person has been placed at risk or allegations of inappropriate behaviour against members of the supervisory team, including but not limited to, consideration of the person’s removal from the situation such as a direction away or other duties.

All incidents must be reported by the site leader through the Incident Response Management System (IRMS) as soon as practicable after the event. See the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required).

Any allegations of a sexual nature must be dealt with in accordance with the [managing allegations of sexual](#)

[misconduct in SA education and care settings guideline \(PDF 946KB\)](#). As such, the teacher-in-charge must immediately report the matter to the South Australian Police, the Child Abuse Report Line, the parents of the victim (unless a parent is the accused person), the site leader and the Incident Management Directorate.

The site leader must ensure that all supervisory team members are screened in line with the:

- [screening and suitability – child safety policy \(PDF 228KB\)](#)
- [volunteer policy and procedure](#) (staff login required).

An organisation that provides, amongst other things, education, sporting or adventure and recreational services wholly or partly for children and young people is required to have in place appropriate policies and procedures to ensure that appropriate reports of risk are made under Chapter 5 of the *Children and Young People (Safety) Act 2017* (SA), working with children check obligations are met, and a child safe environments compliance statement is lodged with the Department of Human Services ([child safe environments](#)).

From a department site perspective, the teacher-in-charge must make sure that the place to be visited or the organisation engaged by the school for any camp or excursion is suitable and safe. When assessing suitability, the teacher-in-charge must consider the group of children and young people who will attend, their individual requirements, educational outcomes to be achieved and other elements such as accessibility, medical considerations, and the ability of workers to fulfil individual care plans that are in place. If it becomes evident that any or all the reflected needs cannot be met, then an alternative more inclusive and appropriate destination or organisation must be sourced.

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

Purchase orders for campsites

Site leaders must issue a purchase order through EDSAS with the standard terms and conditions (see the [schools and preschools procurement procedure \(PDF 148KB\)](#) (staff login required)). EDSAS purchase orders include a clause titled 'suitability of persons' that has been included to stipulate the child protection obligations of third-party providers when being engaged by the department to provide services to children and young people. When hiring a campsite, you need to tick 'yes' to the following statement on the purchase order:

Child-related employment screening and related obligations required for contractor personnel as per clause 24 and 25 (relating to suitability of persons).

Ticking 'yes' to this statement tells the campsite operator they must, amongst other things, ensure:

- staff, volunteers and contractors have a current relevant history assessment recognised by the department
- child safe environments are provided at all times
- unsuitable persons are not permitted or allowed to be involved in the operation of the campsite where it relates to the site's children and young people
- notifications of children or young people being placed at risk are made to the Child Abuse Report

Line as a matter of priority

- any incidence of an unsuitable person being identified on the campsite is immediately reported to the department.

The campsite operator is responsible for assessing their ability to meet all requirements of the purchase order including the suitability of persons clause. When a campsite operator sends an invoice back to the site, this is their assurance that they understand and agree to meet all requirements.

For this reason, it is imperative that schools issue a purchase order to a campsite operator clearly indicating the suitability of persons clause applies and checks that the campsite operator has issued an invoice before the camp commences.

Site leaders must confirm with campsite operators that their staff, volunteers and contractors have a current working with children check and can do so at any time during the camp.

Consent

The site leader must ensure that consent is obtained and information is provided to parents as outlined below. Completed and signed consent forms for:

- schools – must be stored within an official school file (this can be the student file or a specific camps and excursions site file)
- preschools – must be stored and kept with the child's enrolment record.

For regular activities occurring within walking distance of the site, and which do not include any adventure activities, sites can use the local walks and regular outings consent form.

For camps and all other types of excursions, including any excursions where children/students will be transported to a destination and/or adventure activities are part of the excursion, sites must use the ED170 camps and excursions consent form.

The content of the consent forms must not be altered, to make sure the department meets its legislative obligations. No information should be removed from the form but sites can, if they deem necessary, add space for additional information or attach additional information for parents' consideration.

Where English is not a family's first language and they have identified on the enrolment form or during the enrolment process that an interpreter is needed, it is a requirement for camp or excursion consent forms and information to be translated.

Digital consent

Any site that has transitioned and is using the department's Education Management System (EMS) may generate the department's consent form electronically by going through the Forms and Interviews tab and selecting the camps and excursions consent form template from the dashboard, inputting the specific camp or excursion details (including relevant attachments that is maps, lists) and send that electronically to the parent for their signature.

A signature in this case will be the parent indicating consent by selecting from a drop-down menu (permission given/permission not given) or by providing an electronic signature. Once the parent has electronically signed the consent form, they must then send it electronically back to the site for appropriate

attention and record keeping.

Where consent is being obtained digitally using an online mechanism other than EMS, digital forms used must replicate the content of the relevant consent form 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 and young person when requesting consent
- make sure that they first complete a risk assessment of the use of the third-party supplier (i.e. forms software) to consider any privacy or cyber security risks associated with storing personally identifiable information and make sure its use 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.

