

Excursion Policy

Rationale

The Department of Education and Children's Services is required to ensure the safety and well-being of its students and staff. This policy outlines the responsibilities and procedures for undertaking a Category A school excursions including supervision, volunteers, duty of care, and consent. For details of other categories of excursions please refer to the DoE's Excursion Policy and Excursion Guidelines.

Policy Statement

An educational excursion must have clear educational outcomes that take into account the learning programs and individual needs of the students as well as the educational program and resources of the school, and must align with DoE's excursion Policy.

Aims

The Principal will need to:

- Ensure that excursions are planned and conducted in accordance with departmental policy and RPS policy and that reasonable care is taken to ensure the safety of students and staff.
- Ensure that all teachers are aware of their responsibilities.

Teachers will need to:

- Ensure that excursions are planned and conducted in accordance with departmental policy and RPS policy.
- Ensure that proper care and supervision is taken to ensure the safety of students throughout the duration of the excursion. The duty of care of a teacher requires the taking of reasonable steps to protect the student against risks of injury or harm that the teacher could reasonably foresee.

Implementation

- Request approval for your excursion from the principal by completing an **Excursion Application Form** (appx A), a minimum of 3 weeks before excursion date.
- On approval, complete a **Parental Consent Form** (appx D) and submit to the Principal, a minimum of 2 weeks before the excursion date, along with the other required documents:
 - **Participant List** (appx B)
 - **Itinerary** (appx C)
 - **Parental Consent Form** (appx D)
 - **Risk Management Plan** (appx E)
 - **Self-Inspection Checklist** (appx F)



- The following other arrangements need to be done at this time:
 - bus quotes and bookings (arrange via front office staff).
 - book first aid kit, sunscreen, and *Daddy Kools*.
 - Copy and Hand out **Parental Consent Form** (appx D)
- to students, a minimum of 2 weeks before the excursion date.
 - Any money needed to be collected should be sent to the front office in the pencil case in the message bag (with the accompanying, completed student's **Parental Consent Form** (appx D))

Please **NOTE**: copies of any notes going home should be sent to the front office staff.

Resources

- Rosebery Primary School Excursion Procedure
- RPS Split Class Procedure
- DECS Educational Excursions Policies and related forms:
<http://staff.det.nt.gov.au/quickfind/finance/travel.shtml> which include:
- Excursion Application form
- Parental Consent Form
- Participant List
- Itinerary
- Risk Management Plan
- Self-Inspection Checklist

Evaluation

Our Excursion Policy's effectiveness will be measured through implementation over a period of time.

Effective Term 4, 2014
Date of next Review Term 4, 2016
Developed by Leadership Team

