



**SYLVANIA HEIGHTS PUBLIC
SCHOOL**

**EXCURSION
POLICY**



SYLVANIA HEIGHTS PUBLIC SCHOOL EXCURSIONS POLICY 2005

This policy is based on the Det policy guidelines. Some sections have been deleted as they do not have application in the primary school environment.

1 Outline

This document sets out the requirements for the conduct of excursions by schools and units of the Department of Education and Training. Excursions are regarded as valuable educational experiences, integral to teaching and learning. They do, however, potentially pose risks to the health, safety and welfare of participants. The instructions and guidelines in this document are directed at managing such risks.

2 Applicability

This policy applies to all schools. Regular weekly school sport is not regarded as an excursion but is subject to operational and consent procedures. Visits by sporting teams and performers arranged and conducted by DET state office units and regional bodies are not regarded as excursions but are subject to specific health, safety and welfare procedures.

3 Superseded Documents

Excursions policy PD/2004/0010 v002

4 Context

Sylvania Heights Public School is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are a valuable teaching and learning vehicle and are often integral to quality curriculum delivery.

4.1 Excursions

- 4.1.1 The term excursion when used in this document relates to a learning experience external to the school**

site and conducted under the auspices of the school. The student group participating in the excursion may be a class or classes or students drawn from a number of classes. They may be, for example, a team, a performance group or an audience for a performance. An excursion can range from a brief visit of less than one hour to a local point of interest, to an extended journey occupying a number of days, weeks or months requiring overnight or long term accommodation.

4.1.2 Deleted as not applicable

4.1.3 Visits by sporting teams or performers arranged and conducted by state office units or regional bodies external to the school are generally not regarded as excursions.

4.2 Deleted as not applicable

4.3 Privately arranged tours

4.3.1 The Department of Education and Training and its schools will not accept any responsibility or liability in respect of students or teachers who choose to become involved in privately arranged tours.

4.3.2 A privately arranged tour has the following characteristics -

- the tour is undertaken by students and/or adults in a private capacity;
- the tour is arranged by an agency external to the school;
- persons undertaking the tour do not travel under a name associated with the school e.g. XYZ High School Band;
- the tour is not endorsed, authorised or otherwise approved by the principal.

5 Policy Statement

The following statements of policy apply to excursions:

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.**

6 Procedures and Standards - School Excursions

A school excursion is initiated, organised and supervised by a school and approved by the principal and, when more than one school is involved, the principals of all participating schools.

It is the responsibility of the school to regularly review and update its procedures for the conduct of excursions..

6.1 Educational value

6.1.1 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.

- 1. While recognising the potential benefits of excursions, schools must also recognise that such activities may interrupt normal learning routines of students. Accordingly, principals must consider the educational value of all proposed excursions in relation to the overall needs and resources of the school. The rationale for any excursion should reference the school's curriculum objectives and should be relevant to their achievement.**
- 2. Prior to any excursion there must be consultation between the principal and teacher or teachers concerned with its organisation. Except as provided for in 6.7.2, parents or caregivers must be informed in writing of the details of any excursion, including details of all planned activities, their educational value, the method of transport and level of supervision.**

6.1.2 Film screenings and live performances

- 1. Prior to approving excursions involving film screenings and live performances, principals must give careful consideration to the appropriateness of the film or performance for the proposed viewing group.**
- 2. Schools must not arrange for students to attend any film or view a video or DVD that is classified R 18+. Films classified MA 15+ are also legally restricted. Information for teachers regarding film and computer game classifications is available on the Office of Film and Literature Classification (OFLC) web site.**
- 3. Parents and caregivers must be informed of the classification of the film and provided with the opportunity to withdraw their child. The principal may delegate the task of previewing the entire film or performance to an executive member of staff who will then advise the principal as to its suitability and acceptability. The principal, however, retains responsibility for granting approval and must take into account the age and maturity of the students.**

6.2 Inclusivity

6.2.1 Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.

