NSW Department of Education

Toolkit for domestic excursions

 March 2025

About this resource

# Audience and application

This toolkit has been created to support NSW public schools when organising domestic excursions.

The intended audience is primarily School Administrative Support Staff (SASS) who assist in the administration of excursions. Other potential audiences may include principals who are responsible for approving domestic excursions and teachers who initiate and organise excursions.

# What is it and how to use

This toolkit provides a series of checklists, links and templates for schools to organise domestic excursions and is designed to complement the [Excursions and Variations to Routine procedures](https://education.nsw.gov.au/policy-library/policies/pd-2005-0290-04).

Where possible, we’ve indicated where SASS can support in completing different tasks when organising domestic excursions.

Since schools may use different timeframes and software when planning excursions, this guide offers flexible recommendations. It should be used alongside the procedures, which outline the roles, responsibilities and policy requirements.

# Alignment to Plan for Public Education

This resource aligns to the Plan for Public Education in the following focus areas:

## Deliver outstanding leadership, teaching and learning

* 1. Support schools to deliver school excellence through continuous improvement

## Strengthen trust and respect for the teaching profession and school support staff

b) Address workload pressures to ensure a manageable workload for all staff

# Alignment to School Excellence Framework

This resource aligns with the following elements and themes within the Leading Domain in the School Excellence Framework:

**Element:** Management practices and processes

**Theme:** Administrative systems and processes

This resource will support schools to plan, implement and review their excursion process and ensure the effective delivery of excursions to the whole school community.

**Element:** Management practices and processes

**Theme:** Service delivery

This resource supports the SASS team in building and sustaining a structured excursion process for all new and existing staff to enhance skills in the operation of administrative systems and promote a positive customer service culture.

# Related resources and consultation

Related resources are linked through the toolkit.

The following stakeholders across the department have been consulted on the subject matter areas:

* Health and Safety
* Finance
* Inclusion and Wellbeing
* Curriculum and Reform

This resource has also been through consultation with a diverse group of schools, including primary and high schools, metro, regional, rural, remote, and schools for special purposes.

Table of contents

The table of contents below allows users to access relevant sections of the toolkit at point of need. This resource should be used alongside the [Excursions and Variations to Routine procedures](https://education.nsw.gov.au/policy-library/policies/pd-2005-0290-04), which are the official source of truth.

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| **Section** | **Page** |
| **Department links**This page provides a selection of links related to planning domestic excursions, each with a brief description, to help schools quickly find materials on the intranet. | [**4**](#_bookmark0) |
| **Sample process for domestic excursions: summary checklist** | [**6**](#_bookmark1) |
| **Administration of medication for excursions: summary checklist**This section provides a summary checklist for preparing for student healthcare needs on excursions. | [**11**](#_bookmark2) |
| **Budgeting and finance: links and templates**This page includes links for budgeting domestic excursions, such as Financial Management Procedures, the Excursions financial checklist, and worksheets to calculate costs. | [**13**](#_bookmark3) |
| **Communicating to parents: links and templates**This page offers guidance on communicating with parents and carers, including links to translated documents and Canva for Education information. | [**14**](#_bookmark4) |
| **‘What to pack’ checklist**This checklist includes mandatory items (e.g. First Aid Kit) and optional items (e.g. travel ice packs and sunscreen) to pack for a domestic excursion. | [**15**](#_bookmark5) |
| **Post excursion review checklist**This checklist can be used to help staff discuss how the excursion went, address any issues and discuss what could be improved for future activities. | [**16**](#_bookmark6) |
| **Tailor your own section**In the ‘Tailor Your Own’ section, schools can customise each step based on their local procedures, including adjusting timeframes and adding considerations. | [**17**](#_bookmark7) |

