1. RATIONALE
This policy replaces other policies relating to Excursions (including Memorandum 97/137). This policy is based on the DET Excursions Policy (PD/2004/0010/V001)
- Excursions are an integral part of the school's quality curriculum and specifically aid the students' learning program.
- The school has developed an excursion plan to support its programs. There may be variations, additions to this plan depending on the current circumstances. Excursions also include participation in sporting events or performance opportunities.
- Excursions offer enrichment to the planned curriculum. All students within the specific learning group will be considered, unless exceptional circumstances exist such as persistent misbehaviour, which might jeopardise the safety of self or others.

2. PURPOSE
- Excursions are learning experiences, external to the school site. They are an integral part of the school’s curriculum and can range from a brief visit to an extended overnight stay.
- Excursions are planned with due consideration to educational outcomes, interruption to normal learning routines and costs. An alternative education experience or program will be made available to students not participating.

3. IMPLEMENTATION
- Organising teachers must consult with the Principal and Deputy Principal during the planning stage. All excursions must have the approval of the Principal. Participating staff members must accept responsibility for the students in their care for the duration of the excursion. Organising teachers must complete the appropriate documentation – an excursion documentation package will be kept in the office and/or in Sentral.
- A risk assessment must be conducted and a risk management plan must be developed before seeking approval for any excursion
- Parents must be informed of details of the excursion, including details of the planned activities, their educational value, method of transport and the level of supervision. Signed consent forms must be obtained from parents. In exceptional circumstances oral permission can be given – but the Principal must keep a written record.
- The use of public transport will be accessed wherever possible. Seatbelts will be used where available on buses.
- Private transport may be used for small groups (Refer section 16.7, Issue 8 of the School Manual on Financial Management). A specific permission note is included in the appendix.
- Students must behave appropriately while on excursions, including when animals are encountered.
- Students will generally wear full school uniform and behave in a manner that reflects positively on Irrawang Public School. If full school uniform is not required, the appropriate dress code will be advised on the information note.
- At the start of each year, staff need to send out information on all proposed excursions where possible.
Supervision

- The number of teachers to accompany the students for each excursion is to be determined by the principal. Numbers will not exceed current staffing ratios. Refer to Guidelines for Specific Activities section of Guidelines for the Safe Conduct of Sport and Physical Activity in Schools policy.
- Teachers have ultimate responsibility for supervision and cannot delegate duty of care to parents, volunteers or employees from external organisations.
- Parent volunteers must attend a parent volunteers workshop and complete a Prohibited Employment Declaration prior to the excursion (Refer to Guidelines for Principals for the Implementation of the Working with Children Check and Completion of Prohibited Employment Declarations, Section 2.1.6 Volunteers).
- Accommodation on overnight excursions must ensure that no staff member is placed in a position where there is potential for allegations of improper conduct to be made.
- Excursions involving swimming and or overnight stays must be accompanied by a member of staff, who possesses current training in CPR and Emergency Care. Parents must be asked to indicate the swimming ability of their children, when consenting to swimming activities.
- Current medical information must be requested for students attending overnight excursions. Health care plans need to be discussed and developed for students with health care needs. Collection of personal information will be consistent with Privacy and Personal Information Protection Act.
- Child Protection obligations to report suspected risk of harm for children and young people applies to all stages of an excursion, as it does in schools.
- Students may only participate in activities as scheduled. NB No alternative activities can be included where parental approval would normally have been necessary.

Documentation

- A record of all excursions held will be maintained – Variation to Routines/Excursions Register will be kept in the office. The documentation provided to the Principal (see next point) will be retained in the register.
- Documentation must be provided to the principal prior to advising parents of excursion details:
  1. Excursion Application forms
  2. Risk Assessment -Risk Assessments – written assessments will be completed. Refer to the Guidelines for the Safe Conduct of Sport and Physical Activity in Schools manual and its implications for excursion planning, particularly where physical recreation is to occur and Excursion Policy (DET 2004 Risk management process)
  3. Excursion Checklist
  4. Advice to parents / caregivers
- Documentation will be kept in accordance with the Procedures for disposing of school records (Sept 2000). In the event of an injury or third party or property damage during the course of an excursion all records relating to this will be retained.

