

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 \(PDF 662KB\)](#) 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, excursions, local walks and regular outings.
- 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, excursions, local walks and regular outings.

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. It applies to:

- programs operated by a site such as, but not limited to, occasional care and rural care services.
- local walks and regular outings.

The 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 an ongoing requirement of the site curriculum.
- children and young people attending off site premises for the purposes of accessing regular training programs as part of an ongoing requirement of the school curriculum or individual learning plan.
- family day care, guardianship family day care services or the Respite Care program operated by the department.



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Detail

Planning and approval

Approvals for intrastate, interstate and overseas camps and excursions

Type	Approval
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 camps and excursions (including use of government vehicles)	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	<ul style="list-style-type: none">• Education Director endorsement required for overseas travels including private aircraft, use of teacher-pilots, balloon flights.• Deputy Chief Executive Schools, and Preschools approval is required for travel to level 1 countries.• Chief Executive approval is required for travel to level 2 countries.• Sites to refer to overseas travel policy (PDF 622KB) (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 transport 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 \(DOCX 399KB\)](#) (staff login required) to assist planning.

The [sports, adventure, camps and excursions risk management plan \(DOCX 1.7MB\)](#) (staff login required) 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
- bungee 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.
- When assessing a campsite's suitability, the teacher-in-charge must consider:
- the group of children and young people attending
- their specific needs or requirements and educational outcomes to be achieved
- other elements such as accessibility, medical considerations and the ability of workers to fulfil individual care plans.
- If the site cannot meet any of the above requirements, 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 section of the consent form.

Role/Requirement	Detail
Principal and school community	Must ensure that when selecting a campsite, a clear description is provided of any religious seminars or activities, including: <ul style="list-style-type: none">• What activities will be offered• When they will be held• Who will deliver them• Duration of the activity
Parental input	Parents must be given the chance to advise the school if they do not want their child to participate in any religious activities.
Exemption for students	If parents opt out, the child must be exempted from the religious activity, and an alternative program must be provided during that time.
Workers' responsibility	Workers must provide meaningful alternative activities for students who are exempt. These students must not suffer any detriment for not participating. Where possible, this alternative activity may focus on ethics if requested by a parent.
Religious campsite guidelines	If a campsite is managed by a religious organisation, the following must be stipulated: <ul style="list-style-type: none">• Grace or prayers cannot be said before meals (non-religious thanks are acceptable)• No religious content should be conveyed to students outside of pre-approved religious seminars.
Purchase orders	Principals must issue a purchase order with the standard terms and conditions attached, specifying the agreed services and conditions If campsite owners do not commit to these conditions, an alternate venue must be chosen.

For more information, contact Engagement and Wellbeing on 8226 2002.

State and national parks

When planning visits to parks managed by the Department for Environment and Water (this authority will issue approvals for routes and sites), the teacher-in-charge will follow these steps:

- 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

When planning camps and excursions, consider ways to avoid or reduce environmental impact. Involve children and young people in discussions about this to engage them in the planning process.

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 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

The following must be considered by the teacher-in-charge about bookings:

- Make bookings, where required, well in advance and confirm them as soon as possible and ensure all bookings are confirmed at least one week before the event.
- If there are changes (eg numbers of children or young people attending, dates, or cancellations) that affect bookings, the teacher-in-charge must notify all relevant parties (eg businesses, providers, workers involved in the camp or excursion, families) as soon as possible.
- The site leader and teacher-in-charge should consider all terms and conditions associated with a camp booking, including minimum notice periods for cancelling or altering bookings.
- For advice on managing contractual terms and conditions please contact the Legal Services Directorate at education.LegalRequests@sa.gov.au.

