Excursion Policy

ST CHARBEL’S COLLEGE
Excursion Policy

Related Policies

- Child Protection Policy
- Code of Conduct Policy
- First Aid Policy
- Sun Smart Policy
- Supervision Policy
- Sports Policy
- Confidentiality Policy
- Prescribed Medicines Policy.

Policy Statement

School Excursions are structured learning experiences provided by, or under the auspices of, the school which are conducted external to the school site.

Teachers have a special duty of care to students on excursions. This duty exists both during normal and outside of normal school hours. Activities chosen for College excursions must be suitable for children of the age, experience and capacity of those participating. Careful supervision during out of school activities is paramount; as excursion activities often involve unusual risks. Provision must be made to ensure equity of access and experience for students with a disability.

Whether the excursion is a simple or a complex one, the teacher must plan both the content and the mechanics of the trip. It must be worth the expense of time, effort and money in terms of the new learning it provides. It is important to consider the cost to the students and to ensure that no student is disadvantaged through the inability to meet the financial requirements.

The main areas to be looked at in using excursions are:
- Preliminary Planning
- Administrative Procedures
- Planning the Trip with the class
- Follow-up Activities/Post Excursion Evaluation.

Where possible, teachers should pre-visit the excursion site to ascertain the effectiveness of the site and the program/s on offer. The teacher should learn as much as possible about the excursion, so to effectively plan the trip and the learning experiences surrounding it.
Excursion Policy

Some sample questions a teacher should ask in relation to the teaching and learning situation are:

- What am I attempting to teach through this trip?
- What are the expected outcomes?
- How shall I organise the trip to accomplish my objectives?
- What background information do the students need?
- What stage of the unit of work will the excursion best suit?

Guidelines for Organising Excursions/Sporting Activities

All excursions must have clear educational outcomes that take into account the learning programs and needs of the students, and the educational requirements and resources of the school.

All paperwork must be submitted prior to any excursion taking place and no excursion is to take place without the required approval.

Alternative educational opportunities must be supplied for students who are unable to attend for any reason.

This policy applies to all excursions undertaken by students and staff of the College, except regular organised sporting competitions run by recognised associations.

Excursions should be approved by the deputy Principal at the beginning of each term. Where this is not possible, a minimum of two weeks notice is required.

When booking and excursion the following will be required:

- Complete excursion booking sheet.
- Obtain relevant signatures.
- Forward booking sheet to secretaries who will type permission slip and excursion letter.
- Excursion Plan.
- Venue Safety Information.
- Excursion Risk Assessment Form.
- Post Excursion Evaluation Form.
- Parents are to receive excursion letters and permissions slips at least seven days prior to attending excursion.
- Permission slips are to be collected and kept on file by the teacher(s).
- Where applicable, excursion monies are to be collected and handed to the accounts office, with a copy of the excursion booking sheet and student list.
Excursion Policy

- Complete the excursion booking checklist.

**Factors to be considered**

**Accidents**

All accidents that occur during the time away from school should be reported to the school immediately. Actions taken after the excursion need to be clearly recorded and a full report and debrief of the accident should be conducted after returning to school. School insurance forms and accident reports should be completed immediately upon returning to school.

**Alcohol**

Staff members are not permitted to consume alcohol whilst on duty on an excursion. Staff and others, including volunteers who act as drivers of a bus or other vehicle conveying students during an excursion must have a zero blood alcohol level whilst undertaking driving duties.

**CCYP**

All parents and volunteers accompanying students on an excursion must have completed a Prohibited Employment Declaration prior to the excursion. The school must also conduct an online Working with Children Check prior to the excursion. This needs to be made clear to parents of all children within the school, so that it does not discourage volunteers for excursions.

**Child Protection**

The College will ensure that all staff have received training in child protection and are aware of the need to be vigilant in all matters relating to the safety and welfare of students involved in excursions. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.

**Collection of Information**

Collection of personal information such as consent and medical information should be done in manner consistent with the College’s Confidentiality Policy and the Privacy and Personal Information Protection Act.
Excursion Policy

Consent Forms

The College will send home full details of all excursions, with a consent form attached. The completion and submission of a consent form does not absolve the College or staff from liabilities. If parents or caregivers do not permit participation of a student in an excursion, the school will make available a sound alternative educational experience which provides for similar learning outcomes, particularly where an assessment task relates to the excursion.