For advice or assistance in conducting a risk assessment for electronic consent systems, contact ICT Services on:

- 8204 1866 (metro)
- 1300 363 227 (regional)
- the [edIT portal](#).

Where English is not a family's first language and they have identified on the enrolment form or during the enrolment process that an interpreter is needed, it is a requirement for camp or excursion consent forms and information to be translated.

Consent form requirements

For any activities outside the site grounds or beyond operating hours (including routine outings), the following is required:

- written or digital consent of parents or adult students must be obtained prior to the activity taking place using the [ED170: parental consent form \(DOC 103KB\)](#) (staff login required) or the local walks and regular outings consent form (staff login required) as applicable
- the consent form is provided by a parent
- a copy of this procedure is available to parents upon request
- where a new risk assessment is required for a routine outing (for example due to a change in circumstances), a new consent form must be completed and provided by a parent
- the parent agrees to the behaviour management requirements and expectations applicable to the child or young person participants (see the [standards of conduct](#) section in this procedure)
- the authenticity of a signature must be checked if doubts arise about its validity (that is, compare the signature against signatures supplied by parents on the child or young person's records held in

relevant site files)

- if obtaining electronic consent from a parent, verify the email address in the received email is the same as that supplied by them as their nominated and authorised means of communication
- the ED170 parent consent form provided by a parent states prescribed information including:
 - the child or young person's name
 - the reason the child or young person is to be taken outside of the premises or beyond operating hours
 - the date the child or young person is to be taken on the camp or excursion
 - a description of the proposed destination for the camp or excursion
 - the method, means and specific requirements for seatbelts or appropriate safety restraints of transport to be used and route to be taken for the camp or excursion
 - the proposed activities to be undertaken by the child or young person during the camp or excursion
 - the period the child or young person will be away from the premises for example estimated departure and return times
 - the anticipated number of children or young people likely to be attending the camp or excursion
 - the anticipated ratio of educators to children or young people attending the camp or excursion
 - the anticipated number of site departmental employees and any other adults who will accompany and supervise the children or young people on the camp or excursion
 - any specific medical or management plans for the child or young person while attending the camp or excursion, in addition to those already in the child's site file
 - the [sports, adventure, camps and excursions risk management plan \(DOCX 2.1MB\)](#) (staff login required) has been prepared and is available at the site
- In addition:
 - obtain any parenting or court orders or access arrangement information pertaining to a child or young person
 - if an intervention order (IO) is in force, the organiser must notify other persons involved with the supervision of the child or young person of relevant IO conditions
- contain the following within the activity information sheet of the ED170 consent form:
 - educational purpose of the activity
 - location and itinerary
 - activity schedule
 - supervision arrangements, including the ratio of children to educators and additional adult

supervisors

- relevant safety precautions
- facilities available
- pertinent sleeping accommodation
- information, for example specific consent required for some child or young person's to sleep on top bunks of bunk beds
- contingency plans, including alternative programs
- specialised clothing or equipment that will be required
- cost of the activity and details of any financial assistance available
- site-based contact person and telephone number
- site contact details
- programs planned for children and young people unable to attend.

In addition to the above, supervisory team members must take particular care to explain to parents the nature of any self-reliant activities.

Separate consent forms are required for each camp or excursion. However, if there is to be a series of activities, to take place on a regular basis, one [ED170 parent consent form](#) can be used to encompass them all provided individual activities, dates, location, cost, transport, supervision arrangements and start and dismissal times are listed. This consent must be obtained annually at the beginning of every academic year.

Regular excursions to locations within walking distance of the site can be captured in the [local walks and regular outings consent form](#), with consent obtained annually at the beginning of the academic year.

Parents must be advised (within the consent form) about the dates, location, cost, mode of travel, supervision arrangements, activities to be undertaken and start and dismissal times.

Parents may be provided with a copy for their own records. Original copies of consent forms must be held at the site for audit purposes (these do not need to be filed in student files but can be filed in a specific camps and excursions site file).

To ensure that staff can fulfil their duty of care obligations, it is important for them to be able to easily access the information provided in the consent form (including any attachments) about the children and young people attending the camp or excursion, especially in the event of an incident.

If a child or young person has not returned a signed consent form:

- for camps or excursions that do not require an overnight stay, that is same-day-return, the child or young person's parent must be contacted to obtain written consent to confirm participation by fax, email or text message – if consent is not provided by them, alternative arrangements must be made for the child or young person, for example, participation in a program for children and young people not attending the excursion, or collection of the child or young person if necessary
- for camps involving overnight stays, the child or young person must not take part unless a signed consent form is provided by the parent and alternative arrangements must be made for the child or

young person.

If the supervisory team members have questions about the interpretation or application of a court order and consent, they should email the Legal Services Directorate as early as possible before the camp or excursion at education.LegalRequests@sa.gov.au.