Costs

- Costs will be kept to a minimum. Excursions will generally be cost neutral to the school. Families experiencing financial hardship will be offered support through the use of Student Assistance funds. Overnight excursions will be advised as far ahead as possible, with the opportunity to pay off the excursion using “a lay by” system.
- A strict cut-off date will be adhered to. This will be well known through notes by the parents/caregivers.
School Organisation
Students need to be briefed on school’s expectation of their behaviour prior to any excursion. It is important to ensure that school routines run smoothly in a supervising teacher’s absence. Teachers will need to alert executive to any needs to changes in routines - this may involve swapping duties, advising AP regarding duties, catering for the needs of students not attending, advising the Principal of RFF implications.

Parent Selection
The teachers and the principal are responsible for all decisions regarding the organisation of the excursion. Teachers choose the supervision team to accompany the excursion. This decision is made by considering the departmental requirements in regards to student/teacher ratios. Such issues as gender, expertise level of parents, special needs of student, etc. will also be considered. Generally, the number of parents attending will be limited to only the number required to ensure levels of staffing set out by the department. Parents are required to attend the school’s parent volunteer workshop prior to the excursion.

Student attendance
All children are eligible to attend excursions at Irrawang Public School. However, at times for WH&S reasons certain factors will be considered to ensure that students, teachers and parents are not disadvantaged or put into a situation of danger. These factors relate to health, behaviour or special needs. All endeavours are made to include all eligible children. If the student is to be excluded from the excursion the parents will be consulted at the earliest possible date.

Composite Classes
If a student is in a composite class they will attend the excursion appropriate for their grade. The school will endeavour to assist the class teacher to accompany each grade excursion, if at all possible. In special circumstances it will be appropriate for the whole class to attend the same excursion.

Special Education Students
Students from the Special Education classes can attend the excursions appropriate to their age if the teachers can see the benefits for that student. Each student will be considered as an individual case.

EVALUATION
• Complete excursion application sheet with any evaluative comments
• These processes will be evaluated after they have been in place for a year
4. **RESOURCES**

- DET memorandums and policies may be accessed at: www.intranet.schools.nsw.edu.au/dse/D1.0/policies/index.html
- Revision of guidelines for Bushwalking (99/205)
- Guidelines for Principals for the Implementation of the Working with Children Check and Completion of Prohibited Employment Declarations, Section 2.1.6 Volunteers
- *Guidelines for the Safe Conduct of Sport and Physical Activity in Schools*
- Appendix – samples of possible permission notes
- Privacy and Personal Information Protection Act
- Procedures for disposing of school records (Sept, 2000)
- School Policy on school intranet

Appendix 1: Excursion Flow Chart
Appendix 2: Application for Approval and mandatory excursion checklist
Appendix 3: Excursion Risk Management Plan
Appendix 4: Permission note proforma and mandatory medical note
Appendix 5: SLSO excursion allowance forms
Please follow the flow chart below when you are planning an excursion. All excursions should be considered in this context including sport activities and swimming schools.

<table>
<thead>
<tr>
<th>Plan excursion with the class teachers involved. Consider the educational reasons that underpin the need this excursion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Approval for Excursion form. Check with the Stage AP Complete all Risk Analysis and Risk Assessment Sheets. This should be completed before the excursion information goes home to families in case the assessment shows the need to change the nature of the excursion. Email to Principal</td>
</tr>
<tr>
<td>When approval given, included article giving notice of upcoming event in school newsletter/facebook page.</td>
</tr>
<tr>
<td>Consult with SAM to set excursion costing for the excursion (This will include all fees charged including organising bus quotes etc. Discuss with SAM/Stage AP, the cost and availability of SLSO’s if they are required for the excursion.)</td>
</tr>
<tr>
<td>Use the appropriate consent forms (see excursion policy). All permission notes must include the Behaviour &amp; Medical Disclaimers Please get the Stage AP to check all information and consent forms sent home to parents before they go out with any child. See example in policy.</td>
</tr>
<tr>
<td>Arrange with office to collect the notes and money and compile the excursion folder. This folder will include class list with all notes and monies received, the medical forms, excursion overview etc.</td>
</tr>
<tr>
<td>Check the excursion Running Sheets (appendix 2) to ensure all arrangements have been completed (including playground duties, arrangements for non-attendees)</td>
</tr>
<tr>
<td>When the excursion is complete, return the excursion folder to the office where it will be filed with the notes etc</td>
</tr>
</tbody>
</table>
# Application for approval of Excursion

