



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

13th Assembly

Public Accounts Committee

Question Taken on Notice

Date: 28 May 2020
Subject: School excursion form
From: Mrs Lia Finocchiaro MLA
To: Chief Minister

Number: 1.1

Question: Please provide justification for why schools should be completing a 19-page form to undertake local school excursions off campus.

Answer: The safety and wellbeing of students is of the upmost importance of the Department of Education. Accordingly, schools are required to undertake careful planning and clear and comprehensive risk assessment before taking any school excursions. They are also required to ensure that parents are fully informed of activities planned during excursions so that they can provide informed consent for their child's participation.

Documentation required for a school excursion varies depending on a number of factors, including the length of the excursion, destination, whether it involves an overnight stay and whether swimming or water activities are planned. The primary form schools are required to complete is just over four pages long, including excursion details, details of attending students and accompanying adults, details of how the excursion relates to the education program, cost and a risk assessment.

A copy of the relevant template is attached. The only changes to this document in the process arising from COVID-19 are mitigation strategies of an included template risk assessment to help schools ensure appropriate physical distancing and hygiene practices during the excursion and that principals are temporarily required to seek the approval of their senior director for category B excursions.

Other documents that may be applicable are parental consent forms for each student, swimming forms, self-inspection checklists and movement requisitions approving the travel of any staff members. None of these required changes as a result of COVID-19.

They are happy to help if any school is concerned. The maximum length for a document now is eight pages. I am not sure where the 19 came from, but we can work off-line with what happened with that school.