Transport

Site leaders must endorse the selection of transport according to the criteria discussed in this section, and can approve all travel within the state using:

- department owned, school owned, and chartered buses
- public transport
- scheduled and chartered air travel
- watercraft
- private vehicles.

Refer to the following procedures and webpages for information, guidance and instruction:

- [overseas travel – student excursions procedure \(PDF 160KB\)](#) (staff login required)
- [domestic travel procedure \(PDF 145KB\)](#) (staff login required)
- [school transport services and travel allowances](#) (staff login required)
- [motor vehicle procedure \(PDF 236KB\)](#) (staff login required)
- [use of private motor vehicle for work related purposes procedure \(PDF 161KB\)](#) (staff login required)
- [school transport policy \(PDF 383KB\)](#)
- [vehicles and safe driving](#) (staff login required).

For advice about departmentally owned yellow school bus and school owned bus requirements and responsibilities of sites relating to the school transport policy, contact Transport Services on 8226 3872.

A vehicle carrying children and young people must be:

- equipped with seat belts and approved safety restraints (where relevant)
- registered (registration fee includes compulsory third party personal injury insurance)
- in a serviceable mechanical condition
- as a minimum, covered by third-party property insurance.

National child restraint laws were introduced in South Australia from 1 July 2010 to help protect children in the event of a crash. There are different requirements for children between birth and 7 years and the type of restraints that can be used and the seating location. Children that are 7 years or older can use a seatbelt only when they are tall enough for it to fit properly, approximately 145 cm tall. For more information, see the [My Licence website](#).

Privately owned motor vehicles

Site departmental employees, volunteers or young people who offer to use their own cars to transport children and young people must confirm in writing, by signing the [students travelling in private motor vehicles – agreement form \(DOCX 386KB\)](#) (staff login required) and submitting it to the teacher-in-charge, that they accept the department's conditions before the site leader approves the mode of transport for that camp or excursion. No employee can be required to use their private vehicle for work purposes. Cars driven by young people (P1 or P2 licence holders) should only be used as a last resort and only in exceptional circumstances where sites cannot provide a bus service or engage the support of adult fully licensed volunteers.

Preschools must comply with educator-to-child ratios at all times and ensure children are actively supervised, therefore it is not recommended that preschool children are transported in privately owned motor vehicles. When a privately owned motor vehicle is used, the driver is not to be included within the educator-to-child ratio.

When approving the use of private vehicles to transport children and young people, site leaders must ensure that:

- parents' written consent to the camp or excursion covers travel in a private vehicle including the name of the driver and type of vehicle to be used
- parents' written consent is obtained for those specific children or young people who are placed and will be transported by a person in the approved private vehicle
- drivers are responsible, drive safely, and comply with the [vehicles and safe driving requirements](#) (staff login required)
- learner drivers do not carry children or young people
- drivers with a full or provisional licence only transport children and young people in line with the conditions outlined in this procedure – the [My Licence website](#) has more details on licence restrictions including that P1 drivers under the age of 25 must not drive with more than 1 passenger aged 16 to 20 years (excluding immediate family members)
- as a minimum, the vehicle is covered by third-party property insurance
- potential drivers are aware that neither the site nor the department is liable for reimbursing any out-of-pocket expenses incurred as the result of an accident
- if the driver is a child or young person who has not attained 18 years of age, their parents' written consent is obtained for the child or young person-driver to use the vehicle to transport other children and young people.

Before submitting the agreement form site, departmental employees wishing to use their private vehicle for work related purposes must seek the approval of their site leader. Approval may be for a period up to 12 months (see the [use of private motor vehicle for work related purposes procedure \(PDF 161KB\)](#) (staff login required) for more information).

The site leader must authorise reimbursement of reasonable travel costs from site funds.

This section does not apply to private transport arrangements (by or between parents) to or from camp or

excursion locations or site organised transport points where the driver is not a member of the supervisory team or undertakes transport on behalf of the site as a volunteer and supervision or care is transferred to or from the teacher-in-charge.

Students may use their privately owned motor vehicles to travel to and from a site organised excursion. As long as parents have been advised, signed the agreement form and have consented to these arrangements through the consent seeking process. In these cases, an excursion may commence and conclude at a specific start time and place. The risk assessment will need to take account of things like, student age, time of excursion (especially if the excursion is in the evening) and potential risks in public places.

Parents of students who are only passengers in private motor vehicles must be advised of and provide consent to the travel arrangements in the parental consent form.

Supervision in private motor vehicles and small buses not categorised as a heavy vehicle

Having another adult as a passenger, to provide supervision, should be considered best practice to promote the safety and wellbeing of students and staff. However, the parent or staff member may transport a number of children alone if:

- the parent or staff member is not transporting a single child (that is 1:1) at any time
- the site leader has approved the mode of transport, considering:
 - age of the children and their care needs
 - expected behaviour of the children (that it is safe to be the driver and supervisor if the children are unlikely to follow instructions)
 - contingency plans in place if something goes wrong (that is, mobile phone failure, isolation or area in which travel is taking place)
- parental consent has been obtained for each of the passengers
- the risks have been considered, mitigated against and listed in the risk assessment.