Duty of Care

All staff members of the College have a non-delegable duty of care to the students, ie it cannot be delegated to a volunteer or parent who is attending the excursion. They have a responsibility to exercise proper care and supervision throughout the duration of the excursion. Teachers are required to take reasonable steps to protect the student/s against risks of injury that could be reasonably foreseen. It is the responsibility of the Principal to ensure that all staff members are aware of their responsibilities.

Excursion venues

The principal or other delegated person must ascertain if an employer or contractor providing a service to students during a school excursion is registered with an Approved Screening Agency (ASA) for the purpose of conducting the Working with Children Check on their employees. The principal or other delegated person must ascertain that the employer or contractor has met their legal requirements as a child-related employer. If the employer or contractor is not registered with an ASA, they must not be used to provide a service to students until such time as they:

- Are registered with an ASA
- Have screened those staff considered to be engaged in paid child-related employment
- Have required those staff to complete Prohibited Employment Declarations.

Risk Assessment

Consideration of particular student needs must be a priority. Consideration may need to be given to provisions for mobility, access to communication devices including hearing equipment such as FM/Easylink. Also alternate planning to support student needs may be required if students/parents/caregivers fail to provide required equipment. For example in the case of hearing impairment, how are directions /safety/ noise issues covered (use of buddy/ extra teacher/students to stay next to teacher).

Medical Information
Excursion Policy

For many excursions it will not be necessary to collect a new medical information form. Medical information held by the school should, however, be updated regularly and as required and take account of activities proposed for the excursion. Information identifying food or other allergies, special dietary needs and other health care related issues (including prior conditions such as medical procedures in the last 12 months), should be provided by parents or caregivers. This information will assist planning to support students and minimise risks, including the risk of exposure to allergens for students at risk of anaphylactic reactions.

Reporting of Incidents Occurring while on Excursions

Staff leading school excursions are required to report incidents occurring while on excursion. In broad, such incidents are those which cause disruption to the excursion; or creates danger or risk that could significantly affect individuals participating in the excursion; or impacts on the effective operation of the excursion; or attracts negative media attention or a negative public profile for the College; or is an incident which WorkCover describes as a “serious incident” which must be reported by law.

Retention of Excursion Records

The College must ensure that a record of all excursions, including overseas excursions, is maintained. The record must include a copy of the risk management plan, any advice given to parents or caregivers, costs and approval letters and administrative, supervision and travel details. Except in the case of injury to a student or third party or property damage, records relating to excursions can be disposed with after seven years. In the event of an injury to a student or third party or property damage during the course of an excursion, all records relating to the particular student as well as any general information about the excursion must be retained for 20 years.

Student Behaviour

Students must behave appropriately at all times on excursions. Students on excursions interact with the public and are representatives of the College and the community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the College’s discipline code. Policies and procedures relating to student discipline also apply while students are on excursions. The school discipline policy applies outside of school hours and off school premises because there is a “clear and close connection” between the school, the students and the activity in which they are engaged. Students must behave appropriately when animals are encountered on excursions. Students also should be briefed on appropriate behaviour around animals. Responsible behaviour involves not interfering with the animal. Injury is most likely to occur if the animal panics and either attacks or attempts to flee the situation. If people remain calm, the risk of injury to either students or the animal or both will be lessened.
Excursion Policy

Appropriate touching of animals, where there is educational value in the activity, should be supervised by teachers, parents, caregivers or volunteers.

**Student briefing prior to excursions**

Prior to any excursion, students should be briefed on the school's expectations of their behaviour.

Students should also be briefed about their right to be safe and protected, about protective strategies and of avenues for support should concerns arise. Organising teachers should take time to work with groups of students to consider unexpected situations and risks that might occur during the excursion and to discuss strategies, consistent with the risk management plan, for eliminating or controlling risks. Students should also be given strategies for seeking help and regaining safety.

Individual students with particular health care needs should be briefed about how these needs will be met during the excursion, especially where the arrangements differ from standard practice at school.

Students participating in excursions to communities which are culturally different to their own should be briefed on cultural sensitivities and appropriate communication in cross-cultural contexts.