Communications and call-in procedure

Requirement	Details
Communication equipment	<p>The site leader must ensure that communication equipment is available for use by site departmental employees on any camp, excursion, local walks or regular outings, for example, mobile phones.</p> <p>For more extreme locations (such as a geology camp in a remote area), radio or satellite telephones may be required.</p> <p>See the core Australian adventure activity good practice guide (PDF 957KB) for examples of communication system types.</p>
Regular communication	<ul style="list-style-type: none">• There must be a site-based contact person for all camps, excursions, local walks or regular outings who can be always contacted (preschools may be required to nominate a person who is at another site or location to act as a contact person)• Regular communication is needed between the supervisory team and the school contact person.• A template of the call-in procedure is provided in the sports, adventure, camps and excursions risk management form (DOCX 1.7MB) (staff login required).
Preschool contact person	<ul style="list-style-type: none">• Preschools must identify a contact person for the site as part of their planning and risk assessment.• If no staff will remain on the site, the contact person can be the Education Lead (Early Childhood), the Local Education Office, or another site leader within the partnership.

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 relevant to their role.
- The level of detail in the plans will depend on the complexity of the crisis, the location and the skills of supervisory team members and the medical needs of the children and young people present.
- Emergency management planning for each camp, excursion, local walk or regular outing, including the 'call-in procedure' must be detailed in the sports, adventure, camps and excursions risk management form (DOCX 2.1MB) (staff login required) and followed in case of emergency.

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

When the supervisory team is arranging a camp or excursion to an outdoor education or aquatics centre:

- ensure the staff of those centres can assist with planning and providing educational programs.
- confirm instructors at the centres are qualified, ensure strict adherence to safe practice and share any individual behaviour management issues with instructors relevant to specific activities or group selection.
- the supervisory team must maintain a supervisory role and manage the behaviour of children and can participate in activities as negotiated with outdoor education or aquatics centre instructors.

The duty of care for each participating child or young person rests with the site.

Costs

As outlined in the [camps and excursions policy \(PDF 662KB\)](#), parents are liable for the costs associated with their child or young person's attendance on a camp or excursion. Sites should be mindful of the expense likely to be incurred by families as the cost of specialist equipment or clothing may prevent some children from participating. Where possible, alternative options for acquiring required equipment and clothing should be explored, or alternative activities could be considered.

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

Hazard identification

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

Examples of potential camp, excursion, local walks or regular outings-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:

- proposed route
- bus or multiple person carriers
- private vehicle
- consider transport requirements for children with disability
- procedure for entering and exiting the site/service and the pick-up location or destination including how each child is to be accounted for (eg a roll check and headcount as children exit the door of the service, and again as they enter through the door of the site/service).
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for, for example a roll check and headcount as children are embarking and disembarking the transport, complete a physical inspection of the transport to ensure no child is left inside).
- ensuring requirements for [seatbelts or appropriate safety restraints](#) when transporting children are implemented as required by State legislation.

Hygiene:

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

Food requirements:

- special dietary or allergies of workers, children and young people
- appropriate refrigeration facilities, food hygiene and handling practices

Supervision and competence of employees and volunteers:

- appropriately qualified and adequate number of designated first aiders (see [first aid in schools and preschools](#) (staff login required))
- appropriate adult-to-child ratios depending on activities and regulatory requirements
- 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)
- known health conditions.

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

- rain, hail, wind, dust
- heat.

Environmental:

- water hazards, terrain, falling objects
- venomous creatures and vermin
- 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 individual needs, disabilities or impairments
- gender diverse and intersex children and young people