Government owned motor vehicles (excluding departmentally owned yellow school buses)

Use of a departmental fleet vehicle is subject to a range of conditions set out in the:

- [motor vehicle procedure \(PDF 236KB\)](#) (staff login required)
- [vehicle and safe driving webpage](#) (staff login required).

Only authorised personnel are permitted to drive a government vehicle, unless approved otherwise by the appropriate delegate, as outlined in the motor vehicle procedure.

Standing approval is granted to departmental school students, clients and customers, in addition to volunteers, mentors, carers and birth parents of young people and children under the Guardianship of the Chief Executive of the Department for Child Protection to travel in government plated vehicles for

departmental business.

Accidents involving a motor vehicle

Site leaders are responsible for ensuring all incidents are managed in accordance with the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required) and the [motor vehicle procedure \(PDF 236KB\)](#) (staff login required). Driving incidents include:

- vehicle crashes
- vehicle damage
- personal injury arising from driving related incidents
- property damage arising from a driving incident.

For CTP claim related matters where the accident occurred before 1 July 2016, contact Berkshire Hathaway Insurance Group CTP SA on 1300 618 389.

For CTP claim related matters where the accident occurred on or after 1 July 2016, contact the [CTP Insurance Regulator](#) through their website or on 1300 303 558.

Bus transport

Minimum bus requirements include the following:

- buses must have sufficient seating capacity to comfortably accommodate all participants and luggage must be stored safely
- if required, buses should have provision for wheelchair-bound children and young people, for example chair stowage (see the [school transport policy \(PDF 383KB\)](#))
- private bus charter companies must have back-up services in case of breakdowns
- a current safety label of inspection must be affixed to the bus windscreen
- buses with seat belts must be used unless there is no availability within a reasonable distance from the site.

Licensing must comply with the following minimum standards, which apply to departmental teachers and volunteer bus drivers as well as to chartered bus drivers:

- drivers must have a Class LR, MR or HR licence and have recent experience in the type of bus to be driven and the terrain to be covered
- where buses and/or drivers are hired from groups other than the department or school councils or preschool management committees, the operators and drivers must be accredited under the [Passenger Transport Act 1994 \(SA\)](#) and possess a current authorisation certificate
- all drivers must complete an [ED222: application for approval to drive a school bus form \(PDF 187KB\)](#) (staff login required) to be approved by the site leader prior to driving the vehicle.

To comply with Heavy Vehicle National Law travel arrangements, sites must populate the company accreditation details and the driver accreditation details on the application to conduct a camp or excursion

form, for the site leader's approval.

For ongoing arrangements with 1 transport company where the specific driver accreditation details are not known at the time sites are filling out the application to conduct a camp or excursion, fill in the company accreditation details only for the site leaders approval, and then either ask the company prior to the arrival of the driver or ask the driver upon their arrival at the site for a copy of their accreditation details. Store those details together with all other documentation on the relevant camp or excursion site file.

This requirement only applies to contracted bus services, not Adelaide metro public transport.

The following seating considerations must be considered:

- all children and young people are required to have their own seat
- where seat belts are fitted, only that number of passengers may occupy the space and the seat belts must be worn and properly secured.

Organisers and drivers must be familiar with the [school transport policy \(PDF 383KB\)](#). Drivers of private buses that are hired must also comply with the [Road Traffic Act 1961 \(SA\)](#) and relevant regulations, regardless of whether they are volunteers, teachers or commercial operators.

All drivers must adhere to the Heavy Vehicle National Law when driving a vehicle over 4.5 tonne gross vehicle mass (GVM). Further information is available at the [National Heavy Vehicle Regulator](#) (NHVR) website.

The driver and the teacher-in-charge must ensure that there are sufficient rest periods in accordance with the NHVR where buses are used.

An adult must provide guidance to the driver when reversing a bus or parking it in a congested or tight parking area.

Supervision on buses

The site leader must ensure that:

- centre-based services in scope of Schedule 1 of the [Education and Early Childhood Services \(Registration and Standards\) Act 2011 \(SA\)](#) (known as the National Law) and the [Education and Care Services National Regulations](#) comply with educator-to-child ratios and ensure that there is a departmental employee travelling on the bus who holds a current approved first aid qualification including anaphylaxis, asthma and first aid management (HLTAID012 – Provide first aid in an education and care setting (or a current HLTAID004-Provide emergency first aid response in an education and care setting))
- the supervisory team-to-children and young people ratio is adequate
- there is at least 1 site departmental employee (see definition below) who is a passenger on each bus, regardless of who is driving the bus (this person may be employed at any government site) – this minimum standard applies whether the means of transport is a chartered bus or public bus, train or tram
- the site has developed a policy for supporting a child or young person's behaviour on buses, which is well known to all supervisors and is acted upon.

