



# **GULFVIEW HEIGHTS PRIMARY SCHOOL** **OUTDOOR EDUCATION POLICY**

Developed 30/7/04

## **PREAMBLE**

Learning takes place inside and outside the classroom. Well planned, relevant excursions and outdoor group activities provide students with a range of valuable learning experiences.

Camps and excursions support our curriculum areas and develop:

- Social skills such as cooperation, tolerance, communication and interaction with others
- Problem solving and life survival skills [e.g. organization, responsibility, safety etc]
- A knowledge and understanding of their physical and cultural environment
- Opportunities for recreation, fun and fitness.

At GHPS the value of camps, excursions and Outdoor Education is acknowledged and promoted. Staff are encouraged to involve their students in activities which may include:

- Camps
- Sleepovers
- Excursions
- Local walks
- Swimming
- Aquatics
- Environmental and cultural experiences
- Sport, SAPSASA, sporting clinics
- Incursions

It is not a requirement that every teacher be involved in all aspects of Outdoor Education.

All students are expected to participate in activities. Involvement may depend of levels of skills and confidence.

Early contact/Acquaintance Night may be a good forum to discuss camps/excursions/costs with parents.

## **Student Behaviour**

- Children are expected to follow school and local rules while on camps, excursions and outdoor activities.
- Parents will be asked to collect their child from activities if there are behavioural concerns.
- After consultation with a member of the management team students who actually or potentially jeopardise other children's or staff's safety or welfare will be excluded from the activity.
- Ongoing behaviour problems may result in a student being excluded from participation in activities on OHSW grounds.

## **DETE CAMPS & EXCURSIONS GUIDELINES FOR SCHOOLS**

Health & Safety Guidelines for camps, excursions and related sporting & recreational activities

Revised October 2001

This document, available on the DETE website [www.dete.sa.gov.au](http://www.dete.sa.gov.au) [search for camps & excursions] describes the procedures that must form the basis of planning for all camps, excursions & related activities. The safety of students must be the paramount consideration.

The following is a summary of the major components of these guidelines.

### **1. Camps & Excursions in the Curriculum**

Each activity planned should be designed to meet student learning outcomes related to the curriculum framework.

- 1.5 selecting activities – points for consideration
- 1.6 exclusions – high risk activities

## 2. Planning

Issues to consider at the planning stage include:

- 2.1 Site selection – it is desirable that site visits to unknown sites be conducted before activities are held to ensure suitability. Considerations include safety, hazard assessment, hygiene, campsite accreditation.
- 2.2 Contingency plans – considerations include strategies, contacts, communication, and emergency services.
- 2.3 Parental consent – considerations include legal requirements, consent forms.
- 2.4 Health care & first aid – considerations include medical information, health care management, infectious diseases, first aid, first aid kits.
- 2.5 Facilities, supplies & equipments – considerations include food & water, safety equipment, sun protection, clothing, shelter.
- 2.6 Interstate & overseas travel

## 3. Supervision Issues

- 3.1 Duty of care.
- 3.2 Roles & responsibilities – principals, teachers, SSO's, volunteers, specialist instructors, outdoor education & aquatic centres.
- 3.3 Supervision – requirements, ratios, supervision options, injured or unwell students.
- 3.4 Standards of conduct – see also DETE's student behaviour management policy, alcohol, smoking.

## 4. Transport

- 4.1 Selection – considerations include vehicles, approvals
- 4.2 Buses – considerations include licensing, seating, luggage, supervision
- 4.3 Private vehicles – considerations include responsibilities, emergencies.
- 4.4 Aircraft
- 4.5 Water transport

## 5. Accidents & Insurance

- 5.1 Insurance – employees, voluntary workers, students.
- 5.2 Reporting & notification – ED155, mandatory notification of suspected child abuse.
- 5.3 Accidents & injuries – employees, vehicle accidents, students, voluntary workers.

## 6. Appendices - Guidelines

- 6.1 Camp planning guide – concept, feasibility, process.
- 6.4 First Aid qualifications – first aid for centres & schools [FACS], expired air/cardiopulmonary resuscitation [EAR/CPR], outdoor education module, senior first aid.
- 6.5 Snakebite & treatment – recognition, first aid management, pressure immobilisation.