Risk assessment

Requirement	Details
Complete risk assessment using the sports, adventure, camps and excursions risk management form (DOCX 1.7MB) (staff login required)	<ul style="list-style-type: none">• The teacher/educator/supervisor-in-charge and risk assessment team must identify the safety issues, hazards and manage risks related to health, safety and wellbeing of each participant, before planning any camp or excursion and taking the site leader approval.• Ensure appropriate controls are implemented (See the safety management procedure (PDF 621KB))• 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.
Review existing plans for recurring camps and excursions, local walks and regular outings	<ul style="list-style-type: none">• When a recurring camp or excursion has an existing risk management form, this may be reviewed and implemented for the activity and individual requirements of the current student group.• A new risk assessment for a local walk or regular outing is not required:<ul style="list-style-type: none">○ if the risk assessment was conducted less than 12 months before the regular outing took place and○ if there are no change in circumstances, meaning the risks remain the same and the implemented controls are effective in reducing risks to an acceptable level.• If there have been any changes such as the number or age of children participating, the route taken or seasonal factors, the risk assessment must be reviewed and updated if required.
New and uncontrolled risks	<ul style="list-style-type: none">• If the camp, excursion, local walks or regular outings have risks that are not already covered by existing safety measures, the risk assessment team must find new controls to reduce these risks to an acceptable level.

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 \(DOCX 1.7MB\)](#) (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 must check the toilet and shower facilities in advance. Children and young people should travel in pairs or groups, accompanied by supervisory team leaders if necessary. Leaders must be aware of any medical needs of children 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
 - Children and young people must have a clear understanding of audience behaviour requirements before the visit.
 - Book programs well in advance to ensure a place and maximise learning opportunities
 - Minimise carrying of children and young people's bags to avoid storage and security problems.
 - 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 and 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:
 - who is required to attend and times of start and finish
 - dress standards
 - 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 \(PDF 662KB\)](#), the consumption of

alcohol and illegal drugs on camps, excursions, local walks and regular outings 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 equipment and provision of safety briefings or induction
 - Conduct a risk assessment of quarries, road-cuts and mine workings to identify risks
- 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 kindly:
 - Consideration should be given to the following:
 - assessment of availability and appropriateness of toilet and nappy change facilities
 - 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
 - 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

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 of activities
- identify nearby safe bushfire refuge locations, including those at the site, nearby sites
- when seeking parental consent, inform parents of the emergency procedures to be undertaken.

Before and on arrival:

- give instructions to all participants about fire precautions, restrictions on the lighting of campfires in the open, 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.

Refer to the [bushfire preparation procedure \(PDF 581KB\)](#) (staff login required) for more information.

Supervision and safety

Supervision

The site leader must nominate a teacher (teacher-in-charge) or educator (responsible person in a preschool or early childhood education and care service 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 (this information should be recorded and distributed to all 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.

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
- enact risk controls specific to the planned activities and the age of participants
- know contingency procedures, including when and how to call for emergency assistance
- have knowledge of each child and young person's individual support and communication needs
- 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 during an activity, then they only count towards the ratio for that particular activity.

Level of supervision

The site leader and teacher-in-charge must use a risk assessment to determine the level of supervision required for the safety and wellbeing of all children and young people, during the entire duration of the camp or excursion.

Supervision requirements will be determined by considering:

- the age, maturity, ability, skills, development and needs of all children and young people
- the nature of the activity and reasonably foreseeable hazards and level of risk associated
- time of day, location and environment of activity

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
- 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 supervising an activity
- 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 or predetermined telephone check times.
- cross-age tutoring – older students working 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.

Ratios

The adult-to-young person ratio must reflect safe practice and regulatory requirements. 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 (staff login required)

- 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 one 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:

- Site leaders must implement minimum supervision ratios (within the National Quality Standards requirements) that are suitable for the conditions identified in the risk management form:
 - 1:10 for Category 1 preschools (where all children participating are over the age of 36 months)
 - 1:11 for Category 2 and 3 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 the health and safety of children and young people.

Children under preschool age:

For advice on ratios for children aged birth to preschool age see Quality Area 2: Children's health and safety | ACECQA noting minimum ratio requirements apply as per supervision within a service.

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 seated or circulating

- 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 can 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

- The supervisory team members should not sleep alone in the same dormitory or accommodation as child or young person participants.
- If the site leader determines that a supervisory team member must sleep in the same facilities as those occupied by child or young people 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 including sleeping placement, a duty roster and communication processes prior to approving the location

- include these details within the individual child or young person's support plan and communicate these details to all supervisory team members.
- Refer to the [gender diverse and intersex children and young people support procedure \(PDF 246KB\)](#) for advice about appropriate sleeping arrangements for a gender diverse or intersex child or young person.