While travelling on a bus or public transport, the minimum supervision ratio (1 site departmental employee

who is a passenger on each bus or public transport) applies. As soon as students alight from the bus or public transport, there must be 1 teacher-in-charge and enough adults present to meet the general or prescribed supervision ratio.

The risk assessment should take into account factors including the distance to be travelled, the age and nature of the student group and the ability of the departmental employee (passenger) to manage the safety of students (especially in circumstances where they may be in contact with members of the public). This must be approved by the site leader ahead of minimum supervision ratios being confirmed as adequate. This must be submitted with the approval to conduct a camp or excursion form.

Aircraft

Before approving or seeking other approvals for charter or private air travel, the site leader must ensure that:

- the pilot holds a current commercial pilot's licence and holds or works under an air operator's certificate
- the aircraft owner holds a current public liability insurance policy which, in the event of a claim from a passenger or their parents, provides cover of not less than \$5 million in respect of any one claim (not event).

The site leader or their delegate should sight the pilot's commercial licence, air operator's certificate, current medical certificate card and public liability insurance policy. The site leader or teacher-in-charge should obtain and retain a copy (photocopy, fax or scanned image).

Water transport

Advice should be sought directly from the vessel operator for information on certification, licensing and safety before hiring or using commercial watercraft or vessels. The vessel operator should be in a position to provide a copy of the vessel's safety management system upon request. The Australian Maritime Safety Authority can be contacted for general information regarding certificates of operation and safety management systems for a vessel, on 1800 627 484.

Standards of conduct

The Code of Ethics for the South Australian Public Sector sets out the professional standards of every public sector employee (see [your responsibilities as a public sector employee](#)). It's the responsibility of each person employed in the public sector to familiarise themselves with the Code of Ethics and ensure that they follow it.

A camp or excursion is an extension of the site; consequently site leaders are responsible for ensuring participating children and young people (as well as parents) are aware that the site's discipline policy applies off site, especially if behaviour endangers others. Further, that processes for dealing with cases of serious misbehaviour, for example arrangements for parents to remove their child from a camp or excursion, are clear and in place as part of the consent-seeking process.

The key to minimising difficulties arising from misbehaviour or rule-breaking on camps and excursions is to require children and young people and parents to accept clearly explained rules and other requirements as a

pre-condition for participation.

First aid, safety and equipment

Site leaders must ensure that children and young people can access first aid support at all times. Due consideration should also be given to emergency response times when selecting a camp or excursion location and intended route to destination.

Refer to the [first aid and infection control standard \(PDF 239KB\)](#) for guidance and instruction of designated first aider numbers and first aid kits.

Where a child or young person requires a first aid intervention outside of standard first aid training (for example complex or invasive health care needs), a worker approved by the [Access Assistant Program](#) must be present to provide such assistance as needed.

Where a child or young person has a health care plan of a specific nature, relevant supervisory team members must have undertaken the training and have specific knowledge of the procedures to be taken in the event of an incident involving that child or young person. Health care plans are provided to relevant supervisory team members on a need-to-know basis only. All medication that may be required must be kept in close proximity to the relevant child or young person and be readily available at any given time, in accordance with the relevant health care plan. See [medication management](#).

Infection control

For guidance and instruction on infection control, refer to the [first aid and infection control standard \(PDF 239KB\)](#) and SA Health standards as detailed on the [You've Got What?](#) page.

Public health pest management that is head lice, mosquito and scabies management information is on the SA Health website.

Clothing and equipment

The camp or excursion teacher-in-charge must ensure that the required safety equipment for particular activities is on hand and that relevant participants have been trained in its correct use. Documentary evidence of such training, qualifications or certification is required, along with evidence of a formal meeting of supervisory team members which includes health and safety issues as an agenda item.

Camp or excursion workers and participants must take clothing suitable for the predicted and possible weather and environmental conditions. Preschools should consider taking additional spare clothing. Refer to the site's inclement weather and sun protection policy for more information.

If an activity requires specific equipment and clothing to be supplied by children and young people, details should be sent home as soon as possible, giving families a reasonable time to gather the items. Leaders should inspect equipment supplied by children and young people to ensure it is safe and meets the requirements of the activity. Where possible, supervisory team members should also confirm children and young people have brought appropriate clothing with them.

Teachers should be mindful of the expense likely to be incurred by families, understanding that in some instances, cost of equipment and specialist clothing may prevent some children and young people from

participating. Where possible, other methods of acquiring the equipment and clothing should be explored, or alternative activities could be considered.

Examples of common camping equipment is provided in appendix 1 of the [Australian Adventure Activity Camping Good Practice Guide](#). However, the equipment required and the appropriate 'type' of equipment used is dependent on the specific context of the activity.

When developing procedures for the use of cooking equipment that is stoves or fire, workers must include the matters outlined in clause 6.2 of the [Australian Adventure Activity Camping Good Practice Guide](#).

Shelter

The teacher-in-charge must ensure that adequate shelter is available to protect participants in all reasonably foreseeable circumstances. The shelter provided will depend on the type of activity and the amount of time to be spent outdoors.

