

Policy and Procedure Register updates – Summary of changes to:

School excursions procedure

1. Reason for new/updated policy or procedure (select all that apply)

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|---|--|--------------------------------|
| <input checked="" type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation | |
| <input type="checkbox"/> Change to legislation/delegations | <input type="checkbox"/> Due for review | <input type="checkbox"/> Other |

The procedure was reviewed as part of the regular procedure review cycle. In addition, responsibilities and processes relating to International school study tours (SSTs) were removed as a new *International school study tours* procedure has been developed.

The review reflects current procedural template requirements, human rights legislation, requirements for reasonable adjustments, and compliance with the Chief Health Officer Directions.

2. Summary of changes

The procedure and supporting documents have been amended as follows:

- Decommissioning the hard-copy excursion planning template – mandating the use of the OneSchool Excursion Planner.
- New requirements to facilitate and plan COVID-safe excursions, including removal of homestay as an accommodation option and sharing of student contact information to satisfy Queensland Chief Health Officer directions.
- Updated process to have a registered teacher appointed to maintain overall responsibility for the activity and for at least one supervisor to have First Aid currency – reflecting Curriculum Activity Risk Assessment expectations.
- New requirement for supervising staff travelling on buses fitted with seatbelts to ensure passengers wear the seatbelts. NB: There is no requirement for schools to use buses that are fitted with seatbelts.
- Change of form names, including changing ‘Activity consent form’ to ‘Excursion consent form’.
- Updated formatting, content and hyperlinks.

Definitions:

- Definition of *excursion* updated to refer to both curriculum and non-curriculum activities – reflecting the current school practice of using the OneSchool Excursion Planner to plan both types of activities.
- Definitions of *student with disability* and *reasonable adjustment* added, with references throughout the procedure to ensure all students can access and participate.
- Definitions of *OneSchool Access Levels*, *delegate*, *accommodation establishment*, *homestay*, *mandatory documentation*, *non-curriculum activity* and *multi-day excursion* added.

Forms:

- New optional form *Student health information – excursions*.
- *Offer to transport children/students in a private vehicle* form renamed to *Offer to provide transport in a private vehicle*, and updated to assist schools to verify vehicle registration status and validity of working with children authority (blue card) provided (if applicable).
- *Activity consent* form changed to be *Excursion consent* form, and updated to include the requirement for state school-based kindergartens to add information on requirements for

seatbelts or safety restraints (to comply with section 102 of the Education and Care Services National Regulations).

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

If yes, select the type of change:

Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page #
Staff (REVISED)	<ul style="list-style-type: none"> to only use the OneSchool Excursion Planner (not hard copy templates) 	1, 2 & 3
Principals (NEW)	<ul style="list-style-type: none"> ensure COVID-19 vaccination requirements in relation to volunteers are in place responsibility to ensure excursion planning has considered the health needs of students ensure that school excursions are only given final approval in OneSchool by a user with Level 1 access or by a delegated user with Level 2 access 	2 2 2
Staff (NEW)	<ul style="list-style-type: none"> to liaise with the relevant child safety service centre for students in out-of-home care, allowing sufficient time for the provision of consent and funding approvals (if required) to liaise with health professionals so students with health support needs or disability can participate in the activity ensure participating staff have the necessary training, knowledge and skills to support the individual needs of participating students (including health and wellbeing needs, communication and positive behaviour support strategies) comply with COVID-safe requirements ensure students wear seatbelts on buses fitted with seatbelts 	2 2 2 3 8
Parents (NEW)	<ul style="list-style-type: none"> complete and return the Excursion consent form and payment (if applicable) by the due date note that the department does not have personal accident insurance cover for students. It is up to parents/carers to decide the types and level of private insurance they wish to cover their child comply with any COVID-safe requirements while participating in a school excursion 	3 3 3
Regional Directors (REMOVED)	<ul style="list-style-type: none"> no longer relevant as SSTs not in scope 	-

International Travel Unit (REMOVED)	<ul style="list-style-type: none">no longer relevant as SSTs not in scope	-
4. Communication and support for implementation		
Routine internal communication channels. Updated OneSchool help materials reflecting the procedure requirements.		
For further assistance, please contact: <ul style="list-style-type: none">Policy/procedure contact: DoE regions		