



## EXCURSIONS POLICY

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### Overview:

Excursions are an integral part of Cessnock West 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 Cessnock West 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://education.nsw.gov.au/policy-library/policies/excursions-policy>

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. **(Child Protection)**
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. **Student behaviour** must be appropriate at all times while on excursions, including when animals are encountered.

## Planning

In the planning of excursions, teachers at Cessnock West 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 Cessnock West Public School letterhead
- the date
- 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.

Organising teacher/s must provide the principal with details of 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.

## Documents

NSW Department of Education Excursions Policy <https://education.nsw.gov.au/policy-library/policies/excursions-policy>

NSW Department of Education Excursions Policy Implementation Procedures <https://education.nsw.gov.au/policy-library/associated-documents/proced.doc>

## Related Documents

Depending on the type of excursion, the following documents will contain useful guidance and advice:

[Anaphylaxis Procedures for Schools and associated webpages on the student health section of the Public Schools website](#)  
[Sport & Physical Activity, Safe Conduct Guidelines](#)

[Student Health in NSW Public Schools: A summary and consolidation of Policy](#)

[Student Health website](#)

[Schools policies and procedures: Child Protection](#)

[Work Health and Safety: Emergency Management Guidelines \(Intranet access only\)](#)

[Work Health and Safety: Safety Management System: Excursions \(Intranet access only\)](#)

[Work Health and Safety: Safety Management System: Risk Management \(Intranet access only\)](#)

[Work Health and Safety: Safety Management System: Incident Management \(Intranet access only\)](#)

[Animal Welfare Policy – Schools](#)

## **15.2 Advice**

[Early Learning and Primary Education Directorate \(Intranet access only\)](#)

[Legal Services Directorate \(Intranet access only\)](#)

[Work Health and Safety Directorate \(Intranet access only\)](#)

[School Sport Unit](#)

[Schools Finance \(Intranet access only\)](#)

[Multicultural Programs Unit \(Intranet access only\)](#)

[Records Management Unit \(Intranet access only\)](#)

[School Safety and Response Unit \(Intranet access only\)](#)

[Student Engagement and Interagency Partnerships \(Intranet access only\)](#)