When selecting camping or sleeping locations the teacher-in-charge must consider those factors outlined within clause 5.5 of the [Australian Adventure Activity Camping Good Practice Guide](#).

Bunk beds

Bunk beds at campsites must conform to Australian Standard 4220—2010. When bunk beds are used:

- children under 6 years must not use top bunks
- parents must give written consent for children between the ages of 6 and 8 to sleep on top bunks.

Tents

Site leaders should check tents to make sure they offer adequate protection from cold and wet conditions.

Mattresses should be checked to make sure children and young people do not sleep on damp or contaminated beds.

Accidents, incidents, insurance and claims

Injury and sickness

If a child or young person requires immediate first aid, other than of a minor nature, or further medical attention, the teacher-in-charge must call for an ambulance for urgent medical assistance and make all reasonable attempts to notify parents of the injury or illness as soon as reasonably practicable. Workers should avoid transporting injured children and young people where possible. The site leader must be contacted as soon as practicable to enable immediate reporting on the Incident and Response Management System (IRMS) (see the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required)). Field notes should be taken to help in the recollection of vital information.

General use medications that must never be available as a standard first aid response include analgesics such as aspirin, paracetamol or ibuprofen, as they can mask signs and symptoms of serious illness or injury as outlined in the department's [medication management procedure \(PDF 267KB\)](#).

If a child or young person is injured or falls ill while on a camp or excursion, they must be kept under adult supervision until recovery, arrival of parents to take charge or arrival of emergency services if appropriate.

If a child or young person cannot continue at a camp or excursion, the teacher-in-charge must make other arrangements to meet their needs as soon as possible.

Details of minor injuries to children and young people and first aid should be logged in the site's first aid book.

For injuries and near misses to workers, refer to the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required) for reporting requirements.

Notifications of serious and critical incidents

In the event of a serious incident, the site leader (in a school-based preschool this will be the principal) must follow the [incident coordination managing incidents of extreme severity flowchart \(PDF 79KB\)](#) (staff login required) for reporting requirements.

Parents must be notified as soon as practicable following the incident.

The site must then:

- make a report on IRMS within 24 hours – including outcomes for the child and strategies undertaken to reduce the risk of incident reoccurring
- for education and care services, complete an [incident, injury, trauma and illness record \(PDF 669KB\)](#) (staff login required) to notify the parents of the incident where relevant
- obtain a signature of the witness and parent on the record
- record any attempts made to contact parents
- scan and attach the incident, injury, trauma and illness record on IRMS.

The Regulation and Compliance Team will make notifications of serious incidents, incidents and complaints to the Education Standards Board on behalf of the service within 24 hours of the event (pursuant to regulation 176 of the National Regulations).

For reporting requirements and more information, see:

- [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required)
- [incidents, illness and complaints in early childhood services](#) (staff login required).

Notifications to SafeWork SA or the Office of the Technical Regulator

A number of injury types must also be notified to SafeWork SA on telephone number 1800 777 209 immediately after becoming aware it has happened but not later than 24 hours.

A 'notifiable incident' is:

- the death of a person
- a 'serious injury or illness'

- a 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace.

They trigger requirements to preserve the incident scene, pending further direction from SafeWork SA (for more information, see [notifiable incidents](#) (staff login required)).

Where an accident or injury is of a severe nature, in addition to notification requirements, additional statements should be gathered and finalised by the site leader and forwarded to Workplace Health and Safety and Legal Services Directorate as soon as possible. The Claims Manager from the Legal Services Directorate will request further information as appropriate (see the [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)).

Accidents or incidents in national and state parks administered by Department for Environment and Water should also be reported to the responsible office listed on their website – see [report an offence](#).

For guidance and instruction, refer to the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required).

For reporting requirements to the Office of the Technical Regulator (such as for electrical or gas incidents), see the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required).

Insurance

If a camp or excursion is arranged to take place at a location that is private property owned by someone who is part of the school community, like a family farm, the teacher-in-charge must make enquiries with the property owner to ascertain whether they hold public liability insurance. Where those persons do not hold public liability insurance to host a camp or excursion, the teacher-in-charge must advise them that the department's public liability insurance does not extend to cover them in the event of a claim lodged against them for any injury or damage arising from alleged negligence on their part as the property owner.

Confirmation of the arrangement should be obtained in writing and stored within an official school file.

For information about insurance for volunteers and children and young people, refer to the [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).

For information about public liability insurance, refer to [risk management services for employees](#) (staff login required).

Claims

For information about non-work injury claims, refer to [claims for injury on school premises](#) (staff login required) in relation to the insurance and claims management procedure. Contact the Legal Services Directorate on 8226 1822 or email education.LegalClaims@sa.gov.au.

