

Excursions - guidelines and procedures

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These guidelines and procedures should be read in conjunction with the Excursions policy and the Official travel policy.

1. Introduction

Excursions can range from a short visit of less than one hour to several days or weeks and can be in locations close to the school, intrastate, interstate or overseas. For the purposes of this policy and guidelines, excursions are categorised as:

- Category A – Local area excursions
- Category B – Excursions beyond the local area and overnight
- Category C – Interstate excursions
- Category D – International excursions

Refer to the approval steps and documentation requirements below for each category of excursion and ensure the stipulated timeframes are met. A summary of the approvals process and paperwork requirement for each excursion category is provided in Section 3.

Strict timeframes apply for interstate and overseas excursions, noting that all schools are required to submit a forecast of intended Category C and D excursions to School Operations via the Managing School Operations [eLearn](#) site.

2. Management of excursions

2.1. Accidents

The Recording and reporting student injuries guidelines and procedures must be followed for all accidents occurring during an excursion.

2.2. Alcohol

Accompanying adults and students are not permitted to consume, possess or be under the influence of alcohol whilst on an excursion. Accompanying adults who act as a driver of a vehicle conveying students during an excursion must have a zero-blood alcohol level whilst undertaking driving duties.

2.3. Billeting

Where students are required to be billeted on an excursion, this can only occur when a host school is providing the billeting arrangements. Teachers, school staff and others who have special care relationships such as coaches, cannot provide billeting. The Teacher Registration Board's [Managing Professional Boundaries guidelines](#) provides guidance when considering special care relationships and professional boundaries.

The teacher in charge must ensure the following:

2.3.1. Parents of students

- Parents are briefed in writing and, where possible, face-to-face prior to the parents consenting to their child being billeted.
- Parents must be provided with contact details of the host family and be able to contact their child as necessary.
- Parents must provide explicit consent on the parent consent form to the specific billeting arrangements that have been communicated to them.

2.3.2. Host schools or families

- Families accepting billets are deemed suitable by the host school and have met all appropriate local education authority guidelines to ensure student safety and wellbeing. This information must be communicated in writing to the teacher in charge and must confirm the household members do not have criminal convictions that may preclude the host family from billeting a student. The information must also confirm that the accommodation requirements below are met.
- Ochre cards or jurisdictional equivalents must be provided for each host adult.
- Families should ensure that there are no other overnight visitors during the period of the billet.
- Accommodation is provided that includes:
 - a private bedroom or one shared with students of the same gender
 - a bed that is not shared with another student
 - private bathing and toilet facilities.

2.3.3. Teacher in charge or authorised department officer

- Identify and address any potential conflicts of interest, special care relationships and professional boundary issues in consultation with the principal or relevant authorising officer.
- Ensure consent forms are signed by the parents of students to be billeted and includes up-to-date medical information.
- Is notified of any travel by the student involving an overnight stay during the period of the billet.
- Is contactable for the duration of the billet.
- Has contact details of each host family.
- Will contact all students regularly during the period of the billet.
- Has access to transport in order to visit students at short notice.
- Will arrange alternative accommodation for students who need to be relocated.

2.3.4. Billeted students

- Have reasonable means to contact the teacher and their parents.
- Have emergency contact details at all times.

Principals are required to contact the host school principal to confirm the suitability of the host families and billeting arrangements as per section 2.3.2.

2.4. Consent forms

Written parental consent is required for all excursions. Consent forms need to provide enough information about specific activities to allow parents to make informed decisions about their child's participation. Parents must be given the opportunity to provide relevant information about their child's care needs, as well as advising the school if they do not give permission for their child to participate in some or all the activities listed.

Consent given by parents for children to attend excursions does not indemnify the school nor relieve supervisors of their duty of care responsibilities.

Consent for recurring excursions or regular outings to specified local venues for the same purpose is only required to be obtained once in a 12-month period, providing the circumstances of the outing have not changed since the risk assessment was completed.

