
EXCURSIONS, INCURSIONS AND CAMPS

This policy outlines the planning, approval and supervision requirements for excursions, incursions and camps at Perth Montessori, ensuring compliance with Duty of Care, Child Safe Principles and WA Registration Standards. All activities must be risk assessed, budgeted, and approved through Compass, with staff retaining ultimate responsibility for student safety at all times.

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Registration Standard/s	☐ 1-Curriculum	☐ 9-Complaints
	☐ 2-Staff Ratios	☐ 10-Child Abuse
	☐ 3-Days/Hours Instruction	☐ 11-Finances
	☒ 4-Staff	☐ 12-Behaviour Management
	☐ 5-Premises/Facilities	☐ 13-Age of Enrolment
	☒ 6-Enrolment/Attendance	☐ 14-Delivery of Curriculum
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1. RATIONALE

Perth Montessori provides excursions, incursions and camps to enrich the curriculum, strengthen connections with the wider community, and offer meaningful learning experiences beyond the classroom. These activities involve additional risks and require careful planning, approval and supervision.

The School recognises its duty of care to all students at all times, including when activities take place off-site or are delivered by external providers. This responsibility cannot be delegated to parents, volunteers, or third parties.

2. DEFINITIONS

TERM	DEFINITION
Compass	Perth Montessori's Learning Management System used for excursion planning, risk assessments, approvals, parent consent, attendance, and post-event records.
Excursion	Any learning activity conducted off the school site, organised or managed by staff, including day trips, sporting events, and cultural visits.
Incursion	A learning activity conducted on the school site that involves an external provider delivering a program or service.
Parent Helper / Volunteer	An adult assisting on an excursion or camp. Parent helpers must follow staff directions, comply with the Volunteer Code of Conduct, and hold a valid Working with Children Check where required.
Supervisor	A staff member, parent helper, or volunteer formally responsible for student supervision during an excursion, incursion or camp. Staff retain ultimate duty of care at all times.

3. SCOPE

This policy applies to all staff, students, volunteers, contractors and external providers involved in excursions, incursions and camps at Perth Montessori.

4. POLICY STATEMENT

1. Planning and Approval

- 1.1. All excursions, incursions and camps must be planned, risk assessed and approved through Compass.
- 1.2. The Principal (or delegate) reviews and authorises all proposals.

2. Duty of Care

- 2.1. Staff are responsible for student safety and wellbeing at all times.
- 2.2. Duty of care remains with school staff even where activities are conducted by external providers.

3. Supervision

- 3.1. Supervision ratios must meet or exceed regulatory standards.
- 3.2. Special requirements apply for higher-risk activities, including water-based programs.
- 3.3. Parent helpers support staff but cannot replace them in supervision ratios.

4. Financial Management

- 4.1. Excursions and camps are funded through the annual levy, paid upfront by families.
- 4.2. Teachers must confirm budget availability with the Business Manager before submitting proposals.
- 4.3. All budgeting must be finalised by September of the preceding year.

5. Health and Safety

- 5.1. Staff must carry first aid kits, including a school EpiPen and asthma puffer, on all excursions and camps.
- 5.2. Staff must be responsible for the collection and administration of any student medication required during the excursion or camp.
- 5.3. Risk assessments must include medical needs, emergency procedures and site-specific hazards.
- 5.4. A post-event review must be completed in Compass.

6. Child Safe Commitments

- 6.1. All activities must reflect the Child Safe Standards.
- 6.2. Volunteers must comply with the Code of Conduct and hold valid WWC Checks where required.
- 6.3. Student participation and feedback will be sought where appropriate.

5. RELATED DOCUMENTS

- Attendance Policy and Procedure
- Behaviour Management Policy & Procedure
- Risk Management Policy and Procedure
- Staff Code of Conduct
- Staff Induction Policy & Procedure
- Student Code of Conduct
- Student Health Care Policy and Procedure
- Sun Protection Policy
- Volunteers Policy & Procedure
- Work Health and Safety Policy

6. RELATED LEGISLATION & STANDARDS

- [School Education Act 1999 \(WA\)](#)
- [School Education Regulations 2000 \(WA\)](#)
- [Children and Community Services Act 2004 \(WA\)](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [Privacy Act 1988 \(Cth\)](#)
- [National Principles for Child Safe Organisations](#) (National Office for Child Safety)

7. REVISION HISTORY

#	Date	Owner	Change
V1	2012		Original Policy
	Term 1 2015		Reformatted, removed procedures
	16/8/2018	Ian Michael	Updated policy
V2.0	30/9/2025	Sally Alderton	Reformatted to new template, updated policy, reference current documents.