To be completed by Organising Teacher at least 2 days prior to excursion

<table>
<thead>
<tr>
<th>Organising Teacher</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Involved</td>
<td></td>
</tr>
<tr>
<td>Excursion to</td>
<td></td>
</tr>
<tr>
<td>Date of excursion</td>
<td></td>
</tr>
<tr>
<td>Departure from School (time)</td>
<td></td>
</tr>
<tr>
<td>Return to School (time)</td>
<td></td>
</tr>
<tr>
<td>Minimum number of students</td>
<td></td>
</tr>
<tr>
<td>Maximum number of students</td>
<td></td>
</tr>
<tr>
<td>Names of Teachers</td>
<td></td>
</tr>
<tr>
<td>Number / Names of SLSOs</td>
<td></td>
</tr>
<tr>
<td>Number of Parents</td>
<td></td>
</tr>
<tr>
<td>Costing of Excursion</td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td></td>
</tr>
<tr>
<td>Entry</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Add on costs</td>
<td></td>
</tr>
<tr>
<td>Final Cost per Student</td>
<td></td>
</tr>
<tr>
<td>Final cost per Adult</td>
<td>$</td>
</tr>
<tr>
<td>Signed By SAM</td>
<td>$</td>
</tr>
</tbody>
</table>

### Have you arranged

1. Liaised with Special Ed Unit
2. SLSO support with SLSO Supervisor
3. Playground Duty
4. Permission notes
5. Newsletter notification
6. Included on Sentral
7. Arranged medication + first aid kit
8. Booked Bus
9. Advised Parent helpers / scripture teachers
10.Entered date on whiteboard
11. Names of attending students – copy to office
12. Names of students not attending – copy to office
13. Arrangements and work for non-attenders
14. Assisting Parents to attend volunteers course
15. Parent Contribution

Copy of permission & information letter

Risk Management Plan completed

Authorized by Principal

Signature
MANDATORY

Excursion Checklist

What is the educational value of proposed excursion?

Consent

Is there a signed Excursion consent from each student? Yes/ No
If incomplete  Why?
Does the school hold medical information for each student? Yes / No
Have parents been informed in writing of excursion date? Yes/No

Supervision

Are there any unsupervised activities? Yes/No
If yes, what are they?

Will a teacher with emergency care training be present? Yes/No
Will a teacher with CPR training be present? Yes/No
If parents attending has the Principal
  - received their volunteers number from the RMS Yes/No
  - received a signed “Prohibited Declaration Form” Yes/No
  - checked the DET not to be employed list Yes/No
Have child protection issues been addressed? Yes/No

Cost of Excursion

Have any donations or subsidies been received? Yes/No
Is the school fundraising to support the students? Yes/No
Are there alternate activities planned for non attendees? Yes/No

Other

Is a list of students including gender and school year attached? Yes/No
Is a detailed itinerary attached? Yes/No
Are details of accommodation, including names, contact numbers and addresses attached? Yes/No

Note: if excursion involves students from other school, each Principal should include a letter of support / approval.
## Irrawang Public School Excursion Risk Management Plan

**Description and location of excursion**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification Type/Cause</th>
<th>Risk Assessment Use matrix</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Venue and safety information reviewed and attached: **Yes / No**

Plan prepared by:  

**Date:** Prepared in consultation with:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.
Hazard Identification

The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.