The teacher in charge should be mindful of the possibility of changes to students' health or medical requirements from one week to the next. Parents must be reminded of their obligation to notify the school of any changes in consent to their child participating in recurring excursions or regular outings.

When advising parents of excursions and recurring excursions or regular outings, the following details should be included as appropriate:

- the child's name
- purpose of the excursion
- times and dates of departure and return
- a description of the proposed destination
- details of activities to be undertaken by the child
- mode of travel and route, including supervision available
- number of children likely to be attending the excursion
- level of supervision and ratio of educators to children
- anticipated number of staff members and other adults that will accompany and supervise the children
- names of teachers and adults accompanying the group
- accommodation arrangements
- equipment and clothing needed
- details of cost
- special rules applicable to the excursion
- information stating a risk assessment has been completed and is available if required
- details of any activity where there may be a greater risk of student injury, for example abseiling
- specific details of billeting arrangements if required
- means of contact with the excursion group, such as mobile number and contact details of teacher in charge of excursion.

Any consent form should allow the parent to clearly indicate that they:

- consent to the student taking part in the excursion or regular outing and the specified activities
- agree to the accommodation arrangements specified, for example billeting
- provide details of special medical, physical or dietary needs, or other issues
- authorise the teacher in charge to make arrangements for the welfare of the student including first aid, medical or surgical treatment, in an emergency
- agree to meet the costs associated with any emergency arrangements made by the teacher in charge, including travel
- agree to the student being under the teacher's authority for the duration of the excursion, and to the teacher being empowered to return the student home at the expense of the parent if the teacher considers that circumstances warrant such action
- agree, where appropriate, to the student travelling by private car driven by a teacher, parent or other approved person, but not a student
- accept liability for loss, theft or damage to their child's property while on excursion
- note that the department will take all reasonable steps to protect students against reasonably foreseeable risks of injury or harm.

Copies of consent forms should remain at the school but another copy must be taken on excursions as they contain information that may be needed in the event of an accident or illness.

2.4.1. Consent for excursions without accompanying teachers

Where an excursion is planned and supervised by a person not employed as a teacher, for example a Vocational Education and Training (VET) trainer, department employee or school representative body employee, and no teacher is accompanying the excursion, in addition to the consent form, parents must be informed in writing that the supervisor is solely responsible during the excursion and that no teacher will be present.

2.5. Duty of care

Teachers have a responsibility to exercise proper care and supervision for the duration of the excursion. The duty of care requires taking reasonable steps to protect the student against risks of injury or harm that are reasonably foreseeable. It is the responsibility of principals to ensure that all teachers are aware of their responsibilities.

A teacher cannot delegate their duty of care responsibilities to anyone during the course of an excursion. Where professional organisations are involved in a school excursion, the teacher should request information from the organisation regarding the safety of the activity and equipment and the expertise of the staff running the activity.

Where a trainer has been nominated by a principal, the trainer cannot delegate their duty of care and has the responsibility to exercise proper care and supervision for the duration of the excursion.

A first aid kit must be taken on all excursions, and it is a requirement that at least one of the accompanying members of staff has a current first aid qualification and is trained in cardio pulmonary resuscitation (CPR).

With regard to preschool excursions and regular outings, at least one staff member must accompany the students or be immediately available, who has all of the below:

- an approved first aid qualification
- anaphylaxis management training
- asthma management training.

Access to drinking water must be available for all excursions and parents must be advised of the need to supply students with relevant safety precautions such as sunscreen, hat and covered shoes.

2.6. External providers

Where private providers are used as instructors for specific excursion activities, such as rock climbing and sailing, the principal must ensure that the provider acknowledges, in writing, that the following criteria are met:

- meets industry standards and is appropriately accredited
- staff are trained to industry standards required to supervise the activity and are appropriately accredited
- has a risk management or safety plan relevant to the activity
- holds appropriate and current insurance, including public liability, at a minimum of \$10 million.

The school must request and obtain a copy of the private provider's insurance policy.

Parents must be made aware of any disclaimer statements from private providers and make their own informed decision about whether to consent to their child's participation.

Refer to External providers engaged for teaching and learning – guidelines for planning of activities that engage external providers.

2.7. Insurance

The Northern Territory (NT) Government self-insurance arrangements encompass public liability, workers compensation, personal accident and injury risks and legal liabilities arising in relation to NT Government schools, school representative bodies, and their respective employees and volunteers.

The NT Government self-insurance arrangements do not extend to suppliers, contractors or consultants engaged by the department. These individuals or organisations are required to carry their own public liability insurance cover. Certificates of currency must be obtained from suppliers, contractors or consultants where they are involved in school related activities.

The Excursions policy and these guidelines require that schools conduct appropriate planning and risk management to ensure that all reasonable steps are taken to protect students against reasonably foreseeable risks of injury or harm arising from school related activities. Risk planning must also outline how a risk will be managed should it arise while on excursion.

Financial responsibility for medical and other costs incurred in emergency situations which includes the cost of transport to a medical facility or to their home, or where a decision is taken to return a student home, rests with the parents of the student. A parent may wish to take out additional insurance to cover such costs.

Travel insurance for overseas and interstate excursions is compulsory and must be arranged by the teacher in charge. The need for commercial travel insurance is highly recommended when planning all other excursion categories. Where travel insurance is arranged, the value of premiums forms part of the cost of the excursion.

2.8. Records

All excursion documentation must be retained for 45 years after the excursion has been completed. This includes, but is not limited to the excursion application, itineraries, student details, signed consent forms, risk management plans, travel arrangements, incident records, and student health and medical information.

Upon completion of all Category A and B excursions, principals must email all excursion documentation to their Regional School Operations Director.

If the excursion is being organised outside of Regional Services, the paperwork should be filed as per the division's filing protocols.

Upon completion of all Category C and D excursions all signed parent consent forms, student health and medical information, records of any changes to approved excursion and any incident records must be emailed to Regional School Operations Director for filing.

Records pertaining to serious incidents, such as a serious injury or death, must be kept as a permanent record.

2.9. Risk management

A Risk management plan – found within the excursion application form – and an Excursion planning checklist must be completed for all proposed excursions. These documents are available to staff on eLearn.

It must be noted that preschools must always use the Australian Children's Education and Care Quality Authority (ACECQA) Excursions risk assessment template that is available on the ACECQA website. ACECQA is the Australian Children's Education and Care Quality Authority.

The Risk management plan must identify all potential hazards associated with each of the planned activities. A matrix is provided on the Excursion application form to assess the risk level of each hazard. Measures must be recorded of how each risk will be prevented, and in the case that it eventuates, how it will be responded to and managed. The person responsible for each prevention and response action should be identified as should the timeframe for when each measure will occur.

Swimming, water safety or aquatic activities must adhere to the school swimming, water safety program and aquatic activities policy and procedures. Read about swimming, water safety and aquatics activity policy on the department's school policies webpage in the swimming and water safety section.

For recurring excursions or regular outings where the circumstances relevant to the risk assessment are the same on each outing, approval, risk assessment, insurance evidence, Excursion planning checklist and parental consent only needs to be obtained once every 12 months. Schools must be mindful of the need to ensure that no significant changes have occurred which may have affected the content of the initial documents, for example student medical information.

Excursion venues can be assessed using the criteria provided in the Excursion planning checklist. Where schools are unable to complete an inspection by visiting the location, for example interstate or international excursions, information on the suitability of the venue can be obtained via:

- other schools that have visited the location in the last 6 months
- government or education authorities in the local area
- external providers conducting tours and the like
- the venue itself may have conducted a risk assessment that can be requested.

When conducting outdoor educational activities, schools are encouraged to visit the Victorian Department of Education and Training's Outdoor Activities and Working Outdoors website regarding best practice risk management strategies.

2.10. Supervision - teacher-to-student ratios

Decisions regarding supervision requirements and teacher to student ratios should take into account factors such as the age of the students, their maturity, location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken. Principals may implement enhanced measures to cater for the safety of students.

Minimum teacher to student ratios are provided in the following table.

Table 1. Teacher to student ratios – minimum requirements:

| Excursion type | Minimum ratio |
|---|---------------|
| Preschool day excursions - see note below | 1:11 |
| Primary school day excursions | 1:15 |
| Middle school day excursions | 1:27 |
| Senior school day excursions | 1:27 |
| Overnight excursions – mixed parties should be supervised by both a male and female supervisor | 1:15 |
| Interstate and international excursions – must have minimum of 2 supervising adults, one of whom must be a teacher. Mixed gender should be supervised by both a male and female supervisor. | 1:15 |

It must be noted in regard to regulated preschools, parents cannot be included in meeting the minimum ratio requirements.

For small groups of students travelling interstate or internationally, it may be appropriate for one teacher to accompany a group of students of mixed gender or to accompany a group of students of the opposite gender whilst travelling providing supplementary supervision is arranged at the interstate venue or accommodation and that all duty of care requirements are met.

For aquatic excursions, teacher to student ratios as detailed in the school swimming, water safety and aquatics activities policy must be observed.

Where an activity may be considered hazardous or the student group are unskilled, ratios should be varied in accordance with Risk assessment and management at section 2.9.

School staff, parents and volunteers may be used to meet the minimum ratio and gender balance requirements however, the teacher in charge must ensure that participants have an Ochre Card prior to the excursion.

2.11. Transportation

2.11.1. Use of private vehicles – school staff and parents

Where private vehicles are used, the teacher in charge of the excursion must ensure that the vehicle is roadworthy, currently registered, has fully comprehensive insurance, the driver has an appropriate and valid NT driver licence, and the number of passengers does not exceed the seat belt carrying capacity of the vehicle.

Parental consent must be obtained, in advance, where it is necessary for students to travel in private cars driven by teachers, parents or other approved persons. Other students cannot be approved persons as per section 2.11.2 below.

School staff should be aware that excursions are not within scope of the NT Government Official travel policy so there is no entitlement to By Law 32 payments.

2.11.2. Use of private vehicles - student

In very rare circumstances, students in senior schools may use their own private transport, with the same requirements as per the use of staff or parent vehicles. Teachers should carefully monitor these arrangements including ensuring that the student's licence is valid, vehicle is currently registered, and that parental consent is obtained. Students must not transport other students regardless of written permission being provided.

2.11.3. Transportation of preschool children

The National Regulations require preschools to address risks associated with excursion transportation. These risks are included in the ACECQA Excursions risk assessment template, and require preschools to ensure that each child is appropriately secured and restrained, in accordance with the laws of the NT.

Seatbelt and safety restraint requirements are dependent on the type of vehicle being used for the excursion. In the NT all children under 7 years of age must be secured in an approved child restraint or booster seat when travelling in a vehicle that seats 12 or less people – including the driver. For further information read the Child restraints frequently asked questions on the Road Safety NT website.

2.12. Working with children clearance notices

The Working with children clearance notices (Ochre Card) policy applies to all accompanying persons over 15 years of age on the excursion. Read about Working with children policy and procedures on the department's website.

Note that a parent may be exempt from the Ochre Card requirement where the parent:

- is only engaged as a voluntary worker and
- is a parent of at least one of the children with whom they may have contact and
- does not participate in any overnight stays, and
 - is at all times under the direct supervision of a person who holds a current Ochre Card
 - is not required by the principal to hold a current Ochre Card.

3. Procedures

Excursion specific documents, forms and templates outlined within these procedures are available to staff in the eLearn site and the Policy and Advisory Library.

3.1. Category A – Local area excursions and regular outings

Step 1. Teacher or authorised department employee in charge submits documents and seeks approval from the principal

The teacher or authorised department employee in charge submits the following documents and seeks approval from the principal:

- Excursion application form – Category A and B
- Evidence of public liability insurances for all venues being visited
- Parent consent forms
- Excursion planning checklist
- ACECQA Excursion risk assessment – mandatory for any preschool student on an excursion
- Swimming forms – if applicable
- Conflict of interest declaration – if identified

Preschools must use the ACECQA Excursions risk assessment form template to ensure compliance with the Education and Care Services National Regulations.

For recurring excursions and regular outings where the circumstances relevant to the risk assessment are the same on each outing, for example a swimming program, the approval steps and documentation, including public liability insurance evidence only need to be completed once every 12 months.

Step 2. Retain the excursion documents for the prescribed period

All excursion documents must be emailed or posted to the relevant regional School Operations office for correct record keeping purposes; 45 years from the date of excursion. For excursion arranged by divisions other than Regional Services, records should be stored using division protocols. See section 2.8 of this document for further information.

3.2. Category B – Excursions beyond the local area or overnight

Category B includes any excursion that requires overnight accommodation, regardless of the distance from the school.

Step 1. Teacher or authorised department officer in charge submits documents and seeks approval from the principal

The teacher or authorised department officer in charge must submit the following documents and seek approval from the principal or relevant director:

- Excursion application form – Category A and B
- Evidence of public liability insurances for all accommodation and venues being visited
- Parent consent forms

- Excursion planning checklist
- ACECQA Excursion risk assessment – mandatory for any preschool student on an excursion
- Swimming forms – if applicable
- Conflict of interest declaration – if identified

Preschools must use the ACECQA Excursions risk assessment form template to ensure compliance with the Education and Care Services National Regulations.

For recurring excursions and regular outings where the circumstances relevant to the risk assessment are the same on each outing, for example a swimming program, the approval steps and documentation only need to be completed once every 12 months.

Step 2. Retain the excursion documents for the prescribed period

All excursion documents must be retained for 45 years from the date of excursion. See section 2.8 of this document for further information.

3.3. Category C – Interstate excursions

All schools and divisions must:

- seek in-principle approval from the relevant Senior Director using the In-principle approval memo template
- provide forecasts of intended interstate travel to School Operations via the Managing School Operations [eLearn](#) site

Step 1. Principal or Director submits a memo for in-principle approval

The principal or director must submit an in-principle memo to the relevant Senior Director for approval a minimum of 8 weeks prior to the excursion date. This memo seeks in-principle approval to commence planning for the excursion. Bookings must not be finalised or paid for bookings until the Excursion application form is approved by the delegate.

Once the principal or director has been advised that the in-principle memo has been approved by the relevant Senior Director, the teacher or authorised department officer in charge follows Step 2 below.

Step 2. Teacher or authorised departmental officer in charge submits documents and seeks endorsement

The teacher or authorised departmental officer in charge must submit the following documents to the principal or relevant director a minimum of 7 weeks prior to the excursion date:

- Excursion application form – Category C and D
- Evidence of public liability insurances for all accommodation and venues being visited
- Parent consent form
- Excursion planning checklist
- Swimming forms – if applicable
- Conflict of interest declaration – if identified
- Evidence of domestic travel insurance purchased by each person travelling.

Step 3. Submit documents for approval

If the excursion is being organised within Regional Services, the paperwork must be sent to the Regional Director School Operations and Senior Director School Operations for endorsement a minimum of 6 weeks prior to the excursion date. The paperwork will be progressed to the Deputy Chief Executive, Regional Services a minimum of 5 weeks prior to the excursion date.

If the excursion is being organised by a division other than Regional Services, the paperwork must be sent to the relevant Senior Director and Division head for endorsement a minimum of 6 weeks prior to the excursion date. The paperwork will be progressed to the Deputy Chief Executive, Regional Services a minimum of 5 weeks prior to the excursion date.

Step 4. Retain the excursion documents for the prescribed period

All excursion documents must be retained for 45 years from the date of excursion. See section 2.8 of this document for further information.

3.4. Category D – International excursions

All schools and divisions must:

- seek in-principle approval from the relevant Senior Director using the In-principle approval memo template
- provide forecasts of intended international travel to School Operations via the Managing School Operations [eLearn](#) site
- obtain the Minister for Education's approval prior to making any formal travel arrangements, as per the approval steps provided below.

When seeking in-principle approval, the teacher or authorised department officer in charge must consult the Department of Foreign Affairs and Trade (DFAT) Smartraveller website to identify DFAT's current travel advice for the particular destination, including visa requirements and recommended vaccinations. The teacher or authorised department officer in charge must continue to monitor the advice given by DFAT regarding security in the destination country in the lead up to, and during the school excursion.

Proposals to take students on excursions to other countries other than those categorised by DFAT as Level 1 – meaning to exercise normal safety precautions – will be considered on a case-by-case basis by the Chief Executive.

Step 1. Principal or Director submits a memo for in-principle approval

The principal or director must submit an in-principle memo to the relevant senior director for approval a minimum of 16 weeks prior to the excursion date. This memo seeks in-principle approval to commence planning for the excursion. Bookings must not be finalised or paid for bookings until the Excursion application form is approved by the delegate. Once the principal or director has been advised that the in-principle memo has been approved by the relevant Senior Director, the teacher or authorised department officer in charge follows Step 2 below.

Step 2. Teacher or authorised departmental officer in charge submits documents and seeks endorsement

The teacher or authorised departmental officer in charge must submit the following documents to the principal or relevant director a minimum of 15 weeks prior to the excursion date:

- Excursion application form – Category C and D
- Evidence of public liability insurances for all accommodation and venues being visited
- Parent consent form
- Excursion planning checklist
- Swimming forms – if applicable
- Conflict of interest declaration – if identified
- Evidence of domestic travel insurance purchased by each person travelling.

Step 3. Submit documents for approval

If the excursion is being organised within Regional Services, the paperwork must be sent to the Regional Director School Operations and Senior Director School Operations for endorsement a minimum of 14 weeks prior to the excursion date. The paperwork will be progressed to the Deputy Chief Executive, Regional Services a minimum of 13 weeks prior to the excursion date.

If the excursion is being organised by a division other than Regional Services, the paperwork must be sent to the relevant Senior Director and Division head for endorsement a minimum of 14 weeks prior to the excursion date. The paperwork will be progressed to the Deputy Chief Executive, Regional Services a minimum of 13 weeks prior to the excursion date.

Step 4. Ministerial Brief to the Minister for Education

If the excursion is being organised within Regional Services, School Operations will prepare and submit a Ministerial Brief to the Minister for Education seeking approval for the international travel.

If the excursion is being organised by a division other than Regional Services, the relevant director is responsible for coordinating and submitting the Ministerial Brief to the Minister for Education seeking approval for the international travel.

The Ministerial brief must be submitted a minimum of 14 weeks prior to the excursion date.

Step 5. Register participants with DFAT

International excursion participants must be registered with DFAT. Visit the Smartraveller website for more information.

Step 6. Retain the excursion documents for the prescribed period

All excursion documents must be retained for 45 years from the date of excursion. See section 2.8 of this document for further information.

4. Definitions

| Term | Definition |
|--|--|
| Accompanying adults | Teachers, parents, school representative body employees or any other adult individual who will be participating in the excursion and providing supervision. |
| Authorised department officer | Any Department of Education officer who has been requested to arrange an excursion in a division other than Regional Services. |
| Consent | The parent agrees to their child participating in an activity after they have been made aware of the details, risks and associated costs involved. |
| Excursion | An educational, sporting or cultural trip by students within or outside the NT, under the direction of teachers and activity leaders authorised by the department. |
| Higher risk or of a significant nature | For the purpose of this policy, excursions that include water-based or outdoor education activities, overnight stays or include travel outside of the local area, are considered to be higher risk or of a significant nature. |
| Ochre Card | Photo identification proof that an individual has received a Working with Children Clearance Notice. |
| Parent | A child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal customary law or tradition. The definition of parent does not include a person standing in place of the parent on a temporary basis. |
| Parental responsibility | In regard to the definition of parent, refers to a person who: <ul style="list-style-type: none"> a) has daily care and control of the child, or b) is entitled to exercise all the powers and rights, and has all the responsibilities, in the relation to the long-term care and development of the child, c) has daily care and control of the child and the entitlement and responsibilities at (b) and includes a person who has been given the above responsibilities under another state or territory law. |
| Principal | For the purpose of excursion approval, includes a teaching principal. |
| Recurring excursion or regular outing | A walk, drive or trip to and from a destination that the student cohort visits regularly as part of its educational program, where the circumstances relevant to the risk assessment are the same on each outing, such as swimming lessons or visiting a local playground. |
| Teacher in charge | The teacher nominated by the principal to organise the excursion and to have ultimate responsibility and authority while the activity is in progress. In some circumstances a principal may nominate a trainer to be the teacher in charge of category A or B excursions. For department-coordinated programs the teacher in charge may be a departmental employee who is not a teacher. |
| Trainer | An educator or instructor that has at least a Certificate IV in Training and assessing and vocational competencies, or qualifications to the level being trained and assessed. |
| Travel with students for official purposes | Travel either interstate or overseas by school staff on official business, such as travel to foster sister school relationships or interstate and intrastate events and ceremonies. |

5. Related legislation, policy, resources and documents

5.1. Legislation

- *Education and Care Services National Law Act 2010 (Vic)* – <https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/016>
- *Education and Care Services National Regulations* – <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

5.2. Policy

Department policy documents are available on the Policy and advisory library - <https://education.nt.gov.au/policies>

- Excursion policy – <https://education.nt.gov.au/policies/school-operations#excursions>
- Mandatory reporting guidelines – https://education.nt.gov.au/policies/health-safety#mandatory_reporting
- Recording and reporting student injuries guidelines and procedures – https://education.nt.gov.au/policies/health-safety#recording_and_reporting
- School swimming, water safety programs and aquatic activities policy and procedures – <https://education.nt.gov.au/policies/health-safety/swimming-and-water-safety>
- Sexual behaviour in children guidelines – https://education.nt.gov.au/policies/health-safety#sexual_behaviour
- Working with children clearance notices (Ochre Card) policy – https://education.nt.gov.au/policies/conduct#working_with_children_clearance
- Risk management policy and guidelines - <https://elearn.ntschoools.net/policies/4123>
- External providers engaged for teaching and learning - <https://elearn.ntschoools.net/policies/3541>

The following policy documents are for staff use and accessible on the Document Centre – <http://ed.ntschoools.net/documentcentre/Pages/home.aspx>

- Conflict of interest policy and procedures – http://ed.ntschoools.net/documentcentre/Pages/service_filter.aspx?category=Risk%20management
- Conflict of interest online declaration form – <https://educationnt-ereserve-prod.powerappsportals.com/>
- NTG travel policy statement: overseas travel - http://ed.ntschoools.net/documentcentre/Pages/show_all.aspx?RootFolder=pfgdocs%2F2/Travel&doctype=Policy
- Official travel policy - <http://ed.ntschoools.net/finance/travel/Pages/Travel.aspx>
- Official vehicle allocation, use and management – http://ed.ntschoools.net/documentcentre/Pages/a-z_more.aspx?topic=Finance|Official%20Vehicles&letter=v&doctype1=Policy&doctype3=Guideline
- Official travel guidelines and procedures – [http://ed.ntschoools.net/documentcentre/pfgdocs/2/Travel/Official Travel Guidelines and Procedures.pdf](http://ed.ntschoools.net/documentcentre/pfgdocs/2/Travel/Official%20Travel%20Guidelines%20and%20Procedures.pdf)