Department Links

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| **Links** | **Purpose** |
| [Excursions Procedure](https://education.nsw.gov.au/policy-library/policies/pd-2005-0290-04) | Directions for planning and managing excursions, including incursions and other variations of routine.  |
| [Variation of routine (nsw.gov.au)](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine) | This website is the main landing page on variations of routine to help users plan for excursions, incursions and other variations of routine, including sports and art related activities. |
| [Excursions (nsw.gov.au)](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions)[Checklists, forms and templates](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/checklists--forms-and-templates)  [(nsw.gov.au)](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/checklists--forms-and-templates) | Intranet page with information, resources and links on excursions including:* a sample approval process,
* parent information and consent form,
* swimming advice form and water activities advice form, and
* links to translated documents webpage.
 |
| [Excursions and travel (nsw.gov.au)](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/excursions-and-travel-health) | Intranet page managed by Health, Safety & Staff Wellbeing with information on excursions and travel, including risk assessments. |
| [Excursions and road safety (nsw.](https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safety-around-schools1/excursions-and-road-safety) [gov.au)](https://education.nsw.gov.au/teaching-and-learning/curriculum/road-safety-education/safety-around-schools1/excursions-and-road-safety) | Road safety education considerations when planning a school excursion. This can be used to help create risk assessments and additionally contains sample consent forms for car travel. |
| [COVID-19 school operations](https://education.nsw.gov.au/inside-the-department/covid-19)  [support (nsw.gov.au)](https://education.nsw.gov.au/inside-the-department/covid-19) | Intranet page containing COVID-smart measures, response protocols, COVID-19 communications toolkit and advice. |
| [Retention information reference for](https://education.nsw.gov.au/inside-the-department/information-management-for-schools/retention-schedules-for-documents-and-records) [school documents and records](https://education.nsw.gov.au/inside-the-department/information-management-for-schools/retention-schedules-for-documents-and-records) | Refer to the variations of routine (including excursions) section for record keeping information. |
| [Risk Management Process (nsw.](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/whs-risk-management-procedure/risk-management-procedures1) [gov.au)](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/whs-risk-management-procedure/risk-management-procedures1) | Guidelines to the risk management process. |
| [Emergencies Occurring at Offsite](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feducation.nsw.gov.au%2Fcontent%2Fdam%2Fmain-education%2Finside-the-department%2Fhealth-and-safety%2Femergency-planning-and-incident-response%2Femergency-management-procedures%2Femergency-management%2FEmergencies_Occurring_at_Offsite_Activities_and_Excusion_FACT067.pdf&data=05%7C02%7CFreya.MatthewsWhelan%40det.nsw.edu.au%7C3273c0170bea4ed4e74508dc4add5bf4%7C05a0e69a418a47c19c259387261bf991%7C0%7C0%7C638467561797529830%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Lv9opAhRsuzD8%2FvIUcK8pcvS%2BaU6x19FhC03Q1Qda9g%3D&reserved=0)  [Activities and Excursion- FACT067](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feducation.nsw.gov.au%2Fcontent%2Fdam%2Fmain-education%2Finside-the-department%2Fhealth-and-safety%2Femergency-planning-and-incident-response%2Femergency-management-procedures%2Femergency-management%2FEmergencies_Occurring_at_Offsite_Activities_and_Excusion_FACT067.pdf&data=05%7C02%7CFreya.MatthewsWhelan%40det.nsw.edu.au%7C3273c0170bea4ed4e74508dc4add5bf4%7C05a0e69a418a47c19c259387261bf991%7C0%7C0%7C638467561797529830%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Lv9opAhRsuzD8%2FvIUcK8pcvS%2BaU6x19FhC03Q1Qda9g%3D&reserved=0)  [(nsw.gov.au)](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Feducation.nsw.gov.au%2Fcontent%2Fdam%2Fmain-education%2Finside-the-department%2Fhealth-and-safety%2Femergency-planning-and-incident-response%2Femergency-management-procedures%2Femergency-management%2FEmergencies_Occurring_at_Offsite_Activities_and_Excusion_FACT067.pdf&data=05%7C02%7CFreya.MatthewsWhelan%40det.nsw.edu.au%7C3273c0170bea4ed4e74508dc4add5bf4%7C05a0e69a418a47c19c259387261bf991%7C0%7C0%7C638467561797529830%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Lv9opAhRsuzD8%2FvIUcK8pcvS%2BaU6x19FhC03Q1Qda9g%3D&reserved=0) | This fact sheet supports staff planning offsite activities, including excursions. It should be used in conjunction with risk management planning for excursions. |
| [Domestic excursions factsheet](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/rmp-2023/factsheets-2023/Excursions_Domestic_factsheet.pdf) | A summary of the risk assessment process for domestic excursions. |