- 1. Unless exceptional circumstances exist, all students should have the opportunity to participate in an excursion. Costs should be organised to ensure that there is no undue financial burden imposed upon individual members of the group or their families. Where financial hardship is understood to be the reason for a student's non-participation, schools must endeavour to provide financial assistance.**
- 2. The support needs of students with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers. Appropriate support should be provided for these students so they can access the learning experiences available through excursions.**
- 3. Parents and caregivers, including those of students from language backgrounds other than English, should be informed of the educational value of the excursion and how it is an integral part of the learning program.**

6.3 Duty of Care

6.3.1 A duty of care is owed to students in the school environment and while on excursions.

1. Excursions are potentially the most hazardous activities for school-related accidents. The duty of care owed to students applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays.
2. Teachers planning excursions must consider emergency response planning, including medical procedures, and should check relevant forecasts or other safety warnings, including fire bans, immediately prior to events. In consultation with relevant authorities, schools must be prepared to alter or cancel excursions due to emerging safety concerns. These decisions must be communicated to students and parents as soon as possible. Refer to Guidelines for schools and TAFE NSW Colleges and Campuses: Management of Serious Incidents (00/158).
3. Principals are to ensure that any excursion involving swimming or water activities and any excursion involving overnight stays, includes a member of staff who possesses current accreditation in cardiopulmonary resuscitation and emergency care. All other excursions must be accompanied by a member of staff who has undertaken emergency care training and whose qualifications are current. A first aid kit must be taken on all excursions.

6.3.2 Teacher to student ratio

1. The number of teachers to accompany the students for each excursion is to be determined by the principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.
2. Principals in determining the number of teachers required for an excursion should be guided by Department statements on class sizes. Fewer students per teacher will be necessary for some excursions such as bushwalking. Particular aquatic and outdoor recreation activities have specific teacher/instructor to student ratios. These are

identified in the Guidelines for Specific Activities section of Guidelines for the Safe Conduct of Sport and Physical Activity in Schools **policy.**

- 3. There must be sufficient numbers of appropriate, responsible adults, including support teachers and teachers' aides, to ensure and assist with adequate supervision.**

6.3.3 Overnight excursions

- 1. On overnight and extended excursions, supervisory and accommodation arrangements are to be such that no staff member or accompanying adult is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping and washing arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, for sleeping and supervisory arrangements every attempt must be made to ensure that there is no sexual contact between students.**
- 2. For coeducational groups, male and female staff supervisors are required. Schools experiencing difficulties in meeting this requirement should consult their school education director.**

6.3.4 Unsupervised activities

- 1. On rare occasions, where it is proposed that an individual or a small group of mature students participate in a specialised excursion, it may be necessary for part of the excursion (e.g. independent travel) or all of the activity to take place without the direct supervision of a staff member. In such circumstances, it is imperative that parents or caregivers be fully informed of, and agree to the arrangements, and that the principal and the teacher in charge of the excursion take all steps to ensure the safety and welfare of the unaccompanied students.**

6.4 Parents, caregivers and volunteers

- 6.4.1 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.**

- 1. Parents or caregivers will frequently volunteer to assist in excursions. The number of parents or caregivers who might be of assistance will vary according to circumstances.**
- 2. The principal must be satisfied that there are sufficient teachers to maintain adequate control of the whole excursion. Teachers retain the ultimate responsibility for supervision.**
- 3. In most circumstances parents, caregivers and volunteers who assist on excursions should not have to pay to attend.**
- 4. Parents, caregivers and volunteers must be briefed on safety and behaviour measures prior to the excursion to ensure competency. Principals must ensure that all parents, caregivers or volunteers accompanying school excursions complete a Prohibited Employment Declaration prior to the excursion, in terms of the Department's Guidelines for Principals for the Implementation of the Working with Children Check and Completion of Prohibited Employment Declarations, Section 2.1.6 Volunteers.**
- 5. Volunteers are not to accompany the excursion if:**
 - 1. they refuse to complete the Prohibited Employment Declaration, or**
 - 2. they indicate they are a prohibited person.**
- 6. Depending on the circumstances, principals might also consider:**
 - 1. checking the Department's not to be employed list, or**
 - 2. consulting referees.**

