



IRRAWANG PUBLIC SCHOOL

POLICY FOR EXCURSIONS



Last Review: Term 1, 2024 Next Review: Term 1, 2025

Principal: Mrs Stacy Mathieson

<https://education.nsw.gov.au/policy-library/policies/pd-2004-0010>

Directions for planning and managing excursions, including incursions and other variations of routine.

1. Policy statement

- 1.1 Excursions are part of quality teaching and learning programs. School excursions are structured learning experiences provided or managed by the school, conducted on or external to the school site, as determined by the principal. Incursions are a type of excursion, conducted on the school site.
- 1.2 Excursions provide educational value by supporting curriculum outcomes, in consideration of the needs and resources of the school, the needs of the students and the total learning program.
- 1.3 Excursions are inclusive. All students within a specific learning group are to be given the opportunity to participate, unless exceptional circumstances exist.
- 1.4 The department has a duty of care to students while on excursions and this duty cannot be delegated to any third party or organisation.
- 1.5 Identifying and assessing risk needs to be integrated into excursion planning to ensure appropriate risk management strategies are developed. An approved risk [management plan](#) must be implemented at all stages of an excursion.
- 1.6 The [obligation to report](#) suspected risk of harm to children and young people applies throughout all stages of an excursion.
- 1.7 Irrawang Public School requires the following from parents and carers before an excursion takes place. [Translated documents](#) are provided where required:
 - 1.7.1 permission for students to participate in excursions, including activities during an excursion
 - 1.7.2 a medical information form.
- 1.8 The [Behaviour code for students](#) applies at all times while on excursions.
- 1.9 Additional [mandatory procedures](#) apply to excursions that involve overseas travel.
- 1.10 Due dates for permission notes and money are final.

2. Audience and applicability

- 2.1 All NSW government schools and preschools
- 2.2 Excursions involving preschool children are subject to specific protocols under the Education and Care Services [National Regulations](#).
- 2.3 Residential high schools and schools in Juvenile Justice Centres are subject to specific additional procedures with regard to students in residence.
- 2.4 The following are not covered under this policy:
 - 2.4.1 workplace learning programs
 - 2.4.2 [privately organised tours](#), events or other activities – the department is not responsible for these.

3. Context

- 3.1 Irrawang Public School is committed to providing a safe, secure, disciplined, inclusive, and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters students' intellectual, physical, social and ethical development. [Excursions Planning and Management](#) provides detailed direction and guidance to schools.
- 3.2 School excursions vary in terms of the curriculum focus, students involved, duration of the excursion and venue. Groups participating in an excursion may be a class or a group of students drawn from a number of classes or schools.
- 3.3 Excursions can range from an incursion to an extended journey occupying a number of days or weeks requiring overnight or long-term accommodation.

4. Responsibilities and delegations

4.1 Principals:

- 4.1.1 approve all domestic excursions within Australia involving their school
- 4.1.2 approve their own school's participation when more than one school is involved
- 4.1.3 ensure that a [risk assessment and management plan](#) for the excursion has been completed
- 4.1.4 endorse overseas excursions and submit the overseas excursions application to their Director, Educational Leadership for approval by the Executive Director in line with the department's [overseas excursions application and approval process](#)
- 4.1.5 maintain records of excursions and any incidents occurring on an excursion
- 4.1.6 exercise a duty of care towards all students, staff and other participants
- 4.1.7 evaluate their school's practices for the safe conduct of excursions on the basis of past experience, systemic and locally produced risk profiles and teaching and learning outcomes
- 4.1.8 manage any issues or incidents arising from school excursions, consistent with the department's [Controversial Issues in Schools policy and Incident Notification and Response policy \(staff only\)](#)
- 4.1.9 ensure the appropriate infection control measures are included in the planning and are followed during the excursion.

4.2 Teachers:

- 4.2.1 may initiate and organise excursions
- 4.2.2 exercise a duty of care to all students
- 4.2.3 complete and monitor risk assessments for each planned excursion ensuring there will be adequate supervision
- 4.2.4 report any incidents that occur on an excursion
- 4.2.5 who organise an overseas excursion do so in line with the department's [overseas excursions application and approval process](#).

4.3 Directors, Educational Leadership:

- 4.3.1 endorse an overseas excursion proposal
- 4.3.2 endorse an overseas excursion for the approval to their Executive Director in line with the department's [overseas excursions application and approval process](#)
- 4.3.3 monitor schools' compliance with this policy.

4.4 Executive Directors:

- 4.4.1 approve overseas excursions in line with the department's [overseas excursions application and approval process](#).

5 Monitoring and review

- 5.1 The Executive Director, Service Experience monitors the implementation of this policy, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed.

6 Contact

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Date: 29/01/2024

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