## 6. Appendices – Forms

Available as a separate document

- 6.1 Checklist for planning camps – initial stage, go-ahead stage, activity action plan, one month prior, one week prior
- 6.2.1 Proposal for school camp – summary, itinerary, program of activities, curriculum links, leadership team skill requirements, supervision, summary of key planning requirements
- 6.2.2 Consent for excursion/camp – agreement, emergency family contacts, emergency medical information
- 6.2.3 - Medical record – medic alert number, description of condition, first aid, additional information, authorization and release
  - Individual Emergency Health Plan – observable symptom/reaction, first aid response
  - Health Support Plan – first aid, routine supervision for health care related safety, personal care, other considerations
- 6.2.4 Transport of students by parents/volunteers
- 6.2.5 National Parks & Wildlife trip intentions form – let us know before you go, trip intentions, activities you are undertaking, itinerary, route map, park offices
- 6.2.6 Application to conduct an excursion – nature of excursion, students, employees and other leaders, emergency action, travel arrangements, approvals
- 6.3 Sleep over check list – use in conjunction with 7.6

## 7. Activities involving overnight accommodation

- 7.1 Billets
- 7.2 Bus tours
- 7.3 Caravan Parks
- 7.4 Tent camping
- 7.5 Residential camps
- 7.6 Sleepovers

## 8. Sporting & Recreational Activities

8.1	Archery	8.17	Fencing	8.35	Skating
8.2	Athletics	8.18	Field trips	8.36	Snow
8.3	Australian football	8.19	Fishing	8.37	Soccer
8.4	Badminton	8.20	Gliding	8.38	Squash/racquetball
8.5	Baseball/softball/ tee ball	8.21	Golf	8.39	Surfing
8.6	Basketball	8.22	Gymnastics	8.40	Swimming – ratios
8.7	Boating/sailing	8.23	Gyms, fitness & recreations centres	8.41	Table tennis
8.8	Bowling			8.42	Tennis
8.9	Bushwalking	8.24	Hockey	8.43	Touch
8.10	Canoeing/kayaking	8.25	Horse riding	8.44	Trampoline
8.11	Caving	8.26	Korfball	8.45	Triathlon
8.12	Cricket	8.27	Lacrosse	8.46	Volleyball
8.13	Cycling	8.28	Martial arts	8.47	Water polo
8.14	Disabled participants activities	8.29	Netball	8.48	Water skiing
8.15	Diving	8.30	Orienteering	8.49	Weight training/lifting
8.16	Events, functions, performances – public venue	8.31	Rock climbing & abseiling	8.50	Wrestling
		8.32	Rowing		
		8.33	Rugby league/Union		
		8.34	Shooting		

### PARENT PARTICIPATION

A selection criteria may need to be established due to high numbers of parents wishing to attend activities.

1. Medical/Psychological condition of student requiring parent to attend [e.g. Asperger's Syndrome]
2. One of the underlying aims of activities is that students be independent and able to participate without their parents
3. Adult/student ratio requirements as per administration guidelines
4. Gender balance [if possible]
5. Skills/support offered by parent/caregiver
6. Reasonable spread across classes attending
7. Cost – Parents may need to contribute towards costs of attending.
8. Recent support/involvement/history of those parents offering to attend

### SPORT

At Gulfview Heights we encourage participation of students, staff & parents in a wide range of sporting activities and competitions. We follow the principles of equity as set out by DECS, SAPSASA and other controlling sporting bodies.

Each year a Sports Committee [which is open to all interested staff] will be formed and shall elect a chairperson at their first meeting early in term 1.

They will be responsible for the planning, coordination and booking of all sporting activities after appropriate consultation with all affected parties [teaching staff, administration, students and coaches] and advertise activities on staffroom whiteboards.

Planning groups may also be formed to organise specialized sporting activities e.g. Sports Day, 'athons' etc.

### SAPSASA & SPORTING CLINICS/COMPETITIONS BUDGET

The school in the first instance shall allocate a budget to cover registration/affiliation with State & District sporting bodies.

Participants in all activities will be charged a small fee to cover the ongoing costs of our involvement in activities.

For those who achieve selection at district and state level some assistance with their costs may be possible through a joint fundraising activity.

### SPECIALIZED SKILL DEVELOPMENT CLINICS

We will take advantage of suitable clinics on offer for R-7 students. Selection of clinics will be based on needs of the students, costs, the school calendar, facilities, teacher expertise and requirements.

## **AQUATICS / SWIMMING**

All students will be expected to participate in either swimming or aquatic activities.

Factors that will influence offered activities for a particular year are:

- Student age and suitability of events
- Staff interest and expertise
- Availability of venues/programs
- Subsidies/costs
- Timing
- Class structures
- Payment timeline
- Numbers attending

Factors to consider:

- Late payment
- Confirmation deadlines and deposits
- Repetition of activities
- The need to book 12 months in advance [campsites/aquatics activities/swimming]
- Investigate/review whether swimming is appropriate [no. of students who have private lessons etc.]
- Choice of levels and activities provided by different centres which might better suit our clientele.

## **OTHER ISSUES**

Excursion, camp & in school special event planning guidelines, checklist and forms.

Annual time line

Whole school excursion

Participation & equity/cost

Training & Development

Sun protection

Behaviour of children to be considered when allowing/selection to participate in school teams

Excursions/Local excursions – cost/financial, cultural, ability, behaviour, age, social, parental consent, balance of commitments

Swimming/Aquatics – Detente documents, parent survey

Safety/Student Behaviour Management

Review

Special events – fun arvo, tree planting, weather watch, ab. ed.