6.5 Child Protection

- 6.5.1 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.**
- 1. The same standards of conduct and the obligation to report suspected risk of harm to children and young people, including any allegation of child abuse or misconduct or improper conduct which may involve child abuse by an employee against children or young people, apply throughout all stages of an excursion, as they do in schools.**
 - 2. Students should be briefed about their right to be safe, relevant safety strategies and ways of seeking help should concerns arise during an excursion.**
 - 3. The principal or other delegated person must ascertain if an employer or contractor providing**

a service to students during a school excursion is registered with an Approved Screening Agency (ASA) for the purpose of conducting the Working with Children Check on their employees. The principal or other delegated person must ascertain that the employer or contractor has met their legal requirements as a child-related employer. If the employer or contractor is not registered with an ASA, they must not be used to provide a service to students until such time as they:

- 1. are registered with an ASA;**
 - 2. have screened those staff considered to be engaged in paid child-related employment; and**
 - 3. have required those staff to complete Prohibited Employment Declarations.**
- 4. The Employment Screening Unit of the Department can assist child-related employers or contractors to meet their obligations under the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998 prior to being engaged by a school to provide services to students during a school excursion.**
- 5. Further information about the requirements of the Working with Children Check is available from the Guidelines for the Implementation of the Working with Children Check and Completion of Prohibited Employment Declarations (01/248).**

6.6 Risk Management

6.6.1 A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.

- 1. The OHS Act and Regulation require principals and teachers organising excursions to use risk management to ensure the health and safety of students, staff and excursion volunteers. Risk management supports better decision making by contributing to a greater insight into the potential risks and their impacts.**
- 2. Appendix 2 provides advice on the major steps in the risk management process as it relates to school excursions. A sample risk management plan proforma for excursions is also provided.**
- 3. Principals should ensure that individual health care plans for students with health care needs or disabilities include provision for the management of such conditions on excursions. A copy of this plan should be given to the teacher in charge of the excursion and its**

- implications discussed before departure.
4. The extent of pre-excursion planning will depend on the nature of the excursion and its location. In many situations prior experience of the site or a briefing from a responsible person with a sound knowledge of the site will suffice.
 5. However, a visit to the proposed excursion site is recommended when unfamiliar or potentially high risk activities are contemplated e.g. wilderness camping or field trips to inhospitable terrain. In these circumstances the pre-excursion visit should address issues such as access, injury prevention and emergency evacuation.
 6. Teachers leading excursions involving sporting or physical activities should also consult the Guidelines for the Safe Conduct of Sport and Physical Activities in Schools (PD/2002/0012).
 7. For further information refer to the resource documents Occupational Health, Safety and Injury Management: a Guide for the principal or manager, Guidelines for schools and TAFE NSW Colleges and Campuses: Management of Serious Incidents (00/158) and risk management resource materials on the DET OH&S website.

6.6.2 Special requirements

1. Where a particular excursion activity requires special protective equipment or apparel (e.g. hard hats, helmets for snowboarding), these must be used. Staff and student safety must not be compromised. Students and staff should be encouraged to use sunscreen and wear a peaked or broad brimmed hat on outdoor excursions.

6.6.3 Swimming and water activities

1. Where any excursion involves swimming or water activities, principals may encourage but not insist that parents provide any flotation devices considered necessary for students.
2. Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in excursions involving water activities.
3. If parents indicate students are poor or non-swimmers and no flotation devices are available for use by the students, principals will need to assess whether such students should participate in the swimming or water activities of the excursion. This assessment must take place irrespective of parental or caregiver permission

for the students to participate in the swimming or water activities.

- 4. Principals and teachers organising excursions involving swimming and water activities should particularly consult the Swimming and Water Safety section of Guidelines for the Safe Conduct of Sport and Physical Activity in Schools (PD/2002/0012).**

6.6.4 Additional activities

- 1. Students participating in an excursion must not be permitted to engage in additional or alternative activities, which were not originally scheduled in the program, and for which parental or caregiver approval would normally have been necessary (e.g. horse riding or water activities).**

6.7 Consent

- 6.7.1 Signed consent forms granting permission for students to participate in an excursion and a medical information form are to be obtained from parents or caregivers.**