Specialist instructors and outdoor education providers – qualification requirements

- If teachers do not have the skills, qualifications, or experience to conduct certain activities:
 - the site leader and teacher-in-charge must appoint qualified specialist instructors
 - the 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
- A member of the supervisory team must always supervise the educational program and ensure that activities are managed to meet the needs of the children and young people
- If an 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](#)
 - experience in supervising children and young people in camping situations in a variety of terrains and weather conditions and managing various related activities.
 - bushwalking, bicycle touring, canoeing or sailing skills as appropriate
- outback driving expeditions:
 - training in four-wheel driving (RIIVEH305F – 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
 - competent to teach driving safety and ability to control cars in a convoy
 - ability to ensure minimum environmental impact
 - current First Aid Certificate – Remote HLTAID005
 - skills in:
 - leading groups and use of communication equipment

- driving four-wheel drive vehicles using low and high range gears
- planning outback expeditions and 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.

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.

Child protection

All staff and volunteers must report a reasonable suspicion that a child or young person is, or might be, at risk. Reports are made to the Child Abuse Report Line (CARL).

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

All incidents must be reported by the site leader through either Incident 360 or 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).

First aid, safety and equipment

Site leaders must ensure that children and young people can access first aid support at all times. Refer to the [first aid and infection control standard \(PDF 642KB\)](#) for guidance and instruction on designated first aider certification, number of first aiders required and number of first aid kits required.

If a child or young person has a health care plan and/or an individualised first aid plan:

- 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 and individualized plans must be provided to relevant supervisory team members on a need-to-know basis only.
- If 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.
- 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 \(PDF 642KB\)](#) 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

Requirements	Details
Safety equipment and training	<ul style="list-style-type: none">• The teacher/educator/supervisor-in-charge must ensure that the required safety equipment for activities is on hand and participants have been trained in its correct use (documented evidence of training, qualifications or certification is required)• There must also be evidence of a formal meeting of supervisory team members which includes health and safety issues as an agenda item.
Clothing requirements	<ul style="list-style-type: none">• Workers and participants must take clothing suitable for the predicted and possible weather and environmental conditions• Preschools should consider taking additional spare clothing.
Children's equipment and clothing	<ul style="list-style-type: none">• If an activity requires specific equipment and clothing to be supplied by children and young people, details should be provided to parents as soon as possible to allow reasonable time to prepare• Supervisory team members should inspect equipment supplied by children and young people to ensure it is safe and meets the activity requirements• Where possible, supervisory team members should also confirm children and young people have brought appropriate clothing.
Camping equipment considerations	<ul style="list-style-type: none">• The equipment required and the appropriate 'type' of equipment used is dependent on the specific context of the activity• Common camping equipment is provided in appendix 1 of the Australian adventure activity camping good practice guide• When developing procedures for the use of cooking equipment that is stoves or fire, workers must include 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 either the Incident 360 platform or Incident and Response Management System (IRMS) (see the [reporting critical incidents, injuries, hazards and near misses procedure \(PDF 234KB\)](#) (staff login required)).
- Pain relief such as paracetamol or ibuprofen are not permitted in education and care services as medication for first aid. They can mask signs and symptoms of serious illness or injury. For more information see the [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 recorded in the school's first aid log or the preschool's incident, injury, trauma and illness record.
- 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.

- All incidents must be reported in the department's incident management system within 12 hours for preschools and 24 hours for schools. Parents must be notified as soon as practicable following the incident. For education and care services, complete an [incident, injury, trauma and illness record \(PDF 669KB\)](#) (staff login required) to notify the parents of the child or children involved in the incident where relevant. 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'

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

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 required.

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

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).