In cases where an injury arises out of or in the course of employment with the department, employees of the department will be covered under the provisions of the [Return to Work Act 2014 \(SA\)](#) (RTW Act). See:

- [injury claims and worker's compensation](#) (staff login required)
- [injury management policy \(PDF 137KB\)](#). (staff login required)

Volunteers are not normally covered under the provisions of the RTW Act unless they are a prescribed class of persons or volunteers as per part 10 of the regulations under the RTW Act. In these cases, the teacher-in-charge must comply with the requirements of the [volunteer policy and procedure](#) (staff login required).

For work injury related claims information, refer to [injury claims and worker's compensation](#) (staff login required).

Billets, including overseas billets

Host families may provide individual young people accommodation when they visit another school (such as a host school) for a cultural or sporting exchange. The host school and the host family generally have responsibility for accommodation and activities out of school.

It is the responsibility of the organising school to ensure the host families that provide accommodation for young people provide a safe environment for young people to live in and pose no risk to their safety.

Organising schools must try to match young people by age, sex and cultural groupings. Participating young people should understand that they may encounter different social and cultural practices. While an appreciation of these might enhance social and multicultural awareness, young people should feel free to ask the teacher-in-charge for help to change accommodation, if they find themselves in an uncomfortable situation.

Each billeted young person must have access to:

- a teacher from both the organising school and the host school
- single-sex bedrooms
- private washing and toilet facilities
- facilities for any young person's special needs
- communication facilities for billeted young people to contact their teachers
- reserve accommodation for young people who need to be relocated.

The host school is responsible for:

- deeming the suitability of the host family
- informing the child or young person's family and the host family of their responsibilities
- ensuring that relevant history screening clearance of each adult host family member (persons at the residence 18 years or over) is obtained and sighted, or that a letter is sent to parents explaining the limits of what can be claimed regarding the homestay or billet being a child safe environment.

Sporting and adventure activities

For specific advice about a particular sporting or adventure activity, contact the Manager, Sport and Water

Safety on 8416 5920 or the Work Health and Safety Team on 8226 1440.

Where an activity is conducted for and on behalf of the site in relation to a camp or excursion, the teacher-in-charge must ensure that the organisation conducting the activity complies with the requirements of this procedure and the department's sporting and adventure activities standards.

Records management

All department employees must comply with the requirements outlined within the [information and records management policy \(PDF 139KB\)](#). All official records created in relation to the planning and conduct of any camp or excursion must be stored within an official school file for the minimum retention period outlined in the appropriate disposal schedule.

No official record can be disposed of without prior authorisation from the Information Management Team. Destruction queries can be submitted at education.disposal@sa.gov.au.

Student attendance at any camp or excursion must be recorded in the department's student management business system pursuant to the [Data, Reporting and Analytics student attendance fact sheet \(PDF 406KB\)](#) (staff login required).

Local walks and regular outings

Sites can use the checklist to assist with planning local walks and regular outings as a resource to guide the planning and conducting local walks and regular outings. It is not compulsory to complete the checklist. Sites are welcome to modify the checklist template to suit their needs.

Planning and preparation

- Risk Assessment: Conduct and document a risk assessment identifying potential hazards and risk management strategies. Ensure the risk assessment is reviewed and updated at least once every 12 months. Each local walk and regular outing activity requires a separate risk assessment to be completed by the site. (Refer to the [risk management](#) for more details.)
- Approval: Submit activity details and risk management plan to the principal/director/site leader for approval (preschools must also have Education Director approval for all local walks and regular outings).
- Annual parental consent: Obtain written annual consent from parents for each child participating, covering all local walks and regular outings for the year using the [local walks and regular outings consent form](#).
- Updated parental consent: Provide a new local walks and regular outings consent form to parents for any additional local walks or regular outings that are planned later in the year, or in the event of a change of circumstances to any local walks or regular outings previously consented to (for example, where there is a change in location or updated risks)
- Notification and approval: On the day or earlier, teacher-in-charge to advise the site leader that a local walk/regular outing will take place. Site Leader to confirm with the teacher-in-charge that there

are no new risks associated with the local walk/regular outing (for example, adverse weather) and approve.

- Briefing: Ensure all supervisory staff and volunteers are briefed on their roles, responsibilities, and emergency procedures.
- Notification: Notify parents of the local walk/regular outing.

During the outing

- Supervision ratios: Maintain adult-to-child ratios as per regulations and risk assessment (Refer to [Supervision](#) section for more details).
- Safety measures: Carry a first aid kit, emergency contact information, and mobile phone. Conduct headcounts before departure, during the outing, prior to return, and upon return.
- Engagement: Ensure children are engaged in safe and educational activities.

Post-outing evaluation

- Feedback: Collect feedback from staff, children, and parents to assess the success of the outing as needed.
- Documentation: Complete any necessary reports and document any incidents or observations for future reference. All critical incidents, injuries and hazards must be reported to site leadership.
- Site leader to regularly review the risk assessments for each local walk/regular outing to determine if new risks or hazards have been identified.

Roles and responsibilities

Teacher-in-charge/responsible person

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

Plan and undertake camps or excursions in accordance with this procedure.