**Travel** – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue.

**Venue** – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors.

**Excursion Program Activity** – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing.

---

### Risk Assessment

<table>
<thead>
<tr>
<th>How could the injury be?</th>
<th>How likely is it to be that serious?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>very likely</td>
</tr>
<tr>
<td>Death or permanent</td>
<td>1</td>
</tr>
<tr>
<td>Long term illness or serious injury</td>
<td>1</td>
</tr>
<tr>
<td>Medical attention and several days</td>
<td>2</td>
</tr>
<tr>
<td>First aid needed</td>
<td>3</td>
</tr>
</tbody>
</table>

**Severity** – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.

**Likelihood** – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2</td>
</tr>
<tr>
<td>3 and 4</td>
</tr>
<tr>
<td>5 and 6</td>
</tr>
</tbody>
</table>
| **Equipment** – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue | **Elimination or Control Measures**  
**Hierarchy of Controls**  
Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.  
**Eliminate the hazard:** Remove the hazard. Change the activity or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.  
**Substitute the hazard:** Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.  
**Isolate the hazard:** Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.  
**Use engineering controls:** Consider hiring coaches with seatbelts and ensure these are worn if available  
**Use administrative controls:** Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.  
**Use personal protective equipment:** Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.  |
| **Environment** – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals |  |
| **People** – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities |  |
| **Accommodation** – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues |  |
| **Other** – Consider other hazards related to specific excursions. |  |

The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess and then eliminate or control risks associated with excursions. The degree of planning required is influenced by the nature of the excursion, the level of risk and the student group. For excursions that have previously been planned and conducted, previous risk management plans may be reviewed and reused. To support schools, a database of venue and safety information from common excursion sites will progressively be made available by the OHS Directorate. These should be considered and attached to the excursion risk management plan. An important component of the risk management process is consultation, which should include staff, and where appropriate external venue providers and parents.

**Steps in developing the excursion risk management plan**
**List the activities of the excursion**

List the activities of the excursion, that is, break the whole excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.

- **Identify the hazards**
  Determine the hazards associated with the activities. Consider hazards associated with travel, the venue, activities at the venue, equipment used in the activities, the environment, people (e.g. behaviour and medical conditions), and accommodation.

- **Assess the level of risk**
  Using the [risk assessment matrix](#), determine the seriousness of the risks associated with the hazards by considering both the likelihood and severity of risks. This gives you a risk ranking from 1 being the most serious to 6 being the least serious.

- **Eliminate or control the risks**
  Consider the most suitable control strategies for each of the identified hazards using the [hierarchy of controls](#).

- **Document plan**
  Document the excursion risk management plan.

- **Communicate the plan**
  Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.

- **Monitor and review**
  Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

An [Excursion Risk Management Plan Proforma](#) and [Guidance in completing the Excursion Risk Management Plan Proforma](#) provide assistance on hazard identification, the risk assessment matrix and the hierarchy of controls. This material may be used to develop and document the risk management plan. A [Sample Excursion Risk Management Plan](#) is also provided.

Principals should retain the documented plan as verification of the planning undertaken. The documentation will aid communication of the plan, and can also be used in future planning of excursions.
Checklist

Step 1  Is a previous risk assessment for the excursion available? If so, review and update, considering such issues as changes to the student group, the effectiveness of the controls and any previous incidents; then go to Step 8. If not, proceed to Step 2.

Step 2  **Obtain venue information** To assist in planning excursions, information is available on the OHS website for frequently used venues.

If no venue and safety information is available on the database, contact the venue. Depending on the nature of the excursion and the proposed activities, enquire about:
  - Public liability cover
  - Accreditation of the venue and its staff for the task/activity
  - Access and special requirements e.g. for students with special needs
  - Emergency procedures and relevant training of venue staff
  - Known hazards and controls related to proposed activities
  - Equipment available; ask venue to confirm that equipment and machinery are maintained, repaired and in good working order with safety features operational
  - Use of licensed personnel for construction, maintenance and repairs
  - Availability of appropriate facilities e.g. showers, refreshments, toilets.

Step 3  Assess venue and safety information for your student group. Note this on the proforma and attach the venue and safety information to your risk management plan.

Step 4  In consultation with key stakeholders, analyse the excursion and list the activities, that is, break the excursion into its parts e.g. getting to and from the venue, being at the venue, each of the major activities at the venue, having meals, staying at the accommodation etc.

Step 5  Identify the hazards associated with the activities and the potential risks associated with these hazards. Take account of previous incidents and venue and safety information. See Guidance in completing the Excursion Risk Management Plan Proforma for categories of hazards and the Sample Excursion Risk Management Plan for examples.

Step 6  Assess the risks associated with the hazards using the risk assessment matrix in the Guidance in completing the Excursion Risk Management Plan Proforma. This gives a risk ranking and thus a priority order for managing the hazards.

Step 7  Develop appropriate strategies to eliminate or control the risks using the hierarchy of controls on the Guidance in completing the Excursion Risk Management Plan Proforma sheet. See also the Sample Excursion Risk Management Plan for examples.

Step 8  Document the risk management plan. The attached proforma may be used.

Step 9  Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.

Step 10 Review the excursion risk management plan on completion.
Excursion Title

_________________ (date)

Dear Parent or Caregiver,

Class will be going on an excursion to ______________________ on _______________
This excursion has been planned to supplement the work being done in the classroom.
The cost of the excursion is $_________
The class will depart from ______ at _______ and return to _______
Travel will be by _______
Accompanying staff are _______
Closing date for permission notes and payment is _______
Please note: To process venue payment, staffing and supervision of classes, no money or notes can be accepted after the closing date.

Excursion coordinator ___________________ Principal ___________________

Behaviour Policy

I am aware that participation in this activity is subject to satisfactory behaviour, sportsmanship, cooperation, uniform compliance and completion of work. Students may be excluded from this excursion if they have repeatedly shown they cannot follow school rules or if there are identified OH&S issues.

Medical Disclaimer

Please note that there is no personal insurance cover provided by the NSW Department of Education and Training for students in relation to school sporting activities, physical education lessons or any other school activity. Parents and caregivers are advised to assess the level and extent of their child’s involvement in the sport program offered by the school, zone, area and state school sport associations when deciding whether additional insurance cover, above that provided by Medicare, is required.
The NSW Supplementary Sporting Injuries Benefits Scheme, funded by the NSW Government covers any injury resulting in the permanent loss of a prescribed faculty or the use of some prescribed part of the body.

Please return to school by
I do / do not consent to _________________________________ in _______ (class) participating in an excursion to (type excursion in here) on ____________________(date).
I understand travel is by (type in here) and the cost is $ _______.
I give/do not give permission for my child to receive medical treatment in case of emergency.

Signed _______________________________ Date: ____________________

Medical information form

The information provided is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about your child who is currently enrolled at the school and is participating in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Irrawang Public School.

It will be used by officers of the NSW Department of Education and Training to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion or school activity. In such circumstances the school will make available a sound alternative educational experience.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

Student name: ____________________________ Medicare number ________________

Class: _______

Parent or caregiver contact details

1. Name ____________________________ Phone ____________________________
2. Name ____________________________ Phone ____________________________

Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)

1. Name: ____________________________ Phone ____________________________

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.). Outline the treatment for each

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Signature: ____________________________ Date: ____________________
CONDITIONS

EXCURSION OVERTIME

1. Prior approval for excursion has been obtained from the Regional Director.

2. Payment is made for time worked outside normal school hours where the employee is engaged in assisting the students (showcasing, fostering, leading excursions, monitoring etc).

3. Overtime is not normally paid when children are absent.

4. Overtime is only paid whilst performing approved duties not for travel.

5. Meals breaks of at least 30 minutes must be taken after a maximum of 7 hours and do not attract payment.

6. A detailed itinerary should be developed to indicate the officer's role on each excursion and take into account the health care plans of individual students. The itinerary should be kept at the school and a copy forwarded with the application.