If a camp or excursion is held on private property owned by someone from the school community, like a family farm, the teacher-in-charge must ask the owner if they have public liability insurance. If they don't, they must be informed that the department's insurance will not cover any claims against them for injury or

damage due to their negligence. Confirmation of the arrangement should be obtained in writing and stored within an official school file.

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 \(PDF 541KB\)](#). (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).

Specific procedures

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, excursions, local walks and regular outings site file)
- preschools and early childhood education and care services settings – must be stored and kept with the child's enrolment record.

The [ED170 consent form \(DOCX 1.2MB\)](#) and [local walks and regular outings consent form \(DOCX 1.2MB\)](#) are used to gain parent consent. Schools and preschools can use online resources such as EdSmart for digital communications and administration, including online forms and consent management.

The content of the consent forms must not be altered, to ensure 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.

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.

The signed consent form should be returned to the school or preschool in its entirety including all the attached information as evidence of what the parent has agreed to. 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 specific camps and excursions site file).

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, preschools can seek advice from Preschool Policy and Programs, and school sites can contact the Bilingual and Cultural Support team for support.

Digital consent

Digital forms used to gain parent consent 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 providing consent
- 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
- complete a risk assessment of the use of the third-party supplier (i.e. forms software) to mitigate any cyber security risks associated with storing personally identifiable information and ensure this data is used in accordance with the department's ICT security and privacy policies

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

Consent form requirements

For any activities outside the site grounds or beyond operating hours, 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 \(DOC 1.2MB\)](#) (staff login required) or the local walks and regular outings consent form (staff login required) as applicable as these forms state the prescribed information for parent consent and must not be altered.
- a copy of this procedure is available to parents upon request
- where a new risk assessment is required for a local walk or regular outing (for example due to a change in circumstances), a new consent form must be completed and parent consent provided
- the parent agrees to the behaviour management expectations during the activity
- the authenticity of a signature must be checked if doubts arise about its validity
- if obtaining digital 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
- any information about parenting or court orders or access arrangements pertaining to a child or young person must be identified. If an Intervention Order is in place, the organiser must notify the supervisory team of relevant conditions to be aware of.

- 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.

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.

Purchase orders for campsites

Site leaders must issue a purchase order with the standard terms and conditions (see the [schools and preschools procurement procedure \(PDF 550KB\)](#) (staff login required)). Purchase orders must 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, the purchase order must include child-related employment screening and related obligations required for contractor personnel as per clause 24 and 25 (relating to suitability of persons).

The campsite operator must ensure:

- staff, volunteers and contractors have a current working with children check issued by the DHS Screening Unit with the status of 'not prohibited' which must be provided to the teacher-in-charge when requested.
- child safe environments are provided at all times and mandatory notification requires are exercised
- 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 and are reported immediately if any incidents occur.
- they are able to meet all requirements of the purchase order including the suitability of persons clause
- an invoice acknowledging their responsibilities is issued to the site before the camp commences.

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 \(PDF 574KB\)](#) (staff login required)
- [domestic travel procedure \(PDF 146KB\)](#) (staff login required)
- [school transport services and travel allowances](#) (staff login required)
- [motor vehicle procedure \(PDF 656KB\)](#) (staff login required)
- [use of private motor vehicle for work related purposes procedure \(PDF 567KB\)](#) (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 (unless a bus with seatbelts is not available within a reasonable travelling distance from site)
- 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. For more information, see the [My Licence website](#).