Students should also be briefed on appropriate behaviour around animals.

**Swimming and water activities**

Where any excursion involves swimming or water activities, teachers must ensure that the eight elements of the Water Safety Guidelines for Unstructured Aquatic Activity (venue selection; parent/caregiver consent; staff supervision; risk management; staff induction; student induction; testing student proficiency; and classifying students) are all complied with.

Parents must be asked to indicate the swimming ability of their children when giving consent for students to participate in excursions involving water activities. The determination of whether or not a student will participate in swimming or water activities while on the excursion will not, however, depend solely on advice from parents.

It will also be necessary to determine the aquatic proficiency of students prior to participation in unstructured aquatic activity. This assessment must take place irrespective of parental or caregiver permission for the students to participate in the swimming or water activities.

Teachers planning excursions involving aquatic activity other than swimming such as boating, sailing or board riding, should investigate requirements relating to the provision of personal flotation devices (such as lifejackets, buoyancy vests or buoyancy garments) and ensure all students and staff comply.

**Teacher – Student Ratio**
Excursion Policy

A teacher must always be present and in charge of an excursion. However, other responsible adults may also be included in the following ratios.

For infants and primary school day visits a ratio of 1:12 is satisfactory although a lower ratio is desirable.

For junior and senior secondary day visits a ratio of 1:20 is satisfactory, although a lower ratio is desirable.

For overnight excursions (including interstate and overseas) a ration of 1:12 is recommended. Mixed parties should be supervised by both a male and a female supervisor.

These ratios will be varied as required when activities may be more hazardous or risky.

Use of Private Vehicles

The transporting of students in the cars of staff members, parents, caregivers, volunteers and other students should only occur in those circumstances where there is no feasible option available to provide alternative transportation.

Where private vehicles are used, the teacher in charge of the excursion shall ensure that the vehicle is in current registration, the driver has an appropriate and valid NSW driver’s license, and that the number of passengers does not exceed the seat belt authorised capacity provision of the vehicle.

Insurance for the vehicle should be checked and if students are asked to pay it is necessary to contact the insurer to check policy. Parental consent must be obtained, in advance, where it is necessary for the students to travel in private cars driven by parents or teachers. No student is to travel in a vehicle driven by another student, except in extreme circumstances and if parental consent has been obtained. It should also be checked the licensing circumstances and insurance of the student and their vehicle registration.

Excursion Categories

Excursions can be classified as follows:

Category A

Category A excursions comprise those which involve movement generally on foot in the immediate vicinity of the school. Examples are environmental studies, visits to a local conservation reserve, or social education visits to the local shopping centre, and sport lessons on a nearby oval. The teacher conducting the excursion is the requesting officer and the deputy principal is the approving officer. See Appendix A.
Excursion Policy

Category B

Category B excursions are those other excursions within the community which take students further afield, generally requiring transport but not involving absence overnight. Parents must be informed of all details of the excursion and parental approval is required. The teacher conducting the excursion is the requesting officer and the deputy principal is the approving officer. See Attachment: B

Category C

Category C comprises excursions which involve travel within NSW beyond the community and/or which involve overnight accommodation. Parents must be informed of all details of the excursion and parental approval is required. A movement requisition is required for each member of staff on duty away from their normal place of duty. The teacher conducting the excursion is the requesting officer and the principal is the approving officer.

Category D

Category D comprises excursions interstate. Such excursions require approval of the principal. Excursion applications are to be made through the appropriate channels. Parents must be informed of all details of the excursion and parental approval is required. All completed documentation must reach the Principal at least six weeks prior to the proposed date of the excursion.

Approval in principle is to be sought very early in the planning process and prior to submitting completed excursion documentation. The approval request would normally take the form of a concise memo outlining:

- Dates of the excursion
- Nature of the excursion
- Educational benefit
- Need for it to be undertaken during school time
- Effect on the College program
- Support for the excursion from within the College community. See Appendix D.

Category E
Excursion Policy

Category E comprises excursions overseas and requires approval in principle from the Principal, from the early planning stage to departure date. Parents must be informed of all details of the excursion and parental approval is required. To obtain approval in principle, it is a requirement to consult with the Foreign Affairs Department during the early stages of planning to identify potential problems and to clarify procedures. This must be obtained prior to submitting completed excursion documentation. Approval in principle will not be granted without the support of the Foreign Affairs Department.