Make sure all relevant information about:

- roles and responsibilities and obligations
- child and young people health and behavioural needs
- medication and health support plans (on a need-to-know basis only)

is clearly communicated and available at any time to all accompanying adults, volunteers and workers and children and young people (where necessary).

Together with the site leader, make sure that all accompanying adults, volunteers, instructors and workers:

- have obtained relevant history screening clearances (where required)
- are qualified and/or experienced
- are advised of their roles and responsibilities
- are appropriately trained to fulfil their roles and responsibilities
- are provided with relevant departmental and site policies and safety procedures.

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

Make sure that activities are challenging but risk-managed, reflecting curriculum-based children and young person learning outcomes.

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

Make sure 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 accordance with the [first aid and infection control standard \(PDF 239KB\)](#).

Where private or hire vehicles are used, advise the owner and/or driver that appropriate insurance cover is required.

Make sure supervisory team members are fully briefed and trained for their roles and responsibilities.

Delegate appropriate roles and responsibilities to site departmental employees and volunteers as required.

Make sure any injury or incident is reported to the department and site leader in accordance with the policy and this procedure.

Exercise mandatory notification requirements (as appropriate).

Workers

Comply with the requirements of this 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 safety issues.
- Identify and manage special requirements identified in participants' health care plans, including reducing known triggers.
- Implement all identified controls to prevent 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 and trainer to children and young person's health care plans when needed.
- Alert the specialist instructor and trainer to the sites behaviour management policy.

Exercise mandatory notification requirements (as appropriate).

Site leader (principal or preschool director)

Make sure that camps or excursions are approved, planned and conducted in accordance with these procedures and that reasonable care is taken to ensure the safety of children, young people and workers.

Make sure that all workers adhere to the requirements of these procedures. 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 and trainers

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

- respective roles of workers
- contingency and emergency management plans
- providing the teachers-in-charge with evidence of a current child-related employment screening or working with children check.

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

Exercise mandatory notification requirements (as appropriate).

Accompanying adults and supervisory team (parents or volunteers)

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 departmental policies and procedures. Comply with the [volunteer policy and procedure](#) (staff login required).

Exercise mandatory notification requirements (as appropriate).

Definitions

accompanying adult and supervisory team

Teachers, site departmental employees, parents, carers, activity leaders or instructors and volunteers.

camp

A camp is an activity that is approved and/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* (Cth) with guardianship delegated to the Chief Executive of the Department for Child Protection.

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

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

excursion

An excursion is an activity that is approved and/or organised by a site (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.

gender diverse

People whose gender identity differs from the gender identity typically associated with the sex assigned to them at birth. A person might identify as neither male nor female, or as both. People might identify as for example, trans, transgender, non-binary, gender fluid, gender queer, gender questioning or agender

guardian

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

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, a department employee or necessarily a member of the site community but may be a private provider or a person in the employ of an external organisation.

local walks and regular outings

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 procedure, 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 independent students (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 – see part A of the [admission procedure \(PDF 302KB\)](#) for further details).

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](#).

reasonably foreseeable

What a person knows or ought reasonably to know about the hazard or risk.

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 educational program and where the circumstances relevant to the risk assessment are substantially the same on each outing.

religious organisation

As per the Australian Taxation Office ruling (TR92/17), a religious institution is a body which is instituted for religious purposes.

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.

site departmental employee

Includes:

- teachers (including principals, preschool directors and other leadership)
- school services officers (SSOs)
- Aboriginal education workers (AEWs), commonly known as Aboriginal community education officers (ACEOs)
- government services employees (GSEs) (grounds persons)
- hourly paid instructors (HPIs)
- early childhood workers (ECWs).

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 the implementation of this procedure and its associated policy for the whole duration of the camp or excursion.

the department

Department for Education.

risk assessment team

Includes the site leader, teacher-in-charge, health and safety representative (if there is one appointed at the site) and the site point of contact.

workers

A worker is defined pursuant to 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

Related documents

[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)

[Site leader confirmation and planning – checklist \(DOCX 421KB\)](#) (staff login required)

[Site leader suitability confirmation – checklist \(DOCX 424KB\)](#) (staff login required)

[Students travelling in private motor vehicles – agreement form \(DOCX 386KB\)](#) (staff login required)

Related legislation

[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 \(Registrations and Standards\) Act 2011 \(SA\)](#)

[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

[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 policy \(PDF 248KB\)](#)

[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 procedure \(PDF 387KB\)](#)

[Injury management policy](#) (staff login required)

[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 \(PDF 233KB\)](#)

[Medication management procedure \(PDF 267KB\)](#)

[Motor vehicle procedure \(PDF 236KB\)](#) (staff login required)

[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 \(PDF 3.2MB\)](#)

[Religious activities in schools and preschools policy \(PDF 134KB\)](#)

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

[Schools and preschools procurement procedure \(PDF 148KB\)](#) (staff login required)

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

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

[Sporting and 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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Contact

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