Privately owned motor vehicles

Topic	Details
Use of private cars for transport	<ul style="list-style-type: none">• Departmental employees wishing to use their private vehicle for work related purposes must seek the approval of their site leader (see the use of private motor vehicle for work related purposes procedure (PDF 567KB) (staff login required)). Approval may be for a period up to 12 months. No

	<p>employee can be required to use their private vehicle for work purposes.</p> <ul style="list-style-type: none"> • Departmental employees, volunteers or young people who offer to use their own cars to transport children and young people must complete the students travelling in private motor vehicles – agreement form (DOCX 386KB) (staff login required) and submit it to the teacher-in-charge. • Cars driven by young people (P1 or P2 license 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.
Preschool children transport requirements	<ul style="list-style-type: none"> • It is not recommended that preschool children are transported in privately owned motor vehicles for excursions or outings • Preschools must always comply with educator-to-child ratios and ensure children are actively supervised • If a privately owned motor vehicle is used, the driver cannot be counted as part of the educator-to-child ratio • Educators transporting students are required to have first aid qualifications
Site leader approval requirements for use of private vehicles to transport children	<ul style="list-style-type: none"> • 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. • Drivers have signed the students travelling in private motor vehicles – agreement form (DOCX 386KB). • Drivers are responsible, drive safely, and comply with the vehicles and safe driving requirements (staff login required). • Only drivers with a full or provisional license can transport children in line with the conditions outlined in this procedure. Learner drivers cannot transport carry children. • As a minimum, the vehicle is covered by third-party property insurance. • 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. • Reimbursement of reasonable travel costs from site funds must be approved by the site leader
Supervision in private motor vehicles and small buses not categorised as a heavy vehicle	<ul style="list-style-type: none"> • A staff member may transport a number of children alone if they are not transporting a single child (that is 1:1) at any time and the site leader has approved the mode of transport. • Parental consent must be obtained for each of the passengers. • The risks have been considered, mitigated against and listed in the risk assessment. • Having another adult as a passenger to provide supervision should be

	considered best practice to promote the safety and wellbeing of students and staff.
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This section does not apply to private transport arrangements (by or between parents) to or from camp and excursions 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, if parents:

- have been advised or informed
- have signed the [students travelling in private motor vehicles – agreement form \(DOCX 386KB\)](#) (staff login required)
- 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 consider factors such as 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.

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 \(PDF 656KB\)](#) (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 \(PDF 656KB\)](#) (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:

- all children and young people are required to have their own seat
- buses with seat belts must be used unless there is no availability within a reasonable distance from the site
- where seat belts are fitted, only that number of passengers may occupy the space and the seat belts must be worn and properly secured.
- if required, buses should have provision for wheelchair users (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

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.

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:

- education and early childhood services comply with 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](#) and that these services comply with educator-to-child ratios
- 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 one 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 applied at all times and students are aware of their responsibilities
- as soon as students disembark from the bus or public transport, there must be one teacher-in-charge and enough adults present to meet the general or prescribed supervision ratio.

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.

Homestays or 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. The teacher-in-charge is responsible for making changes to accommodation if the child or young person seeks support.

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 a current working with children check issued by the DHS Screening Unit with the status of 'not prohibited' 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.

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 \(PDF 474KB\)](#) (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.

Requirements	Actions
Planning and organisation	<ul style="list-style-type: none">Sites can use the checklist to assist in planning local walks and regular outings (DOCX 399KB) to support the planning and organisation of activities. This checklist template can be modified to suit the needs of the site.
Risk Assessment	<ul style="list-style-type: none">Complete a sports, adventure, camps and excursions risk management form (DOCX 1.7MB) identifying potential hazards and risk management strategies (including procedures for exiting and return to site/service)Ensure the risk management form is reviewed and updated at least once every 12 monthsEach local walk and regular outing activity requires a separate risk management form to be completed by the site.
Approval	<ul style="list-style-type: none">Submit activity details and risk management form to the principal/director/site leader for approval
Annual parental consent	<ul style="list-style-type: none">Obtain written annual consent from parents covering all local walks and regular outings for the year using the local walks and regular outings consent form (DOCX 1.2MB).
Updated parental consent	<ul style="list-style-type: none">Provide a new local walks and regular outings consent form to parents for any additional activities not included on original consent form, 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	<ul style="list-style-type: none"> On the day or earlier, teacher-in-charge to advise the site leader that a local walk or 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	<ul style="list-style-type: none"> Ensure all supervisory staff and volunteers are briefed on their roles, responsibilities, and emergency procedures.
Notification	<ul style="list-style-type: none"> Notify parents of the local walk or regular outing.
During the outing	Actions
Supervision ratios	<ul style="list-style-type: none"> Maintain adult-to-child ratios as per regulations and risk assessment.
Safety measures	<ul style="list-style-type: none"> Carry a first aid kit, emergency contact information, required medication and mobile phone Conduct headcounts before departure, during the outing, prior to return, and upon return Follow procedures for embarking and disembarking transport (preschools only).
Engagement	<ul style="list-style-type: none"> Ensure children are engaged in safe and educational activities.
Post-outing evaluation	Actions
Feedback	<ul style="list-style-type: none"> Collect feedback from staff, children and young people, and parents to assess the success of the outing as needed.
Documentation	<ul style="list-style-type: none"> 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 review	<ul style="list-style-type: none"> Site leader to regularly review the risk assessments for each local walk and regular outing to identify any new risks or hazards.

