



Department of
Education

EXCURSIONS IN PUBLIC SCHOOLS POLICY

EXCURSIONS IN PUBLIC SCHOOLS PROCEDURES

This PDF contains the following documents:

Document 1:

Excursions in Public Schools Policy v3.0

Effective: 28 April 2020

Document 2:

Excursions in Public Schools Procedures v3.0

Effective: 28 April 2020



Department of
Education

EXCURSIONS IN PUBLIC SCHOOLS POLICY

EFFECTIVE: 28 APRIL 2020

VERSION: 3.0 FINAL

1 POLICY STATEMENT

School excursions are undertaken to further students' learning and social skills development outside their normal school environment.

2 POLICY RULES

Principals will confirm that all excursions are planned, approved and conducted in accordance with the *Excursions in Public Schools Procedures*.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Implementation of the policy is the responsibility of all employees.

Line managers are responsible for compliance and monitoring.

4 SCOPE

This policy applies all principals and Department of Education employees in public schools.

5 SUPPORTING PROCEDURES

Excursions in Public School Procedures

6 DEFINITIONS

EXCURSION

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that:

- has an educational purpose;
- is organised or managed by a member of staff employed by the Department of Education;
- involves any associated costs being paid directly to the school, not to a third party;
- is insured by the Department of Education; and
- has gained the appropriate approval(s).

EDUCATIONAL PURPOSE

An outcome linked to students' educational programs, Western Australian Curriculum outcomes and/or the total educational program of the school.

EXTERNAL PROVIDER

A business, employer, individual or other government agency engaged by the school to provide a venue, service and/or expertise appropriate to a particular school activity, where duty of care needs to be shared. Businesses such as restaurants and gift shops are not paid to provide a venue to support a specific school activity and as such, are not deemed as 'external providers' under the policy.

7 RELATED DOCUMENTS**Relevant legislation or authority**

Building Regulations 2012

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

School Education Act 1999

School Education Regulations 2000

Working with Children (Criminal Record Checking) Act 2004

Related Department policies

Alcohol and Other Drugs in the Workplace

Child Protection in Department of Education Sites

Duty of Care for Public School Students

Financial Management in Schools Finance and Accounting

Occupational Safety and Health

Official Travel

Records Management

Risk and Business Continuity Management

Student Health Care in Public Schools

Student Behaviour in Public Schools

Outdoor Education and Recreation Activities for Public Schools

Working with Children Checks in Public Schools

Other documents

Guidelines for First Aid in Department Workplaces

Insurance and Claims Management Guide

Records Management Manual for School, College and Campus Records

8 CONTACT INFORMATION

Policy manager: Director
Teaching and Learning Services

Policy contact officer:

Principal Consultant
Teaching and Learning Services
T: (08) 9402 6273

Any school excursion operational matter should be referred to the Coordinator of Regional Operations.

9 REVIEW DATE

28 April 2023

10 HISTORY OF CHANGES

Effective date	Last update date	Policy version no	Ref no	Notes
4 February 2014		2.0	D14/0032885	Major review undertaken and policy split into policy and procedures. Endorsed by Corporate Executive 2 December 2014.
4 February 2014	27 February 2014	2.1	D14/0100232	Update to contact details D14/0061889
4 February 2014	18 November 2014	2.2	D14/0510237	Update to contact details D14/0510227
4 February 2014	5 August 2016	2.3	D16/0508087	Updated contact information D16/0508024
4 February 2014	21 March 2018	2.4	D18/0119498	Updated contact information D18/0119506
4 February 2014	31 August 2018	2.5	D18/0388890	Minor changes to include reference to Public Schools D18/0151652
28 April 2020		3.0	D19/0450973	Major review undertaken. Endorsed by the Director

				General on 16 January 2020. D20/0043706
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EXCURSIONS IN PUBLIC SCHOOLS PROCEDURES

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1 POLICY SUPPORTED

Excursions in Public Schools Policy

2 SCOPE

These procedures apply to all principals and Department of Education employees in public schools.

3 PROCEDURES

3.1 ALL EXCURSIONS

Principals must:

- authorise a Department employee to be the Excursion Leader for any excursion undertaken by the school;
- confirm that a proposed excursion has an educational purpose;
- not endorse an excursion where activities or locations pose a safety risk;
- in the event of cancellation of an excursion, advise the school community to what purpose monies raised through fundraising will be redirected;
- establish processes for the School Council or Board to approve the costs of all optional activities (including school camps and excursions); and
- comply with the Department's insurance requirements.

Guidance

From the perspective of cultural understanding and respect, when planning an excursion, consider the following:

- *whether or not it is appropriate to acknowledge the traditional lands being visited; and*
- *is the site culturally significant to Aboriginal people, and does this mean Aboriginal students may not be able to visit dependent on gender or if they have gone through lore.*

Accounting guidelines to assist with costing camps and excursions are available for schools on the [Finance for Schools website](#). If an excursion is cancelled, any fees paid should be refunded to families. However, if fundraising has occurred and it is not possible to identify individual contributions, then the funds may be used at the discretion of the Principal, with communication to the school community to that effect.

Locations of potential environmental or safety risk include Wittenoom Township or locations near the Wittenoom mining area or overseas locations with the Department of Foreign Affairs and Trade (DFAT) warning: Do Not Travel. All other DFAT warnings should form part of the risk assessment process to be taken into consideration prior to endorsing a proposal.