- 1. The fact that parents or caregivers consent to the participation of their child in an excursion should not be taken as removing the responsibility of school staff for taking all reasonable steps to ensure the particular activity is safe.**
- 2. A School excursion: Parent or caregiver information form, a School excursion: Consent form and a School excursion: Medical information form can be found in the Appendices.**
- 3. Other examples of consent forms for excursions involving physical activity can be found in Guidelines for the Safe Conduct of Sport and Physical Activity in Schools (PD/2002/0012).**
- 4. For many excursions it will not be necessary to collect a new medical information form. Medical information held by the school should, however, be updated as required and take account of activities proposed for the excursion.**
- 5. Information identifying food or other allergies, special dietary needs and other health care related issues (including prior conditions such as medical procedures in the last 12 months), should be provided by parents or caregivers. This information will assist planning to support**

students and minimise risks, including the risk of exposure to allergens for students at risk of anaphylactic reactions.

6. Excursion consent forms do not create any waiver of rights by the parent or the caregiver in relation to their child. The main purpose of consent forms and information forms is to give enough detail to parents and caregivers to allow them to make an informed decision about whether their child should attend the excursion. It is also to assist the parent or caregiver to provide relevant information to the school about the child's care needs.
7. The use of excursion consent forms covering multiple excursions should be limited. If excursions involving the same or very similar activities are to take place on a regular basis, e.g. each week for a term, one consent form may suffice. However, if a significant variation in the activities occurs, a separate consent form is required.
8. In exceptional circumstances, where it is not possible to obtain signed consent forms from parents or caregivers, oral approval can be sought. The principal must keep a written record of any oral approvals given by parents or caregivers.
9. In some circumstances, consent forms may need to be translated into languages other than English.
10. When it is inappropriate to obtain parental or caregiver consent because of the age or living circumstances of the student, the consent can be sought from any other person considered appropriate by the principal. If no other person is available, written agreement to participate in the excursion must be obtained from the student. If parents or caregivers do not permit participation of a student in an excursion, the school will make available a sound alternative educational experience.
11. Collection of personal information such as consent and medical information should be done consistent with the Privacy and Personal Information Protection Act. Staff should refer to the Privacy notice as part of Appendix 3 and other advice on privacy protection on the DET website.

6.7.2 **Unscheduled activities**

1. In addition to excursions, occasions for leaving the school grounds for brief, local, spontaneous educational activities will arise from time to

time. The value of such visits is recognised and on rare occasions there may be insufficient time to obtain the permission of parents or caregivers prior to the visit.

2. Such visits may only take place at the discretion of the principal, who must ensure as far as possible the safety and welfare of students and be satisfied as to the value of the visit as an integral part of the school curriculum.

6.8 Transport

6.8.1 Safe transport or a safe walking route is to be organised for excursions.

1. In some circumstances where the site of the excursion is close to the school, it will be appropriate for students and their supervisors to walk to the site. The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring staff and student safety.
2. Public transport (government bus, rail and ferry services, or private bus and ferry services) should be used for school excursions, wherever appropriate.

6.8.2 Bus and train travel

1. When hiring buses for excursions, principals should refer to the policy on the use of seatbelts on buses (99/293). Seatbelts must be worn on buses and coaches when they are available.
2. Principals should attempt to hire buses with seatbelts wherever practicable and particularly for long distance travel. In the case of large vehicles, the number of passengers must not exceed the number that the vehicle is licensed to carry.
3. When organising an excursion by rail, principals should contact their local railway station concerning excursion concessions and other arrangements.
4. If students with disabilities are participating in an excursion accessible transport will be required.

6.8.3 Car travel

1. The transporting of students in the cars of staff

members, parents, caregivers or volunteers should only occur in those circumstances where there is no feasible option available to provide alternative transportation. This may only occur under the following conditions:

1. written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
 2. the driver is licensed
 3. the vehicle is registered
 4. the number of passengers in the vehicle does not exceed the number of seatbelts
 5. current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.
2. Comprehensive insurance is not generally required. Nevertheless, comprehensive insurance is required if a member of staff is authorised to use his or her vehicle for official business and wishes to make a claim for the payment of mileage.
 3. Principals must ensure that all parents, caregivers or volunteers who transport students in cars complete a Prohibited Employment Declaration prior to the excursion.