Roles and responsibilities

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).

Teacher-in-charge/responsible person

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

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

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

- have obtained a current working with children check issued by the DHS Screening Unit with the status of 'not prohibited' (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 \(DOCX 1.7MB\)](#) (staff login required).

Ensure that an organisation conducting activities for and on behalf of the site in relation to a camp or excursion complies with the requirements of this procedure and the department's sporting and adventure activities standards.

Exercise reasonable care and supervision throughout the duration of the camp or excursion and ensure appropriate first aid is available.

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

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

Exercise mandatory notification requirements (as appropriate).

Education Director

Approve overseas travel and all forms of air travel other than scheduled and chartered (Chief Executive approval is required for travel to level 2 countries)

Approve interstate camps and excursions (including use of government vehicles)

Workers

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

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

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

Contribute to the risk management process by carefully assessing the range of activities and applicable risks and implement all identified controls to reduce the risk of injury to children and young people.

Identify and manage special requirements identified in participants' health care plans

Observe the standards of safe practice in any activity established by accredited organisations and other specialist practitioners, including using any required safety equipment.

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

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 teacher/educator/supervisor-in-charge- with evidence of a current child-related employment screening or working with children check issued by the DHS Screening Unit with the status of 'not prohibited'.

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

Exercise mandatory notification requirements.

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/educator, 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

An activity that is part of the educational program that occurs regularly. outside of the site premises within walking distance of the site and does not involve 'Adventure Activities' (see the [sporting and adventure activities standard \(PDF 716KB\)](#)). The circumstance relevant to the risk management assessment are the same each time the activity occurs.

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 \(PDF 723KB\)](#) 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) and programs operated by the preschool including occasional care and rural care
- learning and behaviour units
- independent and community-based learning centres (Tailored Learning).

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

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 (including teachers and educators)
- 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

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

[Camps, excursions, sporting or adventure activities consent form ED170 \(DOCX 1.2 MB\)](#)

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

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

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

[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

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

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

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

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

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

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

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

[Education and Early Childhood Services \(Registrations and Standards\) 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

[Admission procedure \(PDF 723KB\)](#) (staff login required)

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

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

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

[Camps and excursions policy \(PDF 662KB\)](#)

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

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

[First aid and infection control standard \(PDF 642KB\)](#)

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

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

[Information sharing guidelines for promoting safety and wellbeing procedure \(PDF 387KB\)](#)

[Injury management policy \(PDF 541KB\)](#) (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 \(PDF 656KB\)](#) (staff login required)

[Overseas travel policy \(PDF 656KB\)](#) (staff login required)

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

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

[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 \(PDF 621KB\)](#) (staff login required)

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

[Schools and preschools procurement procedure \(PDF 550KB\)](#) (staff login required)

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

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

[Sporting and activities standard \(PDF 716KB\)](#)