7. Where approval has been granted for an employee to work overtime on an excursion and they resume or continue to work without having an 8 hour break, the appropriate overtime rate will apply until the employee is released from duty. Once released, the employee is then entitled to 8 hours paid off duty and shall be paid for the ordinary work time accrued during the absence. It is the principal's responsibility to ensure that appropriate rest breaks are taken during the excursions.

8. Where approval has been granted for a permanent or a long term temporary employee relieving in a permanent position to attend the excursion, please leave the Account Code blank on the application form.

9. Where approval has been granted for a temporary employee funded by a specific purpose program, eg. Funding Support (TPS) or School Initiative, then any overtime worked is billed to the appropriate program by using the following COF codes:

   COF - Funding Support, 001 - School Initiative, or 392 - Sport/Program (TPS).
**EXCURSIONS – OVERTIME PAYMENTS**

School: 

**APPLICANT**

Name: 

Employee ID: 

Excursion Destination: 

Dates of Excursion: From / / To / / 

Account Code: Refer to point 8 overleaf

<table>
<thead>
<tr>
<th>Days</th>
<th>Date</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Sub Total</th>
<th>Meal Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>TUES AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>WED AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>THURS AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>FRI AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>SAT AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>SUN AM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>H</td>
<td>M</td>
<td>H</td>
<td>M</td>
</tr>
</tbody>
</table>

Summary of normal hours worked: (HPD = hours worked per day)

<table>
<thead>
<tr>
<th>Week one:</th>
<th>Friday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start:</td>
<td>Start:</td>
<td>Finish:</td>
<td>Finish:</td>
<td>Start:</td>
<td>Finish:</td>
</tr>
<tr>
<td>Finish:</td>
<td>Finish:</td>
<td>HPD:</td>
<td>HPD:</td>
<td>HPD:</td>
<td>HPD:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week two (pay week)</th>
<th>Friday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start:</td>
<td>Start:</td>
<td>Start:</td>
<td>Start:</td>
<td>Start:</td>
<td>Start:</td>
</tr>
<tr>
<td>HPD:</td>
<td>HPD:</td>
<td>HPD:</td>
<td>HPD:</td>
<td>HPD:</td>
<td>HPD:</td>
</tr>
</tbody>
</table>

I understand that payment of this allowance is in accordance with the Crown Employees (School Administrative and Support Staff) Award. The hours claimed have been worked on an approved school excursion.

Applicant’s Signature: 

Date: / / 

**PRINCIPAL’S CERTIFICATION**

I certify that the School Learning Support Officer named above is approved to claim overtime for this excursion and that the information contained in the application is correct.

Principal’s Name: 

Signature: 

Date: / / 

Email or Fax completed form and detailed itinerary to Employee Services Bathurst on employee.services.bathurst@det.nsw.edu.au or 1300 338 123
## APPLICATION FOR A SCHOOL LEARNING SUPPORT OFFICER TO ATTEND AN EXCURSION
### SCHOOL ADMINISTRATIVE AND SUPPORT STAFF

<table>
<thead>
<tr>
<th>School</th>
<th>Code</th>
</tr>
</thead>
</table>

### Details of excursion
- **Period of excursion** from _____/_____/____ to _____/_____/____
- **Destination**
- **Number of disabled students attending excursion**
- **Disability of students**
  Please attach additional sheets if required

### Approval is sought for the following School Learning Support Officers to attend the above excursion.

<table>
<thead>
<tr>
<th>Name</th>
<th>Payroll number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note** that overtime (for guidelines refer to reference number 83/32141) incurred on this excursion will not be paid unless prior approval for the Support Officer to attend is gained and any overtime that is incorrectly incurred will be the responsibility of the school. I certify that the attendance of the School Learning Support Officer is essential to the proper and safe conduct of the excursion.

- **Signed** __________________________ (Principal)  Date _____/_____/____
- **Print Name** ________________________
- **School fax number** __________________

> Fax to Director of Schools  Fax number ______________  School Education Area ______________

### Application approved/declined

- **Signed** _________________________ (School Education Director)  Date _____/_____/____
- **Print Name** _______________________
- **Approval Number** __________________

> Return to school  (fax number above)