The approval in principle request should take the form of a precise memo to the principal outlining:

- Dates of excursion
- Nature of excursion
- Educational benefit
- Need for it to be undertaken during school time
- Effect on College program
- Support for the excursion from the College community and the Foreign Affairs Department.

Applications for Category E excursions should be delivered in full to the Principal at least three months prior to the excursion taking place. See Appendix E.

**Category D and E Documentation**

Documentation for interstate or overseas excursions includes:

- Application for extended excursion
- Movement requisitions for all staff attending
- List of all students involved in the excursion – showing names, gender, date of birth and class/year level
- Detailed educational program
- Detailed itinerary – including contact telephone numbers
- For international excursions, evidence of suitable medical and evacuation insurance and support from the Foreign Affairs Department.
Excursion Policy
# ST CHARBEL’S COLLEGE
## Preliminary Planning

<table>
<thead>
<tr>
<th>Excursion</th>
<th>Excursion Date(s)</th>
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<tbody>
<tr>
<td><strong>Venue</strong></td>
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<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Contact</td>
<td></td>
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Venue risk assessment attached: **Yes/ No**
- If Yes, attach risk assessment.
- If No, complete a risk assessment using Risk Management Pro forma.

<table>
<thead>
<tr>
<th><strong>Staffing</strong></th>
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<tbody>
<tr>
<td>Excursion Coordinator</td>
<td></td>
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<tr>
<td>Staff attending and Roles</td>
<td></td>
</tr>
<tr>
<td>Volunteers attending, CCYP checks and roles</td>
<td></td>
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<tr>
<td>External instructors/ venue staff</td>
<td></td>
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<tr>
<th><strong>Equipment</strong></th>
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<tr>
<td>Personal Protective Equipment (PPR) required &amp; person responsible for supply/ check</td>
<td></td>
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<tr>
<td>Other equipment being transported and the person responsible</td>
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<tr>
<td>Safety requirements</td>
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<table>
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<tr>
<th><strong>Emergency Strategy</strong></th>
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<tbody>
<tr>
<td>Contact number(s)</td>
<td></td>
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<tr>
<td>Rolls to be checked When: Person responsible:</td>
<td></td>
</tr>
<tr>
<td>Evacuation plan/routes</td>
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<tr>
<td>Assembly Points</td>
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<tr>
<th><strong>First Aid</strong></th>
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<tbody>
<tr>
<td>Number &amp; Type of kits</td>
<td></td>
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<tr>
<td>Name(s) of trained staff</td>
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<tr>
<th><strong>Students</strong></th>
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<tbody>
<tr>
<td>List of participating students, consent forms &amp; medical information attached: <strong>Yes/No</strong></td>
<td></td>
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</table>
### How special needs are met

### Activities

<table>
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<tr>
<th>Activities to be undertaken</th>
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<tbody>
<tr>
<td>Safety controls to be taken &amp; person responsible</td>
</tr>
<tr>
<td>Modified/ alternate activities for students with special needs</td>
</tr>
<tr>
<td>Supervisors for modified/ alternate activities</td>
</tr>
</tbody>
</table>

### Summary of possible hazards based on risk assessment information

<table>
<thead>
<tr>
<th>Potential Hazards</th>
<th>Controls</th>
</tr>
</thead>
</table>

Completed by: ___________________________ Date: ___________________
# St Charbel's College: Administrative Procedure

**EXCURSION BOOKING FORM**

- **Prepaid**
- **Not-Paid**

**Job No.:** A _ _ _ _

All sections must be completed and signed before proceeding to Part 5

## Part 1: Before Booking

**Teacher coordinating field trip to complete the following:**

- Category (circle)
  - [ ] A
  - [ ] B
  - [ ] C
  - [ ] D
  - [ ] E

- Class(s) involved:______________

- Venue:______________________

- Address:_____________________

- Purpose of Excursion:___________

- Nominated First Aide Officer(s):

- Number of supervisors required:___

- Teacher Name:______________

- Teacher Signature:_____________

- Date:______________________

## Part 2: Venue booking

**Supplier Name:**______________________

- 1. Person making booking Name & No:__________________

- 2. Date of excursion:__________________

- 3. Cost per student-Venue Entry Fee(GST Incl):$___________

- 4. Cost per adult/staff member:$___________

- 5. Number of students attending:______________

- 6. Request Risk assessment? If so, please fax

  Details to ... attention ...... on 9740 0900.

