



## Volunteer Role description – Excursions and School Camps

Parent Name: \_\_\_\_\_

Class \_\_\_\_\_ Room No \_\_\_\_\_ Teacher \_\_\_\_\_

### Location

### Start date (and end date if known)

### Main duties

- Help staff supervise students on a camp or excursion.
- Make the excursion or camp enjoyable for everyone.

### Aims of the role

Working with our staff you can help:

- make the camp or excursion run smoothly
- students have fun, learn and socialise
- keep students safe

### What you need

As well as the usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- met screening requirements for overnight camps and sleepovers
- a way for staff to contact you at all times while you are volunteering
- easy access to a first aid kit and relevant medical details of students

### Supervision and safety

You must: follow supervision arrangements set out by the Principal or their delegate

Our staff are aware of each student's capabilities and needs so you must always check with them about specific supervision and safety. If someone suggests you can be alone with students, make sure this is authorised by the site leader and is a legitimate part of your role.

See also: [www.education.sa.gov.au/doc/camps-and-excursions-procedure](http://www.education.sa.gov.au/doc/camps-and-excursions-procedure)

You need to make sure:

- you are aware of your responsibilities and trained for your role
- you have a copy of the itinerary for the camp/excursion
- you can be contacted at all times by the Principal or staff on the camp/excursion
- you refer any concerns about students, including behaviour issues, to staff straight away
- everyone is safe
- you have the mobile number of the Principal or staff on the camp/excursion

### What we expect from you

- Treat everyone fairly and with respect
- Listen to and respect instructions from our staff and leaders
- As always, remember to not share information or photos on social media, and don't use your own phone or camera
- Include students of all abilities, ages, genders, and ethnic backgrounds
- Be a good role model for the students
- Show enthusiasm and enjoyment – make it fun

### Reporting and contact details

Volunteer reports to:

Contact person:

Role review date:

