



**ACT**  
Government  
Education

**Charnwood-Dunlop School**  
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## Policy: **Excursions**

Related documents: **Excursions Procedures**

### **What is this policy about?**

The Excursion policy establishes a standard for conducting any school activity off the school site that maximises the learning outcomes for students, whilst minimising risk and ensuring appropriate duty of care arrangements.

The Excursion policy does not cover:

- work experience and vocational education placements,
- overseas excursions,
- overseas student exchanges

### **Policy Statement**

1. This policy provides the framework to implement Excursions.
2. Excursions must give equal consideration to all aspects of the planning and delivery including; qualifications, training, reconnaissance, student capability and medical details, along with documentation and ensure compliance with the requirements of the Disability Discrimination Act 1991 (DDA) and the Disability Standards for Education 2005 (the Standards).
3. Principals are responsible for ensuring Excursions are conducted in accordance with all relevant policy and procedures.
4. The excursions procedures outline the requirements schools must adhere to when facilitating an excursion. These procedures are summarised in the Excursion Planning Flowchart.
5. Duty of care must be appropriate to the number and needs of students and the planned excursion.
6. Relevant legislation must be followed to make reasonable adjustments to provide students the opportunity for participating in Excursions.
7. Where excursions involve physical activities, the Physical Activities in Schools policy and procedures must also be applied.
8. All excursions occur “on country” of the Traditional Owners and access to the land and activities conducted must respect the traditional owners’ rights and sovereignty over country.

### **Who does this policy apply to?**

This policy applies to all ACT public schools; principals, teaching and administrative staff, students, external providers and other accompanying adults.

### **Context**

1. Excursions provide enriching learning opportunities and experiences for students in a variety of environments beyond the school site.
2. Excursions support curriculum delivery, personal development and contribute to a positive school culture.

Version Control: This document was last updated in April 2021.

3. Excursions must be planned within the context of the student's total educational program.

## Responsibilities

**Education Directorate:** is responsible for ensuring that Directorate staff involved in Excursions are inducted in the Excursion Policy and Procedures.

**Principals** are responsible for ensuring Excursions are conducted in accordance with all relevant policy and procedures.

The **Teacher in Charge** is responsible for ensuring Excursions are conducted in accordance with all relevant policy and procedures.

**Policy Owner:** The Executive Branch Manager, Universal School Support is responsible for this policy.

## Monitoring and Review

The Policy Owner monitors this policy. A full review will be conducted within a three year period.

## Contact

For support contact Universal School Support on (02)62059204 or [EDU.UniversalSchoolSupportUSS@act.gov.au](mailto:EDU.UniversalSchoolSupportUSS@act.gov.au)

## Complaints

Any concerns about the application of this policy or the policy itself, should be raised with:

- the school principal in the first instance;
- contact the Directorate's Families and Students, Complaints and Feedback Unit on [\(02\) 6205 5429](tel:0262055429).
- online at [http://www.education.act.gov.au/contact\\_us](http://www.education.act.gov.au/contact_us).
- see also the *Complaints Policy* on the Directorate's website.

## References

### 1. Definitions

**Excursion:** is any structured learning experience provided by, or under the support of, the school which is conducted outside the school site.

**Duty of care:** a duty to, so far as is reasonably practicable, ensure the health, wellbeing and safety of persons who are under the school's care and charge (including workers and volunteers) while on the excursion.

**Physical Activities:** are structured and planned learning activities involving movement that deliver skills, knowledge, understanding, fitness and/or personal and social capability as the primary pedagogy to achieve outcomes for students.

**School Site:** A documented area, formally approved by the Executive Group Manager, Service Design and Delivery in consultation with Risk, Security and Emergency Management. School sites can include areas within or adjacent to the school, that do not require a road to be crossed and are regularly serviced by the ACT Government. Playground equipment not managed by schools and nature reserves would be considered off site. The documented areas can be found here: [Approve School Sites](#).

### 2. Legislation

- Children and Young People Act 2008
- Director General's Financial Instructions.
- Disability Discrimination Act 1992.
- The Education Act 2004 establishes the operation and governance of ACT public schools.
- Education and Care Services National Regulations
- Road Transport (Public Passenger Services) Act 2001
- Road Transport (Public Passenger Services) regulation 2002
- Work Health and Safety Act 2011

- Working with Vulnerable People (Background Checking) Act 2011 provides for background checking of people working with or wanting to work with children or vulnerable adults in the ACT.

## Implementation Documents

Excursions Procedures

## Related Policies and Information

[Disability Standards for Education 2005](#)

[First Aid Policy](#)

[Physical Activities Policy](#)

[Responding to Student Accidents/Incidents: Support, Reporting and Insurance Arrangements Policy](#)

[Risk Management Framework](#)

[School Management Manual](#)

[Students with a Disability Meeting their Educational Needs Policy](#)

[Sun \(UV\) protection for Students Policy](#)

[Swimming and Water Park Aquatic Activities Policy](#)

[Working with Children and Young People - Volunteers and Visitors \(Interim\) Policy](#)

**Excursions Policy:** 00046 is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document, available on the Directorate's website at [http://www.education.act.gov.au/publications\\_and\\_policies/school\\_and\\_corporate\\_policies/A-Z](http://www.education.act.gov.au/publications_and_policies/school_and_corporate_policies/A-Z).