The authorised excursion leader must:

- prepare and submit the required proposal and approval forms to the principal in accordance with one of the following documents:
 - *Local Area Excursions;*
 - *Local Area Excursions with Overnight Stay including Camps;*
 - *Interstate Excursions; or*
 - *International Excursions.*

- take all documentation attached to the *Proposal for Excursion* on the excursion;
- confirm that all external providers have minimum levels of insurance of \$20 million public liability insurance and if appropriate, \$5 million professional liability insurance; and
- confirm that the following information is current, updated in school records and accessible to staff during the excursion:
 - approvals;
 - permissions/consents; and
 - medical and emergency information.

Guidance

Excursions are affected by a number of other mandated policies and legislative requirements and the excursion documents support employees in addressing all requirements.

Records may be carried by excursion supervisors on electronic devices, but should not rely on internet access to be accessible.

Department employees must not sign waivers, indemnities, disclaimers or other documents which absolve an excursion venue or other external provider from liability for their own negligent acts or omissions; or require volunteers, parents or students over the age of 18 years to sign such documents.

Guidance

Staff should be aware that disclaimers or waivers may be obscured within certain terms and conditions of sale. Many excursion venues are prepared to give up or amend their waivers to enable schools to access their activity and the excursion leader should suggest this option to the provider.

3.2 LOCAL AREA EXCURSIONS

Principals must only approve a *Proposal for Local Area Excursion* that has been prepared in accordance with the document *Local Area Excursions*.

Guidance

The principal is the Excursion Approval Authority for all local area excursions.

Local Area Excursions are those that occur within relatively close proximity to the school, i.e. held within the same town/city/locale or district. Examples of local excursions include, but are not limited to: attending the local town oval, zoo, cultural precinct, theatres or shopping centres. These excursions do not require extensive travel or overnight accommodation.

Excursions by remote schools across the Northern Territory or South Australian borders are considered:

- *Local Area Excursions if they do not involve an overnight stay; or*
- *Local Area Excursions with Overnight Stay Including Camps.*

*Recurring excursions are regularly timetabled classes that occur offsite, and may be approved for the same group of students, through one *Proposal for Local Area Excursion*.*

3.3 LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS

Principals must only approve a *Proposal for Local Area Excursion with Overnight Stay Including Camps*, that has been prepared in accordance with the document *Local Area Excursion with Overnight Stay Including Camps*.

Guidance

The principal is the Excursion Approval Authority for all local area excursions with overnight stays including camps.

Local Area Excursions with Overnight Stay Including Camps are those that occur within Western Australia, requiring accommodation for any period of time. These include, but are not limited to, extended educational trips, sporting tours and camps. Travel to and from Christmas and Cocos Islands is considered to be travel within Western Australia.

3.4 INTERSTATE EXCURSIONS

Principals must:

- only approve a *Proposal for Interstate Excursion* that has been prepared in accordance with the document *Interstate Excursions*; and
- complete and endorse an *Approval of Interstate Excursion*.

Guidance

The principal is the Excursion Approval Authority for interstate excursions.

3.5 INTERNATIONAL EXCURSIONS

Principals must:

- confirm that the international excursion activities cannot be undertaken in Australia;
- only approve a *Proposal for International Excursion* that has been prepared in accordance with the document *International Excursions*;
- at least nine months prior to the proposed departure date, submit the *Pre-Approval of Educational Purpose: International Excursion* form to their Regional Executive Director, to obtain pre-approval to initiate planning an international excursion; and
- at least four months prior to the date of the planned excursion, complete and forward the *Application for Approval of International Excursions* to the Regional Executive Director for support, then to the Deputy Director General, Schools for recommendation to the Minister for approval.

Guidance

The Minister for Education is the Excursion Approval Authority for all international excursions.

4 DEFINITIONS

AUTHORISED DEPARTMENT EMPLOYEE

A member of staff employed by the Department of Education and authorised by the principal or manager to be in charge of an excursion.

EDUCATIONAL PURPOSE

An outcome linked to students' educational programs, Western Australian Curriculum outcomes and/or the total educational program of the school.

5 RELATED DOCUMENTS

Relevant legislation or authority

Building Regulations 2012

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4 February 2014		2.0	D14/0032889	Major review undertaken and policy split into policy and procedures. Endorsed by Corporate Executive 2 December 2013.
4 February 2014	27 February 2014	2.1	D14/0100234	Minor changes to Appendices and update to contact details. D14/0061889
4 February 2014	9 April 2014	2.2	D14/0170615	Minor changes to Appendix B - point 32, Appendix C – documents attached and Appendix D – regarding additional approval for interstate excursions. D14/0158355
4 February 2014	12 August 2014	2.3	D14/0396606	Minor changes to Appendices A and E D14/0355782.

4 February 2014	28 August 2014	2.4	D14/0416337	Minor changes to Appendices B to F regarding insurance provisions D14/0416237
4 February 2014	18 November 2014	2.5	D14/0510306	Update to contact details and link D14/0510227
4 February 2014	26 May 2015	2.6	D15/0195637	Changes regarding public liability and professional indemnity insurance D15/0195602
4 February 2014	4 February 2016	2.7	D16/0124146	Minor change to Appendix B – removal of School Excursions website D16/0123310
4 February 2014	5 August 2016	2.8	D16/0508111	Updated contact information D16/0508024
4 February 2014	25 August 2017	2.9	D17/0360808	Minor change to Appendix D & E D17/0360809
4 February 2014	21 March 2018	2.10	D18/0119581	Updated contact information D18/0119506
4 February 2014	31 August 2018	2.11	D18/0388892	Minor changes to include reference to Public Schools D18/0151652.
28 April 2020		3.0	D19/0450975	Major review undertaken. Endorsed by the Director General on 16 January 2020. D20/0043706