



# EXCURSION POLICY – Implementation Document

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## Overview:

Excursions are an integral part of Kearsley Public School's curriculum and student learning. Experiential learning is a fundamental principle in NSW Department of Education (DE) curriculum guideline documents and syllabuses.

School excursions include:

- Local visits outside the school grounds, which may be planned or spontaneous
- Minor excursions which are less than a day's duration and do not involve overnight accommodation
- Major excursions involving overnight accommodation

In addition, virtual excursions (accessed using the Connected Classroom) and incursions (visits and events organised within the school grounds) shall be subject to the same policy guidelines as excursions.

## Purpose of Policy:

This policy outlines guiding principles for the organisation of excursions, virtual excursions and incursions, and the implementation of the NSW DoE's policy and procedures for managing these learning experiences.

## Context:

The policy of Kearsley Public School is bound by statements issued by NSW DoE. All excursions arranged by the school will comply with the guidelines set out in the NSW DoE Excursion Policy <https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/procedures-and-tools>

The NSW DoE policy focuses on the following nine guiding principles:

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.
2. Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
3. A duty of care is owed to students in the school environment and while on excursions.
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.
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.
6. A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
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.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions, including when animals are encountered.

## Planning

In the planning of excursions, teachers at Kearsley Public School must give consideration to:

- the educational value of the excursion
- the total number of planned activities each year and the potential disruption to learning and daily routines
- the total financial cost placed upon parents/caregivers of children attending

When students are not able to participate due to financial constraints, the school endeavours to make financial assistance available according to need. Where fund raising is used to help reduce per capita costs, all students participating will benefit from the fundraising.

## Procedures:

All excursions must receive the approval of the Principal before they are publicised or take place. A risk assessment is to be conducted and a risk management plan developed before approval can be given for any excursion. Permission notes will be sent home at least two weeks prior to the excursion when possible.

All permission notes should include:-

- the Kearsley Public School letterhead and /or emblem
- the date
- the Principal's name and signature
- the name and signature of the organising teacher
- venue
- educational value and reason for the excursion or activity
- cost
- excursion timings
- travel arrangements
- supervision arrangements
- request for medical and special needs information
- other relevant information, such as what to wear, what to bring, etc.

An Excursion Checklist Sheet is available to assist staff with their planning. Teachers at Kearsley Public School must complete an Excursion or Incursion Planning sheet. This includes details of the educational rationale for the experience, dates and the proposed itinerary, itemised costs for travel, entry or participation fees and accommodation, arrangements for supervision and a detailed risk assessment. All excursions planned that include water activities, overnight accommodation or interactions with animals will abide by NSW DoE procedures.

The school will retain excursion records, notes, costs and approval letters, administrative and travel details for 2 years, after which time they will be destroyed. Information relating to school camps will be retained for 5 years and then destroyed.

## References

NSW Department of Education. (2016) Excursion Policy

<https://detwww.det.nsw.edu.au/workhealthandsafety/risk-management/procedures-and-tools>