

POLICY

EXCURSIONS

Responsibility of: School Support Services
Effective Date: July 2017
Review cycle: 2 years
Target Audience: Principals/Staff/Parents

DoE File: FILE2017/542
EDOC2017/30039
Version Number: 4.0

This document should be read in conjunction with [Excursions guidelines](#) and the [Official Travel policy, guidelines and procedures](#) (staff access only).

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. Activities are inclusive and all students within the group are given the opportunity to participate.

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 and regular outings:** 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 principal.
- Category B Beyond local area excursions or overnight:** involve travel beyond the local community but within the Northern Territory (NT) and may involve overnight accommodation e.g. school camps. Category B excursions require the approval of the principal.
- Category C Interstate excursions:** involve travel interstate. Category C excursions require in-principle approval from the Regional Director before planning commences, and final approval from the Chief Executive.
- Category D International excursions:** involve travel overseas. All intended international excursions must be registered with Corporate Finance through the Regional Director for inclusion in the twelve month travel forecast. International excursions require in-principle approval from the Regional Director before planning commences and require the Chief Executive's endorsement and the Minister for Education's approval. All requests for international excursions are to be justified in terms of need, educational benefits and cost prior to seeking approval from the 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 appropriate delegate.

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 and regular outings 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 and/or regular outings 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 preschools and schools (including independent public schools), and particularly principals, teachers and parents.

3. SCOPE

This policy applies to all excursions arranged by NT Government schools (including preschool and independent public schools), departmental coordinated programs e.g. Katherine Stronger Smarter Sisters program, and regular outings conducted by preschools in scope of the National Quality Framework.

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
 - where students are participating in overseas travel as part of an overseas excursion, the Chief Executive must be notified.
- (b) work experience
- (c) vocational education placements
- (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

Accompanying adults: includes teachers, parents, school council employees or any other adult individual who will be participating in the excursion and providing supervision.

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.

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

Higher risk or of a significant nature: for the purpose of this policy, excursions that include water-based or outdoor education activities, overnight stays or include travel outside of the local area are considered to be higher risk or of a significant nature.

Parent: signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal customary law or tradition.

Parental responsibility (in regards to the definition of parent): refers to a person who has:

- a) daily care and control of the child, or
- b) is entitled to exercise all the powers and rights, and has all the responsibilities, in the relation to the long-term care and development of the child, or
- c) has daily care and control of the child and the entitlement and responsibilities at (b) and includes a person who has been given the above responsibilities under another state or territory law.

Movement Requisition Form: Category B excursions require the use of movement requisition forms. These forms are in Microsoft Word format, and are to be completed for each adult accompanying the excursion.

Ochre Card: is a photo identification proof that an individual has passed the [Working with Children Screening process](#) and received a Clearance Notice. In the NT, it is a legal requirement for all persons over 15 years of age undertaking paid or voluntary child-related work to hold a current Ochre Card. The *Education Act and Regulations* uphold this requirement. Parents may be exempt from holding an Ochre Card if they:

- are engaged only as a voluntary worker;
- are a parent of at least one of the children with whom they have contact with while in this role;
- do not participate in any overnight stays;
- are at all times under the direct supervision of someone who holds a current Ochre Card; and
- are not required by the principal to hold a current Ochre Card.

Principal: a principal, for the purpose of excursion approval does **not** include a teaching principal. Teaching Principals must seek Regional Director (or delegate) approval for Category A and B excursions.

Regular outing: means a walk, drive or trip to and from a destination that the preschools service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are the same on each outing. In regards to preschools regulated under the *Education and Care Services (National Uniform Legislation) Act 2011*, regular outings are frequent visits outside of the preschool premises and are usually to other locations on the school site or within the local area.

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.

Trainer: has at least a Certificate IV in training and assessing and vocational competencies, or qualifications to the level being trained and assessed.

Travel with students for official purposes: involve travel either interstate or overseas by travellers (school staff) on official business e.g. travel to foster sister school relationships, interstate/intrastate events and/or ceremonies. Official travel with students requires in-principle approval from the Regional Director before planning commences, and final approval from the Chief Executive. School staff accompanying students must follow the Official Travel policy processes when organising and booking their travel in addition to completing the Excursion paperwork.

TRIM: Category C and D excursion applications are entered and processed for approval via the Tower Records Information Management system (TRIM). Category B excursions sent to the Regional Director for noting are also recorded in the system.

5. ROLES AND RESPONSIBILITIES (if applicable)

Teacher in Charge (or authorised department employee)

Teachers in Charge is responsible for:

- preparing a memorandum seeking in-principle approval, excursion application and educational program using the templates provided
- submitting all documents to the principal for endorsement
- in the case where an excursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion
- working with the principal to ensure that reasonable adjustments are made to assist students with additional needs to participate in the excursion activities and overall program
- planning excursions and/or regular outings in accordance with this policy and guidelines
- ensuring that all relevant information about respective responsibilities and obligations is clearly communicated to all accompanying adults
- ensuring that all excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion
- carrying out the risk assessment and completing the risk management plan, and
- exercising proper care and supervision throughout the duration of the excursion.

Principal

The principal is responsible for:

- authorising an appropriate department employee to be in charge of any excursion undertaken by the school
- obtaining approval from the relevant authorising delegate, as stipulated in these guidelines
- ensuring that excursions and/or regular outings 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
- approval of Category A and B excursions
- ensuring that Category B excursions are sent to the Regional Director for noting

- submitting 12 month international travel forecasts to their Regional Director for inclusion in the department's international travel register (maintained by Finance).

Education Services

Education Services is responsible for:

- providing advice specific to Category D excursions and the suitability of destinations in line with Department of Foreign Affairs and Trade travel advice
- liaison with the Department of Foreign Affairs and Trade in situations where schools are travelling to a location with a risk rating level that is greater than one.

Regional Director

The Regional Director is responsible for:

- ensuring that principals have adhered to the requirements of this policy and guidelines
- submitting regional travel forecasts to Finance
- providing in-principle approval and endorsement of Category C and D excursions.

Executive Director Schools

The Executive Director is responsible for:

- endorsement of Category C and D excursions.

Deputy Chief Executive, School Education

The Deputy Chief Executive is responsible for:

- endorsement of Category C and D excursions.

Chief Executive

The Chief Executive is responsible for:

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

Ministerial Liaison and Executive Services

Ministerial Liaison and Executive Services is responsible for:

- providing Protocol Office, Department of the Chief Minister with notification of international excursion travel approved by the Minister for Education.

Minister for Education

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

6. RELATED POLICY, LEGISLATION AND DOCUMENTS

Excursion Guidelines	Alcohol Consumption on Department Premises policy
Excursion Application Form – Cat A/B*	Recording and Reporting Student Injuries policy
Excursion Application Form – Cat C/D*	Safety in School Sport policy
Itinerary*	School Swimming and Water Safety Programs policy
Parent/Carer Consent Form	Working with Children Clearance Notices (Ochre Card) policy
Risk Management Plan	Education and Care Services (National Uniform Legislation) Act 2011
Self-Inspection Checklist*	Education and Care Services National Regulations
Memo for in-principle approval*	Care and Protection of Children Act
Education Program*	NTPS Teacher and Educator Enterprise Agreement
Ministerial Brief and Itinerary*	NTG Travel Policy Framework

DoE Policy: Excursions

<p>* - <i>internal use only</i></p>	<p>NTG Travel Policy Statement: Overseas Travel International Travel Forecast (staff access only)</p>
-------------------------------------	---