6.8.4 Deleted as not applicable

6.9 Student Behaviour and Behaviour towards Animals

6.9.1 **Students must behave appropriately at all times on excursions, including when animals are encountered.**

1. Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.
2. Students also should be briefed on appropriate behaviour around animals. Responsible behaviour involves not interfering with the animal. Injury is most likely to occur if the animal panics and either attacks or attempts to flee the situation. If people remain calm, the risk of injury to either students or the animal or both will be lessened.
3. Appropriate touching of animals, where there is educational value in the activity, should be supervised by teachers, parents, caregivers or volunteers.

4. **Further information can be found in the memorandum, Cruelty to animals (96/169) and in Animals in Schools: Animal welfare guidelines for teachers (2001).**
5. **Consistent with the Memorandum to Principals (85/226), school excursions to abattoirs are prohibited owing to the risk of contracting Q Fever.**

7 Deleted

7.3 Performing Arts

- 7.3.1 **For students participating in representative activities undertaken by the Performing Arts Unit, approval for travel will be organised through the Performing Arts Unit.**

8 Responsibilities and Delegations

School excursions must be approved by the principal (see 6 Procedures and Standards - School Excursions).

Overseas excursions must have the endorsement of the principal and be approved by the regional director on the recommendation of the school education director (see 7 Procedures and Standards - Overseas Excursions).

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 (see 6.4).

9 Accounting and Reporting Requirements

9.1 Accounting For Excursion Funds

- 9.1.1
 1. **The accounting requirements for excursions over one day are outlined in Section 8.7 of the School Manual on Financial Management. Reference should be made to Sections 4.2 and 4.3 for other relevant accounting requirements.**
 2. **For information concerning excursions and GST, refer to Money Matters 2, Part 2: The New Tax System: GST Guidelines for Schools, Chapter 4: Excursions.**

9.2 WorkCover Incident Reporting

- 9.2.1
 1. **Principals must ensure that reporting procedures are in place in the event of an**

incident that occurs on an excursion. For information on notifiable incidents see Memorandum DN/04/00040 Notification of work-related incidents.

9.3 Retention of Excursion Records

- 9.3.1
- 1. Principals must ensure that a record of all excursions, including overseas excursions, is maintained. The record must include a copy of any advice given to parents or caregivers, costs and approval letters and administrative, supervision and travel details.**
 - 2. Regional offices must also ensure that a database of approved overseas excursions is maintained.**
 - 3. Except in the case of injury to a student or third party or property damage, records relating to excursions can be disposed of in accordance with the Department's document Procedures for disposing of school records (September 2000).**
 - 4. In the event of an injury to a student or third party or property damage during the course of an excursion, all records relating to the particular student as well as any general information about the excursion must be retained until the injured party reaches age 25, or for seven years, whichever is the greater.**

9.4 Benefits, Subsidies and Gratuities

- 9.4.1
- 1. The principal must be satisfied that the teachers or executive staff as organisers of the excursion do not receive benefits in excess of what would be considered acceptable.**
 - 2. Reference should be made to the Department's Code of Conduct (PD2004/0020).**
 - 3. Excursions should not provide the opportunity for organisers to gain extra Fly Buy or Frequent Flyer points, rewards or commissions. All sources of funding, gratuity or subsidy, including free airline tickets, donations, rewards or commissions, must be disclosed in the submission for approval. Donations, rewards, etc., must be applied to the relevant event and cannot be used for personal purposes.**

10 Guidelines

10.1 Billeting

- 10.1.1
- 1. Billeting, which involves students staying overnight in the homes of volunteer host families, and sometimes referred to as homestays, is a component of some excursions.**
 - 2. While most homestays are a rewarding and successful experience, students can be placed in situations where they are unsafe or are vulnerable to abusive behaviour. It is therefore important that teachers planning overnight, extended or overseas excursions should recognise their special duty of care for student safety and welfare in these circumstances. They should take all necessary steps to minimise any risks to students.**
 - 3. Processes to screen the accommodation and the billeting families may be difficult to arrange. In these circumstances alternative accommodation may be more appropriate.**
 - 4. Parents or caregivers agreeing to billet students should complete the Acknowledgment of Billeting Conditions by Billeting Families and the Undertaking to Provide a Billet form attached at Appendix 5.**
 - 5. This is a sensitive issue given that billeting relies on the goodwill of host families offering to accommodate visiting students, usually without financial compensation. The majority of parents will appreciate the obligation that the Department has in relation to the welfare of students and the measures that need to be in place to fulfil that obligation.**
 - 6. If the wellbeing or safety of a student is at risk, or there is a suspicion that this could be so, the student should be relocated to another approved accommodation arrangement and the student's parents informed that this has occurred.**
 - 7. Principals must ensure that all staff have received training in child protection and are aware of the need to be vigilant in all matters relating to the safety and welfare of students involved in billeting. Principals must refer to the Good Practice in Billeting at Appendix 5.**