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

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

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

Record history

Published date: April 2025

Approvals

OP number: 028

File number: DE20/09893

Status: approved

Version: 2.15

Policy Officer: Manager, Policy and Strategy

Policy sponsor: Lead Director, Conditions for Learning

Responsible Executive Director: Deputy Chief Executive, Schools and Preschools

Approved by: Lead Director, Conditions for Learning

Approved date: 28 March 2025

Next review date: 28 March 2028

Revision record

Version: 2.15

Approved by: Lead Director, Conditions for Learning

Approval date: 28 March 2025

Review date: 28 March 2028

Amendment(s): Updated DHS feedback to working with children check references and hyperlinks.

Version: 2.14

Approved by: Lead Director, Conditions for Learning

Approval date: 13 December 2024

Review date: 13 December 2024

Amendment(s): Updating policy content reformatted and streamlined, links updated. Risk management form updated.

Version: 2.13

Approved by: A/Lead Director, Conditions for Learning

Approval date: 10 July 2024

Review date: 10 July 2027

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

Version: 2.12

Approved by: Lead Director, Conditions for Learning

Approval date: 12 February 2024

Review date: 12 February 2027

Amendment(s): Updated references to purchase orders in the 'schools and preschools procurement procedure'.

Version: 2.11

Approved by: Director, Conditions for Learning

Approval date: 10 August 2023

Review date: 10 August 2026

Amendment(s): Clarification of child safe environment requirements.

Version: 2.10

Approved by: Director, Conditions for Learning

Approved date: 28 July 2023

Review date: 28 July 2026

Amendment(s): Clarification of year 7 minimum ratio requirements.

Version: 2.9

Approved by: Director, Conditions for Learning

Approved date: 6 July 2023

Review date: 6 July 2026

Amendment(s): Clarification of requirements prescribed in the ED170 parental consent form relating to aid provided to students in the event of an injury or illness.

Version: 2.8

Approved by: Director, Conditions for Learning

Approved date: 23 November 2022

Review date: 23 November 2025

Amendment(s): Inclusion of reference to the minimum requirements outlined in the sports, adventure, camps and excursions risk management plan; links to the Safeguarding children and young people policy and Mandatory notification procedure.

Version: 2.7

Approved by: Director, Conditions for Learning

Approved date: 21 July 2022

Review date: 21 July 2025

Amendment(s): Update to align with the Gender diverse and intersex children and young people support procedure and the Smoke-free policy.

Version: 2.6

Approved by: Director, Conditions for Learning

Approved date: 8 February 2022

Review date: 8 February 2025

Amendment(s): Clarification of scope and child safe environment compliance statement requirements.

Version: 2.5

Approved by: Director, Conditions for Learning

Approved date: 1 July 2021

Review date: 1 July 2024

Amendment(s): Incorporation of digital consent.

Version: 2.4

Approved by: Director, Conditions for Learning

Approved date: 17 March 2021

Review date: 17 March 2024

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

Version: 2.3

Approved by: Director, Conditions for Learning

Approved date: 9 November 2020

Review date: 9 November 2023

Amendment(s): Implementation of a minor amendment to the *Education and Care Services National Regulations* – excursions involving transportation and update to hyperlink to the catering, entertainment and gifts policy html.

Version: 2.2

Approved by: Director, Conditions for Learning

Approved date: 20 July 2020

Review date: 20 July 2023

Amendment(s): Clarification of the role of the teacher-in-charge or responsible person in a preschool setting as it relates to the calculation of adult to student ratios.

Version: 2.1

Approved by: Executive Director, Partnerships Schools and Preschools Division

Approved date: 1 July 2020

Review date: 1 July 2023

Amendment(s): New branding applied to document, published as HTML document on Edi and implementation of *Education and Children's Services Act 2019*.

Version: 2.0

Approved by: Chief Operating Officer

Approved date: 18 December 2019

Review date: 18 December 2022

Amendment(s): Review of the camps and excursions guidelines as part of the operational policy framework.

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