

Student Excursion and Field Trips Policy

1. Purpose

This policy outlines the principles for planning, approving, conducting and reviewing educational extracurricular, co-curricular or curricular excursions and field trips to ensure student safety, educational benefit, and compliance with legal and institutional obligations.

2. Scope

This policy applies to all students, staff and approved external parties involved in the organisation and participation of extracurricular, co-curricular or curricular activities such as excursions and field trips (hereinafter referred to as “activity”) which take place at any time throughout a calendar year, under the authority of the Institution.

3. Definitions

See *Glossary of Terms*.

4. Policy Statements

4.1 The Institution supports activities that enrich student learning, experience, employability and foster a sense of community, provided they are:

1. Safely and ethically conducted,
2. Inclusive and accessible,
3. Aligned with the Institution’s values and strategic priorities, and
4. Fully compliant with relevant legal, insurance, and work health and safety (WHS) requirements.

4.2 All activities conducted under the authority of the Institution must adhere to the following principles to ensure safety, inclusivity, and responsible engagement:

1. activities must enrich students’ development by providing purposeful, curriculum-aligned experiences that deepen learning through real-world

application;

2. staff have a legal and ethical responsibility to ensure students' safety during activities;
3. activities must be inclusive and sensitive to diverse student needs including cultural, religious, financial, physical and psychological;
4. students must comply with the Student Code of Conduct during all activities; and
5. activities should minimise environmental impact and be respectful of Indigenous and local cultures.

4.3 The cost and method of transportation for the activity is required to be made known before students register and the cost needs to be reasonable to the activity being undertaken and be approved in accordance with financial delegations.

4.4 When the activity takes place during regular class time and/or the student cannot participate due to a reasonable excuse, the lecturer or the activity coordinator shall ensure that an appropriate educational alternative is provided.

4.5 Students are not penalised or disadvantaged academically for not being able to participate in an activity.

4.6 The lecturer or activity coordinator should consult with the Student Success Centre for assistance while making adjustments to the activity or an alternative activity for students with a disclosed disability.

4.7 In certain situations, a student may be excluded from participating in an activity when reasonable adjustments are not possible and their participation may compromise their safety or security or that of any other participant. In these situations, paragraphs 4.4 – 4.7 apply.

5. Roles and Responsibilities

5.1 The Deputy Vice Chancellor (Learning and Teaching) (or appointed nominee) is the responsible officer of this policy and approves higher-risk local activities, reports risks to the Audit Risk and Compliance Committee and approves any revisions to the associated forms relevant to this policy.

5.2 The President approves higher-risk interstate and international activities.

5.3 The relevant Department Head or Program Manager approves lower-risk

activities and oversees their implementation.

5.4 Lecturer and/or the activity coordinator identifies specific learning needs, plans activities, undertakes risk assessments, completes relevant forms, obtains approvals, briefs students, undertakes supervision and reporting.

5.5 The Group Finance Manager advises on insurance cover for proposed activities.

5.6 Students are required to follow instructions of activity coordinators, adhering to the Student Code of Conduct and safety protocols, and notifying staff of any incidents or concerns before and during the activity.

6. Related Documents

- *Risk Assessment Framework*
- *Risk Management Policy*
- *Critical Incident Policy*
- *Critical Incident Management Procedures*
- *Student Code of Conduct*
- *Employee Handbook*
- *Health and Safety Policy*
- *Incident Reporting Procedures*
- *Diversity, Equity and Inclusion Policy*
- *Records Management Policy*
- [*Student Excursions and Field Trips Process Flowchart*](#)

Summary of changes	Approved by	Approval date
Created	Academic Board	21 November 2025