10.2 Briefing of Students

- 10.2.1
- 1. Prior to any excursion, students should be briefed on the school's expectations of their behaviour.**
 - 2. Students should also be briefed about their right to be safe and protected, about protective strategies and of avenues for support should concerns arise. Organising teachers should take**

time to work with groups of students to consider unexpected situations and risks that might occur during the excursion and to discuss strategies, consistent with the risk management plan, for eliminating or controlling risks.

3. Students participating in excursions to communities which are culturally different to their own should be briefed on cultural sensitivities and appropriate communication in cross-cultural contexts.
4. Students should also be briefed on appropriate behaviour around animals. Reference should be made to the memorandum, Cruelty to animals (96/169) when considering the content of such briefings.

10.3 Insurance Arrangements for Excursions

- 10.3.1
 1. Where intrastate, interstate and overseas excursions involve travel by air, parents or caregivers should arrange travel insurance for students, including appropriate cover for personal property. Volunteers, parents and caregivers who accompany staff and students on these excursions should also arrange travel insurance, including appropriate cover for personal property. Proof of that cover must be provided to the principal prior to embarkation on the excursion.
 2. The Department will not generally accept liability for the loss of, or damage to students', parents', caregivers' or volunteers' personal property brought on excursions.
 3. Staff accompanying students on excursions are considered "on duty" and are covered by the Department's insurance arrangements. Information concerning insurance arrangements for excursions is available by contacting the Administration Policy Unit, Administrative Services Directorate (see 11.2.1 below).

11 Related Documents and Advice

11.1 Related Documents

- 11.1.1
 1. Depending on the type of excursion, the following documents will contain useful guidance and advice:
 - Anaphylaxis: Guidelines for Schools (2003)
 - Animals in Schools: Animal welfare

guidelines for teachers (2001)

- **Cruelty to Animals (96/169)**
- Guidelines for Schools and TAFE NSW Colleges and Campuses: Management of Serious Incidents (00/158)
- Guidelines for the Safe Conduct of Sport and Physical Activity in Schools 1999 (PD/2002/0012).
- Guidelines for the Implementation of the Working with Children Check and Completion of Prohibited Employment Declarations (01/248)
- Money Matters Part 2: GST Guidelines for Schools (June 2001)
- School Manual on Financial Management
- Use of seatbelts on buses (99/293)
- Welfare of Students While Engaged in Activities Conducted Under the Auspices of the School (PD/2004/0019)

2. Responsibilities of staff conducting excursions are outlined in:

- Settlement of the Dispute on the Care and Supervision of School Students (98/139)
- Occupational Health, Safety and Injury Management: A Guide for the principal or manager 1999
- Professional Responsibilities of Teachers (97/227)
- Protecting and Supporting Children and Young People, Revised Procedures, December 2000
- Code of Conduct (PD/2004/0020).

11.2 Advice

- 11.2.1
 - **Employment Screening Unit on telephone 9836 9200**
 - **Languages Unit on telephone 9886 7648**
 - **Legal Services Unit on telephone 9561 8538**
 - **Multicultural Programs Unit on telephone 9244 5324**
 - **OHS Directorate on telephone 9266 8945**
 - **Performing Arts Unit on telephone 9806 1400**
 - **School Financial Support Unit on telephone 13 1072**
 - **School Sport Unit on telephone 9707 6900**
 - **Records Management Unit on telephone 9561 8823**
 - **Administration Policy Unit, Administrative Services Directorate on telephone 9561 8641 or by facsimile on 9561 8881**

