

POLICY

EXCURSIONS

Responsibility of: School Operations
Effective Date: June 2013
Next Review Date: June 2016
Target Audience: School staff and parents

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This document should be read in conjunction with [Excursions Guidelines](#) document.

1. POLICY

This policy outlines the responsibilities and procedures when undertaking school excursions. Excursions must have clear educational outcomes that take into account the learning programs and individual needs of students, as well as the educational programs and resources of the school.

All excursion documentation must be submitted and approved in accordance with this policy and associated guidelines prior to any excursion taking place.

Excursions are categorised as follows:

Category A – Local area excursions: involve movement either on foot or requiring transport within the local community but not involving absence overnight. Category A excursions require the approval of the school principal/group school principal.

Category B – Beyond local area excursions: involve travel beyond the local community but within the Northern Territory and may involve overnight accommodation. Category B excursions require the approval of the school principal/group school principal.

Category C – Interstate excursions: involve travel interstate. Category C excursions require in-principle approval from the Director School Performance before planning commences, and final approval from the Executive Director.

Category D – International excursions: involve travel overseas. Category D excursions require in-principle approval from the Director School Performance and International Services at the early planning stage, and final approval from the Executive Director and Minister for Education.

The Department does not accept responsibility for expenses incurred for excursions unless prior approval for the expenditure has been granted by the relevant Executive Director.

Students should be notified when enrolling in a course of study where excursions are an integral part of the course. Alternative educational programs should be available to students unable to participate in an excursion.

Important Note

Interstate and international excursions may **not** be considered for approval unless documentation is submitted within the timeframes set out in the Excursion Guidelines.

2. BUSINESS NEED

Excursions are a valuable teaching and learning experience providing an opportunity for students to learn from the wider community, building on and reinforcing the school curriculum. To ensure the safety and wellbeing of students and staff, educational excursions should be conducted with consistent processes and awareness by all parties of their responsibilities. This policy and related guidelines seeks to clarify the obligations and procedural requirements for schools and particularly, teachers and parents.

3. SCOPE

This policy applies to all excursions arranged by Northern Territory Government schools (including preschool), departmental coordinated programs such as Girl's Engagement Mentoring and Support program and Katherine Stronger Smarter Sisters program.

This policy does not apply to:

- (a) Third party arranged excursions such as Clontarf and Role Models and Leaders Australia excursions – However principal approval must be sought in accordance with any third party organisation's procedures prior to students participating in such excursions. Prior to approving any such excursion, principals must be satisfied that appropriate risk management strategies are in place to ensure student wellbeing;
- (b) work experience;
- (c) vocational education placements; or
- (d) School Sport NT (SSNT) sporting excursions - SSNT excursions are approved by the Chief Executive and have set procedures on duty of care and safety. For further information refer to SSNT policies and procedures.

4. DEFINITIONS

Excursion: means an educational, sporting or cultural trip by students within or outside the Northern Territory, under the direction of teachers and activity leaders authorised by DECS.

Principal: a principal, for the purpose of excursion approval does **not** include a teaching principal. Teaching Principals must seek Group School Principal approval for Category A and B excursions.

Teacher in Charge: means the teacher nominated by the principal to organise the excursion and to have ultimate responsibility and authority while the activity is in progress. In some circumstances a principal may nominate a trainer to be the Teacher in Charge of category A or B excursions. For departmental-coordinated programs the Teacher in Charge may be a departmental employee who is not a teacher.

A **Trainer:** has at least a certificate IV in training and assessing and vocational competences or qualifications to the level being trained and assessed.

Parent/Carer: includes the person who has the actual custody of a child and the person with whom a child resides.

Consent: means the Parent/Carer agrees to their child participating in an activity after they have been made aware of the details, risks and associated costs involved.

5. ROLES AND RESPONSIBILITIES

Teacher in Charge

Teachers in Charge are responsible for:

- planning excursions in accordance with this policy and guidelines;
- ensuring that all relevant information about respective responsibilities and obligations is clearly communicated to all accompanying adults;
- carrying out the risk assessment and completing the risk management plan; and
- exercising proper care and supervision throughout the duration of the excursion.

School principal

The principal/group school principal is responsible for:

- ensuring that excursions are planned and conducted in accordance with this policy and guidelines and that reasonable care is taken to ensure the safety of students and staff;
- ensuring that all teaching staff, trainers and volunteers adhere to the requirements of this policy and guidelines; and
- approval of Category A and B excursions.

International Services

International Services is responsible for giving in-principle support for Category D excursions in relation to suitability of destination in line with Department of Foreign Affairs and Trade travel advice.

Director School Performance

The Director School Performance is responsible for:

- ensuring that principals have adhered to the requirements of this policy and guidelines; and
- in-principle approval and endorsement of Category C and D excursions.

Executive Director Schools

The Executive Director is responsible for:

- approval of Category C excursions
- endorsement of Category D excursions.

Chief Executive

The Chief Executive is responsible for endorsement of Category D excursions.

Minister for Education

The Minister is responsible for final approval of Category D excursions.

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

Excursion Guidelines Excursion Application Participant List Itinerary Parent/Carer Consent Form Risk Management Plan Self-Inspection Checklist Memo for in-principle approval Education Program Ministerial	Alcohol Consumption on DECS Premises Policy Care and Protection of Children Act DECS Duty of Care Information Sheet Recording and Reporting Student Injuries Policy Safety in School Sport Policy School Swimming and Water Safety Programs Policy Work Health and Safety Policy Working with Children Clearance Notices (Ochre Card) Policy
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