Overnight Excursions Organisation Flowchart

1. Excursion deemed to be of significant educational worth and relevance in light of school/college calendar and cost is reasonable

2. 3 months notice given for excursion

3. Prior to advertising the excursion, the organising teacher prepares a formal proposal for the Principal including full budget (based on three quotes) and detailed risk assessment (Attachments A and B)

4. If relevant approval from other relevant authorities is obtained

5. Travel agent is engaged in line with policy guidelines and excursion is advertised to students

6. Appropriate travel insurance is organised with guidance from the school’s/college’s insurer

7. Medical and parent consent forms (Attachment C) obtained and read by organising teacher. Necessary medical certificates also obtained

8. Emergency plan of action and emergency contact forms (Attachment D) completed

9. Fringe Benefit Tax implications discussed with staff attending the excursion

10. Child protection and first aid requirements considered

11. All final plans and documents as detailed in the policy lodged with the Principal two weeks before departure

12. After excursion completed, summary report including thorough evaluation submitted to Principal

13. Accounting records audited by school’s/college’s financial officer

14. All excursion documentation including Risk Management Plan retained for future reference

1. NSW Department of Education and Training. Excursions Policy.