The following is a sample step-by-step process for organising domestic excursions. Its purpose is to guide schools on what tasks SASS can assist with when planning and organising an excursion. The organising teachers holds responsibility for an excursion, including duty of care, health and safety, risk management, consent and supervision, but SASS can support with the planning and organisation.

To support workload reduction for teachers, where possible we’ve bolded tasks that could be completed by a member of the schools' administrative workforce (SASS). The organising teacher holds responsibility for the excursion and should continue to have oversight of tasks relating to excursion management.

We acknowledge that your school may perform steps in a different order, use different Third-Party software or have different roles perform the tasks. This guide is intended as a baseline to help your school get started on planning domestic excursions.

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| Tasks you may consider completing **at the start of planning** **the excursion** |
| **Task** | **√** | **Considerations for SASS** |
| Teachers identify excursion purpose and opportunity. |  |  |
| Organising teacher discusses excursion opportunity and dates with principal. |  | **Considerations for SASS**SASS could check for event clashes in assessment calendar. Refer to the [School Test and exam dates](https://education.nsw.gov.au/schooling/calendars/test-and-exam-dates). |
| **Investigate booking options.** |  |  |
| **Obtain quotes from providers.** |  | **Considerations for SASS**Consider setting up an [internal order](https://education.nsw.gov.au/inside-the-department/edconnect/finance-and-accounting/about-finance-and-accounting/internal-orders/create-a-local-internal-order-qrg) to accurately track excursion funds or utilise your third-party system to run a budgeting report. |
| **Complete Variation of Routine (VOR) Pack on third-party system or in local system.** |  |  |
| **Book venue and transport.** |  | **Considerations for SASS**Confirm that there are no existing bookings from previous years, as some staff may have already reserved venues or transportation immediately after the original excursion to secure availability. |

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| Tasks you may consider completing **in the weeks leading up to the excursion** |
| **Task** | **√** | **Considerations for SASS** |
| **Perform Working with Children Check (WWCC) screenings for any non- teachers, guest speakers, volunteers, external providers and contractors.** |  | **Considerations for SASS**Check the Employed database through [Electronic](https://online.education.nsw.gov.au/jecpc/Logon)  [Casual Pay Claims (eCPC) system](https://online.education.nsw.gov.au/jecpc/Logon). A principalcan delegate the process of checking, verifying and record keeping to an appropriate school administrator (SAMs, BMs, authorised to access eCPC). |
| Organising teacher completes [risk](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/risk-assessment-and-management)  [assessment](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/risk-assessment-and-management), uploads to third-party system or in local system and emails risk assessment to all relevant staff. |  |  |
| **Create/draft permission** **notes for** **organising teacher using** [**Parent**](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/teaching-and-learning/variation-of-routine/forms-and-templates/Parent_information_and_consent_form_for_domesic_excursions.docx) [**information and consent form**](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/teaching-and-learning/variation-of-routine/forms-and-templates/Parent_information_and_consent_form_for_domesic_excursions.docx) **or in third-party system.** |  |  |
| **Secure the principal’s approval for costs and the permission note, noting that the SAM may also need to sign off on the expenses.** |  | Ensure the permission note includes a cut-off date for when payments and consent is to be received by. |
| **Publish confirmed excursion date into shared calendar.** |  |  |
| **Print and disseminate permission notes and/or generate and send using third-party system.** |  |  |
| **Reconcile/send out permission notes and provide a copy to attending teachers.** |  | Schools may also use parent communication platforms under their selected third-party system to follow up payments with parents. |
| **Reconcile/send out link for student payments.** |  |  |
| **Compile the mandatory, first aid and CPR training records of attending staff members for organising teacher to review and make determinations.** |  |  |

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| Tasks you may consider completing **in the weeks leading up to the excursion** |
| **Task** | **√** | **Considerations for SASS** |
| **Notify all staff of the variation to routine, including Canteen staff, Special Religious Education (SRE) staff, and Library staff.** |  |  |
| Organising teacher to check staff to student ratio and holds duty of care. |  | **Considerations for SASS**For individual activity ratios for certain activities, please refer to the requirements outlined in the [Sport and Physical Activity policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0034-11) and [Sport safety](https://app.education.nsw.gov.au/sport/Page/1114)  [guidelines](https://app.education.nsw.gov.au/sport/Page/1114). |
| **Collaboratively work with staff to communicate who will be attending the excursion.** |  |  |
| **Organise relief teachers and/or other relief staff, including those for face-to-face teaching relief (RRF), scripture duties, and playground supervision.** |  |  |
| **Schedule the excursion details to display on the school sign.** |  | Coordinate scheduling of sign post with social media/newsletter/school notifications as needed. |
| **Validate venue and transport booking.** |  |  |

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| Tasks you may consider completing **in the weeks leading up to the excursion** |
| **Task** | **√** | **Considerations for SASS** |
| **Conduct follow up for missing permission notes and payments prior to cut-off date.** |  | **Considerations for SASS**Discuss funding options for students unable to pay for the excursion with the excursion organiser.Costs may be subsidised from school funds at the principal’s discretion. They may also be charged to a grant or be externally subsidised. |
| Organising teacher to make arrangements for students who can’t attend, including providing activities with similar outcomes to the excursion objectives. |  |  |
| **Schedule a Duty of Care meeting, to be run by the organising teacher, where all staff attending the excursion are made aware of Individual Health Support Plans, Medication requirements, Risk****Assessment & Emergency Response Planning.** |  | Organising teachers and SASS should work together to ensure every effort is made to enable all students to attend the excursion, including those students with a disability and those from diverse backgrounds. Refer to the [Personalised](https://education.nsw.gov.au/policy-library/policies/pd-2005-0243-02) [learning and support](https://education.nsw.gov.au/policy-library/policies/pd-2005-0243-02) procedures for instructions on personalising learning and support for students with disability. |
| **Ensure all medical data, staff preparations, and first aid requirements are in place for student health and safety during excursions.** |  |  |
| Teachers to brief students regarding the excursion (Remind students on the [behaviour code](https://education.nsw.gov.au/policy-library/policyprocedures/pd-2006-0316/pd-2006-0316-01), what to bring, and any last-minute notices). |  | SASS could send reminders via your schools preferred parent communication platform to remind parents about time, uniform expectations, and what students need to bring. This information can also be shared in newsletter and socials. |
| **Ensure any last minute notices are uploaded to school third-party system or local school management system.** |  |  |

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| Tasks you should complete **the day of the excursion** |
| **Task** | **√** | **Considerations for SASS** |
| **Once teachers have marked student attendance, follow up with any student absences.** |  |  |
| **Ensure that the following is collected prior to departure: First Aid bag, Medication for students, Individual Health Support Plans, Emergency Contact Information. Note that these items could be prepared in the days prior to the excursion.** |  |  |
| **Ensure that any other additional items are collected from the office prior****to departure e.g., change of clothes, sunscreen, hand sanitiser, school mobile. Note that these items could be prepared in the days prior to the excursion.** |  | **Considerations for SASS**Review public orders, weather forecasts or safety warnings that may result in excursion postponement or changes. Ensure that notification is also updated in your schools third-party system if applicable. |
| Organising teacher to ensure that all volunteers attending the excursion are briefed accordingly. |  |  |
| **If excursion is cancelled for any reason, notify relevant parties as soon as possible.** |  |  |

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| Tasks you should complete **post excursion** |
| **Task** | **√** | **Considerations for SASS** |
| **Check that the First Aid bag, medications for students, Individual Health Support Plans and any other relevant items are returned and restocked.** |  |  |
| Organising teacher to report any incidents that occurred during the excursion including:* any unexpected controversial issues arising on the excursion to the principal, if not reported during the excursion (in line with

the Controversial issues in schools procedure), and* possible exposure to Q fever and other zoonotic diseases at abattoirs and meatworks to SafeWork.
 |  | **Considerations for SASS**Staff must report any incidents that happened during the excursion in-line with the Incident Notification and Response procedures. |
| **Schedule a post-excursion debrief and evaluation meeting, to be run by the organising teacher.** |  | Consider having a staff debrief session to discuss what went well, areas for improvement and any changes for future excursions. |

Sample process on administration of medication for excursions: Summary checklist

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| **Prior to excursion** |  |  |
| **Task** | **√** | **Considerations for SASS** |
| **Request parents/carers/students to bring in any necessary medication before the excursion. Collect student medication in advance (where possible) and safely store medication until excursion day for collection by organising teacher.**Organising teacher to utilise existing medical data for excursion planning including Individual Health Support Plans, Emergency Action plans and parental consent forms for students to self-administer and carry medications. |  | **Considerations for SASS**Students may require non-prescription medications during specific events or activities, such as a student prone to travel sickness on a bus excursion. NSW Health recommends treating over-the-counter medications with the same caution as prescription drugs, following standard administration procedures and ensuring parents complete the Student Health Condition Support Form. |
| **Ensure all school staff have** **current first aid training, including** **[anaphylaxis e-learning](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home) and**[**e-emergency care**](https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/6bf676cc-3df9-ea11-99c2-0003ff148871)**.****Ensure a staff member with CPR certification accompanies****swimming or overnight excursions. Consider additional training for specific activities such as rescue competencies or lifesaving qualifications. If specific medications need to be administered for students, the school should identify a trained SLSO to accompany the excursion.** |  | Prescribed medication must be in the original packaging provided by the pharmacy and include a pharmacy label detailing the student’s name.Examples include manufacturer’s packaging, blister packs, plain pharmacy packaging with pharmacy label. Prescribed medication must have the instructions for administration included on the pharmacy label or provided in writing or verbally by the medical practitioner to the school. |
| **Print out medication schedules fr****om third-party system or print** **the** [**‘Record of Administr****ation of**](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FORM-Record-of-Administration-of-Medication-FINAL-V1-0.docx) **[Medication Form’](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FORM-Record-of-Administration-of-Medication-FINAL-V1-0.docx), under** [**‘Record**](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/student-safety/administration-of-medication) [**Keeping’**](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/student-safety/administration-of-medication)**. Include Individual Health Support Plans and other documentation (e.g. ASCIA plan).** |  | In an emergency, all staff have a duty to respond and administer medication if required. |

Sample process on administration of medication for excursions: Summary checklist

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| **Prior to excursion** |  |  |
| **Task** | **√** | **Considerations for SASS** |
| **Provide copies of current Individual Health Support Plans to supervising staff before departure. Ensure that a staff member with knowledge****of medication administration and emergency procedures, such as a trained SLSO, attends the excursion.** |  |  |
| Principal and organising teacher brief staff and volunteers on students with health support needs impacting health management during the excursion.Ensure students and parents with health support needs are informed and consent to information being shared with volunteers. |  |  |
| **Equip staff with a first aid kit** **including adrenaline injector,** **[ASCIA](https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)** [**Anaphylaxis Plan (Orange)**](https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)**, and asthma reliever inhaler and spacer for all excursions.** |  | **Considerations for SASS**For students with anaphylaxis, parents or carers must provide information, in writing, to the school on food or other allergies. This will assist planning to minimise the risk of exposure to allergens for these students. For further information, refer to the Health and Safety website or contact the local WHS advisor. |
| **Confirm appropriate food for students with allergies with parents or carers, and liaise with venue managers about providing these foods for students who need it.** |  |  |
| **Develop risk** **management plans for transporting** [**Schedule 8 medicines**](https://www.health.nsw.gov.au/pharmaceutical/Pages/drugs-of-addiction-sch8.aspx) **if excursion is interstate. Remember key points regarding medication****administration, emergency response, and parental consent** |  |  |

Budgeting and finance information for domestic excursions: links and templates

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| **Policy and procedures** |  |
| **[Financial management (schools)](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)** **[procedures](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)** | **Relevant Sections of the** **[Financial management](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)** **[(schools) procedures](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10) document:*** [3.9 Excursions and extra-curricular activities](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)

* [3.3 External grants](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)
* [5.6 Student assistance](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)

* [7.1 Receipting](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)

* [3.2 School Generated Revenue](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)

* [7.1.3 Card payments including credit, debit and](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)  [EFTPOS cards](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2020-0472-10)
 |
| **[Managing excursions](https://education.nsw.gov.au/schools-finance/sap-schools/sources-of-revenue/managing-excursions)** | The [Managing Excursions intranet pag](https://education.nsw.gov.au/schools-finance/sap-schools/sources-of-revenue/managing-excursions)e provides further info including cost codes and managing GST. |

# Finance tools and templates

* [Excursion financial checklist and worksheet](https://education.nsw.gov.au/content/dam/main-education/en/home/inside-the-department/schools-finance/fish/document/Excursion_financial_checklist_and_worksheet.xlsx) [(XLSX 25 KB)](https://education.nsw.gov.au/content/dam/main-education/en/home/inside-the-department/schools-finance/fish/document/Excursion_financial_checklist_and_worksheet.xlsx)

* [Student refund application form (nsw.gov.au)](https://education.nsw.gov.au/content/dam/main-education/en/home/inside-the-department/edconnect/student-management-and-wellbeing/fees-and-payments/process-a-student-refund-qrg/media/student_refund_application.pdf)

# AMPS suppliers – finance functions and support

* Student administration and finance functions and processes are now available within your chosen [Administration Marketplace Panel (AMPS)](https://education.nsw.gov.au/inside-the-department/procurement/i-want-to-buy/administration-marketplace-panel-for-schools) supplier products.
* Contact your AMPS supplier for product support and instructions.

# Payment methods and staff and volunteer costs

* Refer to [section 2.9.1 of the Excursions and](https://education.nsw.gov.au/policy-library/policies/pd-2005-0290-04)  [Variations of Routine Procedures](https://education.nsw.gov.au/policy-management-schools/revised-policies/curriculum-policies/excursions) for further information on accounting for excursion funds.

Communicating to parents and/or carers: links and templates

# Communication guides and templates

**[Parent and carer communication](https://education.nsw.gov.au/technology/how-to-guides/third-party-products-quick-reference-guides/school-communication/sentral-parent-carer-consent)**—simple consent webpage to help identify processes that can be digitised for the parent and carer communication – simple consent. If you are using third-party system refer to your provider for guidance on sending newsfeeds and alerts.

**[Checklists, forms and templates](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/checklists--forms-and-templates)** for excursions including a consent form, swimming advice form and water activities advice form.

## [Translated documents webpage](https://education.nsw.gov.au/schooling/translated-documents)

Interactive notes providing detailed excursion information for parents and carers that have been translated into various languages.

# Canva for education

Canva for Education is a graphic design platform that allows users to create graphics and visual content.

Canva has partnered with the Department, so it is available to add as a tile in your ‘[My Essentials](https://portal.education.nsw.gov.au/profileCentre/index.html)’ tab. Access trainingon Canva [here](https://www.canva.com/designschool/), with thousands of tutorials available.

Your school can use Canva to create graphics such as:

* Reminders about upcoming excursions –e.g. date, year group, permission notes
* Reminders about permission slips –e.g. date consent forms and payments are due
* Post excursion updates –e.g. excursion highlights and recaps

To add Canva as a **‘My Essentials’** tile and access the professional version containing the Department of Education brand kit, simply follow these steps:

1. Navigate to the [Staff Portal](https://education.nsw.gov.au/inside-the-department)
2. Click ‘[Edit my essentials](https://portal.education.nsw.gov.au/profileCentre/index.html)’
3. Scroll down and click ‘Add new essential’ tile.
4. In the Search bar type ‘Canva for Education’
5. Press ‘ADD’
6. Now it will display in your essentials

Excursions - ‘What to Pack’ Checklist

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| **Item** (\*required to be taken on all excursions) | **√** |
| **\*Fully stocked First Aid Kit.**For all excursions, this must include a general use adrenaline injector, a general Australasian Society of Clinical Immunology and Allergy (ASCIA) First Aid Plan for Anaphylaxis (Orange), and an asthma reliever inhaler and spacer.Please ensure that there is one for each bus and group, especially if you will be divided into smaller groups at the venue. These must be carried by staff at all times and should not be locked away on the bus or stored with bags. |  |
| Individual student medical boxes with plans |  |
| Vomit bags |  |
| Travel ice packs |  |
| Wipes |  |
| Sunscreen |  |
| Hand sanitiser |  |
| Plastic garbage bags |  |
| Change of clothes (number will depend on group and venue) |  |
| Mobile phone and numbers |  |
| Camera |  |
| Wet weather gear/hat |  |

Post Excursion Review Checklist

Completing a post-excursion debrief and evaluation is not required, but can be a helpful practice. It allows staff to identify any issues or risks that came up and ensures they are addressed. It also gives staff a chance to think about what went well and/or any improvements for future activities.

A brief written report can be given to Principal and/ or Executive team and/or Stage Leader containing the following. This should also be shared with SASS if they support with organising venues, bookings and budgeting. We acknowledge that these steps may not all be applicable to your school, so you can tailor this to your own school’s needs.

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| **Post Excursion Tasks** | **√** |
| Evaluation of excursion suitability to expected learning outcomes |  |
| Excursion Risk Management Plan evaluated |  |
| Ensure all excursion records are filed as per the [Records Management procedure](https://education.nsw.gov.au/policy-library/policies/staff-only/pd-2024-0482-01). |  |
| Venue suitability |  |
| Any problems encountered with transport |  |
| Behaviour issues requiring follow-up |  |
| Investigate any injuries/accidents to students/staff/volunteers |  |
| Considerations on modifying/improving this activity. |  |
| Submit a report and photos for the school newsletter, social media and website. Refer to the [Social media procedures (nsw.gov.au)](https://education.nsw.gov.au/policy-library/policies/pd-2011-0418-01) for information around obtaining consent to use student information including permission to publish forms. |  |
| Send out a parent survey |  |

Excursions Process – Tailor your own section

Use this template to create your own excursion process based on the tasks below.

You can swap these around as needed depending upon your school’s excursion process and timings. There is an area for considerations where you can put any specific information based on your school’s needs.

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| **At the start of planning the excursion** |
| **Task** | **Considerations** | **√** |
| Teachers identify excursion purpose and opportunity. |  |
| Organising teacher discusses excursion opportunity and dates with principal. |  |
| **Investigate booking options.** |  |
| **Obtain quotes from providers.** |  |
| **Complete Variation of Routine (VOR) Pack on third- party system or in local system.** |  |
| **Book venue and transport.** |  |

Excursions Process – Tailor your own section

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| **In the weeks leading up to the excursion** |
| **Task** | **Considerations** | **√** |
| **Perform Working With Children Check (WWCC) screenings for any non-teachers, guest speakers, volunteers, external providers and contractors.** |  |  |
| Organising teacher completes risk assessment, uploads to third-party system or local system and emails [risk](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/risk-assessment-and-management#Developing1)  [assessment](https://education.nsw.gov.au/inside-the-department/teaching-and-learning/variation-of-routine/excursions/risk-assessment-and-management#Developing1) to all relevant staff. |  |  |
| **Creat****e/draft permission notes for organising teacher using** [**Parent information and consent form**](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/teaching-and-learning/variation-of-routine/forms-and-templates/Parent_information_and_consent_form_for_domesic_excursions.docx) **or in third- party system.** |  |  |
| **Secure the principal’s approval for costs and the permission note, noting that the SAM may also need to sign off on the expenses.** |  |  |
| **Publish confirmed excursion date into shared calendar.** |  |  |
| **Print and disseminate permission notes and/or generate and send using third-party system.** |  |  |
| **Reconcile/send out permission notes and provide a copy to attending teachers.** |  |  |
| **Reconcile/send out link for student payments.** |  |  |
| **Compile the mandatory, first aid and CPR training records of attending staff members for organising teacher to review and make determinations.** |  |  |
| **Notify all staff of the variation to routine e.g., Canteen staff, Special Religious Education (SRE) staff, Library staff.** |  |  |
| Organising teacher to check staff to student ratio and holds duty of care. |  |  |
| **Collaboratively work with staff to communicate who will be attending the excursion.** |  |  |

Excursions Process – Tailor your own section

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| **In the weeks leading up to the excursion** |
| **Task** | **Considerations** | **√** |
| **Organise relief teachers and/ or other relief staff, including those for face-to- face teaching relief (RRF), scripture duties, and playground supervision.** |  |  |
| **Schedule the excursion details to display on the school sign.** |  |  |
| **Validate venue and transport booking.** |  |  |
| **Conduct follow up for missing permission notes and payments prior to cut-off date.** |  |  |
| Organising teacher to make arrangements for students who can’t attend, including providing activities with similar outcomes to the excursion objectives. |  |  |
| **Schedule a Duty of Care meeting, to be run by the organising teacher, where all staff attending the excursion are made aware of Individual Health Support Plans, Medication requirements, Risk Assessment & Emergency Response Planning.** |  |  |
| **Ensure all medical data, staff preparations, and first aid requirements are in place for student health and safety during excursions.** |  |  |
| Teachers to brief students regarding the excursion (Remind students on the [behaviour code](https://education.nsw.gov.au/policy-library/policyprocedures/pd-2006-0316/pd-2006-0316-01), what to bring, any last-minute notices). |  |  |
| **Ensure any last minute notices are uploaded to school third-party system or local school management system.** |  |  |

Excursions Process – Tailor your own section

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| **On the day of the excursion** |
| **Task** | **Considerations** | **√** |
| **Once teachers have marked student attendance, follow up with any student absences.** |  |  |
| **Ensure that the following is collected prior to departure: First Aid bag, Medication for students, Individual Health Support Plans, Emergency Contact Information.** |  |  |
| **Ensure that any other additional items are collected from the office prior to departure e.g. change of clothes, sunscreen, hand sanitiser, school mobile.** |  |  |
| Organising teacher to ensure that all volunteers attending the excursion are briefed accordingly. |  |  |
| **If excursion is cancelled for any reason, notify relevant parties as soon as possible.** |  |  |

Excursions Process – Tailor your own section

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| **Post excursion** |
| **Task** | **Considerations** | **√** |
| **Check that the First Aid bag, medications for students, Individual Health Support Plans and any other relevant items are returned and restocked.** |  |  |
| Organising teacher to report any incidents that occurred during the excursion including:* any unexpected controversial issues arising on the excursion to the principal, if not reported during the excursion (in line with the [Controversial issues in schools policy](https://education.nsw.gov.au/policy-library/policies/pd-2005-0290-03.html)), and
* possible exposure to Q fever and other zoonotic diseases at abattoirs and meatworks to SafeWork.
 |  |  |
| **Schedule a post-excursion debrief and evaluation meeting, to be run by the organising teacher.** |  |  |

We acknowledge the homelands of all Aboriginal and/or Torres Strait Islander people and pay our respect to Country.


## Say hello

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