  Payment arrangement: Please ask in the following order:

- The College will **only** issue a cheque on the day of the event should a claim voucher be provided to accounts office min. 3 days prior. A tax invoice needs to be issued for any payment to be made. A tax invoice requires: ABN number, the words *Tax invoice* on the receipt, GST amount and total.

- 6. Deputy Principal to sign:____________________ Date:__________________

## Part 3: Transport Arrangements

- Type of transport required:________

- Full Bus/es Cost(GST Incl):$________

- Pick up time from College:________

- Departure time from venue:_______

- Transport booking officer's signature (Elias Azzi):________ Date:________

## Part 4: Business Section

- Cost to be Charged per student:$________ Retention Rate: 1 Dollar

- No of expected attendants students:________ No of attendees:________

- Total Expected Collection:$________ Total Collected:$________

- Total Expected Venue Entry:$________ Venue entry cost:$________

- Total Expected Transport Fee:$________ Transport Cost:$________

- Total Expected Profit/Loss:$________ P/L made:$________

*All prices quoted are GST inclusive.

- Notes:____________________________________________________

- Business Manager to sign:____________________ Date:__________________

## Student Requirements

- **Uniform** (please circle):
  - Full school uniform
  - Sports uniform
  - Mufti

- **Food requirements:**

- **Provisions** (please circle which of the following items students are permitted to take):

  - Money $_______
  - Camera
  - Paper/Pencil

## Part 5: Office Secretary (please circle as completed):

- Permission letter typed________ Principal to sign:________ Original filed________ Date:________
### 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.

**Equipment** – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.

**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.

### Risk Assessment Matrix

<table>
<thead>
<tr>
<th>How serious could the injury be?</th>
<th>How likely is it to be that serious?</th>
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<tbody>
<tr>
<td></td>
<td>Very likely</td>
</tr>
<tr>
<td>Death or permanent disability</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 off</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.

### 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 wing; do not use high risk equipment.

**Substitute the hazard:** Replace the activity, material, or equipment with a less hazardous one, eg choose an easier bushwalk.

**Isolate the hazard:** Isolate the hazard from the person at risk; isolate through distance, eg 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, eg 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.
Sample Excursion Risk Management Plan

Name of school: College  
Name of principal: J Citizen  
Description and location of excursion: Bushwalk and overnight stay to National Park  
Date(s) of excursion: 18 October 2010  
Group/class: 7R and 7W  
Number in group/class: 55  
Name of excursion coordinator: K Citizen  
Accompanying staff, parents, caregivers, volunteers: 2 class teachers and parent/carer volunteers

<table>
<thead>
<tr>
<th>Task/Activity</th>
<th>Hazard Identification</th>
<th>Risk Assessment</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
</table>
| Walking to and from transport  | – struck by vehicle on road     | 6              | – 6 adults attending to supervise excursion  
– Brief participants on rules and behaviour  
– Remain on pedestrian pathways and utilise pedestrian crossings at all times | Teachers     | Prior to walk  
All | On excursion               |
|                                | – uneven footpath              | 6              |                                                                                             |              |               |
| Coach transport to excursion venue | – boarding coach               | 6              | – Ensure vehicle operators hold appropriate license(s) and insurance  
– Check availability of seat belts  
– Vehicle to be appropriate for needs of the group eg wheelchair access if required  
– Enforce rules and monitor behaviour  
– Ensure seatbelts are worn | Excursion Coordinator | Prior to Booking  
“ | “ | “ | On excursion               |
|                                | – vehicle accidents            | 5              |                                                                                             | Teachers     | On excursion   |
| Observing rock formations, animals and plants | – bites and stings from insects, spiders, snakes | 4              | – Avoid areas with long grasses  
– Wear enclosed footwear and long pants  
– Wear hats, shirts with sleeves and sunscreen while outdoors  
– Do not touch animals  
– Carry first aid kit | All | On excursion   |

