

Policies & procedures

This section provides current Department of Education and Training policy and related documents.

Excursions Policy

✓ **School excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site. They can pose risks. The policy and procedures are directed at managing such risks.**

1.Objectives - Policy statement

1.1

Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.

1.2

Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.

1.3

A duty of care is owed to students in the school environment and while on excursions.

1.4

The department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.

1.5

The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools

1.6

A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.

1.7

Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.

1.8

Safe transport or a safe walking route is to be organised for excursions.

1.9

 edit

Implementation Date

28 May 2009

Reference No.

PD/2004/0010/V07

Implementation documents

[Excursions Policy](#)

Students must behave appropriately at all times while on excursions, including when animals are encountered.

2. Audience and applicability

2.1

This policy applies to all schools.

2.2

Residential high schools are subject to specific additional procedures with regard to students in residence.

2.3

Education and training units in Juvenile Justice Centres are subject to additional specific protocols.

2.4

Excursions involving preschool children are subject to specific protocols under the *Children's Services Regulation 2004* (See implementation procedures for details).

2.5

Regular weekly school sport is not regarded as an excursion but is subject to operational and consent procedures.

2.6

Visits by sporting teams and performers arranged and conducted by department of education and training state office units and regional bodies are not regarded as excursions but are subject to specific health, safety and welfare procedures.

3. Context

3.1

The department of education and training is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are part of quality teaching and learning programs.

3.2

Excursions are a valuable teaching and learning vehicle, often integral to quality curriculum delivery in that they provide access to teaching content and learning experiences not available at the school.

3.3

School excursions vary in terms of the curriculum focus, the

students involved, the duration of the excursion and the excursion venue(s). The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days or weeks requiring overnight or long term accommodation.

3.4

Some excursions involve overseas travel. Particular additional mandatory procedures relate to such excursions.

3.5

Workplace learning is not covered by this policy. See implementation procedures.

3.6

The department of education and training will not accept responsibility for privately arranged tours.

3.7

Document history and details

4. Responsibilities and delegations

4.1

A school excursion is initiated, organised and supervised by a school and approved by the principal and, when more than one school is involved, the principals of all participating schools.

4.2

Overseas excursions must have the endorsement of the principal and be approved by the regional director on the recommendation of the school education director.

4.3

The department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.

5. Monitoring, evaluation and reporting requirements

5.1

School education directors are required to monitor school compliance with this policy.

5.2

Schools are to regularly review and update their procedures for the safe conduct of excursions on the basis of implementation

experience, systemic and locally produced risk profiles and the evaluation of teaching and learning outcomes.

5.3

Principals are to report controversial issues or incidents occurring while staff and students are on excursions, consistent with the Incident Reporting Policy. (intranet access only)

5.4

For accounting and financial reporting requirements see Implementation Procedures.

6.Contact

Director, school and regional policy, phone (02) 9561 8514.

Occupational health and safety directorate, phone (02) 9266 8958 regarding risk management and risk profiles for excursion venues.

[Back to browse categories](#)

[View A-Z of all policies](#)