- Remote travel guidelines – [http://ed.ntschoools.net/documentcentre/pfgdocs/2/Travel/Remote Travel Guidelines 22.06.2021.pdf](http://ed.ntschoools.net/documentcentre/pfgdocs/2/Travel/Remote%20Travel%20Guidelines%2022.06.2021.pdf)

5.3. Resources

The following information can be accessed from external websites:

- ACECQA Excursion risk assessment template – <https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>
- Child restraints FAQ – Road Safety NT – <https://roadsafety.nt.gov.au/safety-topics/seatbelts>
- Department of Foreign Affairs and Trade travel advice – <https://www.dfat.gov.au/travel/Pages/travel>
- Teacher Registration Board’s Managing Professional Boundaries guidelines provides guidance when considering special care relationships and professional boundaries – <https://www.trb.nt.gov.au/system/files/uploads/files/2019/Managing%20Professional%20Boundaries%20-%20Guidelines%20for%20Teachers.pdf>
- Victorian Department of Education and Training’s Outdoor Activities and Working Outdoors – <https://www2.education.vic.gov.au/pal/outdoor-activities-and-working-outdoors/policy>

5.4. Documents

The following templates must be used to assist in providing the required documentation. While these can be amended to suit the excursion, ensure that all details required by the policy and guidelines are included. These documents can be accessed by staff on the department’s eLearn Policy and advisory library – <https://elearn.ntschoools.net/policies/4262>

- Excursions - parent consent form
- Excursions - planning checklist
- Excursion application – Category A and B
- Excursion application – Category C and D
- Excursions – interstate or international travel - memo for in-principle approval

| Acronyms | Full form |
|----------|--|
| ACECQA | Australian Children’s Education and Care Quality Authority |
| DFAT | Department of Foreign Affairs and Trade |
| FAQ | Frequently Asked Questions |
| NT | Northern Territory |
| NTG | Northern Territory Government |

| | |
|------------------------|--|
| Document title | Excursions - guidelines and procedures |
| Contact details | Regional Services, School Operations, schoolops@education.nt.gov.au |
| Approved by | Deputy Chief Executive, Regional Services |
| Date approved | 24 July 2023 |
| TRM number | 50:D22:88380 |

| Version | Date | Author | Changes made |
|---------|---|---|---|
| 1,2,3,4 | Details in TRM notes of previous versions | Quality School Systems and Support | Details in TRM notes of previous versions |
| 5 | July 2017 | Quality School Systems and Support | Minor updates for publishing – spelling and formatting |
| 6 | August 2020 | Quality School Systems and Support | Amended to meet the Education and Care Services National Regulations. Minor amendments including: <ul style="list-style-type: none"> • Update to current NTG template • Plain English amendments • Update of titles post realignment |
| 7 | April 2021 | Quality School Systems and Support | Minor amendments including: <ul style="list-style-type: none"> • Aligning principal and teaching principal role and responsibility • Role clarity for QSSS • Remove requirement movement requisition for category A and B • Remove requirement of category A and B excursions being submitted to QSSS • Streamlining parent consent form |
| 8 | October 2022 | Quality Standards and Regulation – Operational Policy | Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting. |

| Version | Date | Author | Changes made |
|---------|----------------|-------------------|--|
| 9. | July 2023 | School Operations | <p>Amendments:</p> <p>Removal of reference to department's International Travel Insurance policy (which is no longer available) and direction for teacher in charge to arrange relevant insurance.</p> <p>Removal of reference to Movement Requisition.</p> <p>Strengthened language on risk assessment</p> <p>Removal of requirement for school to prepare Ministerial Brief for Category D excursions.</p> |
| 10. | September 2023 | School Operations | <p>Amendments:</p> <p>Minor administrative changes.</p> <p>Change of delegation from CE to DCE RS for approval of Category C excursions.</p> |