Venue and safety information reviewed and attached: Yes / No  
Plan prepared by: K Citizen  Position: Year 7 teacher  Date: 2 August 2010  
Prepared in consultation with: Year 7 staff, Assistant Principal, parent volunteers  
Communicated to: Teachers and parent/carer volunteers

Monitor and Review – Monitor the effectiveness if controls and change if necessary. Review the risk assessment if an incident or significant change occurs.
## Excursion Risk Management Plan

**Name of school:**

**Name of principal:**

**Description and location of excursion:**

**Date(s) of excursion:**

**Group/class:**

**Number in group/class:**

**Name of excursion coordinator:**

**Contact number:**

**Accompanying staff, parents, caregivers, volunteers:**

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

**Plan prepared by:**

**Position:**

**Date:**

**Prepared in consultation with:**

**Communicated to:**

**Monitor and Review** – Monitor the effectiveness if controls and change if necessary. Review the risk assessment if an incident or significant change occurs.
## Post Excursion Evaluation

### Excursion:  
### Venue:  
### Date:  

**What went well?**

**What potential risks were identified during the event?**

**Were there any injuries or incidents during the event?**

**Does an incident report need to be completed?**  
| Yes date completed | No |

**How were the above risks minimised or injuries/incidents managed during the event?**

**What was the outcome of the above injuries or incidents?**

**What would you change for next time?**

**Has the event plan been updated to reflect this information?**  
| Yes date completed | No |

**Would you use this venue again?**  
| Yes | No |

**Recommendations for future outings to this venue:**

**Feedback provided to venue**  
| Yes date completed | No |

**Other relevant comments, eg cost, etc:**

**Follow up action**  
| Yes date completed | No |

**Completed by:** __________________________  
**Date:** __________________________
Appendix A: Category A Excursion Sample Letter to Parents

An annual consent form for local excursions may be sought. This form can be sent out at the beginning of the year and covers all local walking excursions. For example:

Dear Parent/Guardian,

I give permission for my child ____________________ .... to participate in walking excursions in close proximity to the school. I understand that these excursions will be enhancing my child’s educational outcomes and be adequately supervised.

Signed: __________________________

Date: __________________
Appendix B: Category B Excursions (Sample Letter to Parents)

Date __________

Dear Parent/Guardian,

The following details relate to an educational excursion to ________________ which is being organised for _____________________.

(name the class or group)

Include the following details as appropriate:

- times and dates of departure and return
- destination
- mode of travel, including supervision available
- purpose of the excursion including planned outcomes for students
- name of the teacher(s) in charge
- equipment and clothing needed
- food requirements
- degree of difficulty
- full details of cost
- special rules applicable to the excursion
- emergency contacts
- if swimming or water based activities are involved, give details of the activity and include a separate section in the Return Permission Note – seeking approval for the child to participate.

In the case of travel by private car, include where appropriate:

It is the responsibility of the driver to ensure that he/she carries the required driver’s licence, that the vehicle is appropriately registered and insured, is roadworthy, and that the number of passengers does not exceed the seat belt provision of the vehicle.

Yours faithfully,
Deputy Principal/ Principal

Return Permission Note

I give permission for my child ____________________ to attend the ________________ excursion on _____________________.

Listed below are specific medical requirements or other needs relevant to my child participating in the excursion.

<table>
<thead>
<tr>
<th>Medical Condition (eg allergies, asthma)</th>
<th>Treatment Plan</th>
</tr>
</thead>
</table>

(Attach further details if necessary.)

I have read the attached information regarding this excursion and understand what it contains.

Parent/Guardian’s name: ____________________ Signature: ____________________

Emergency Contact Details: ____________________ Date: ____________________
Appendix C: Category C & D Excursions (Sample Letter to Parents)

Excursion to: ___________________________ Date: ______________

STUDENT DETAILS:
Surname: ___________________________ Given Name: ___________________________
Date of Birth: _______________ Home Phone: ___________________________

EMERGENCY CONTACT
Name: ___________________________ Phone: ___________________________
Relationship: __________ Medicare No: ___________________________
Private Health Insurance: ___________________________

STUDENT MEDICAL DETAILS:
Date of last Tetanus injection: __________________________________________

Please detail any medical conditions (eg allergies, asthma) and treatment plans for your child, relevant to this excursion.
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

PARENTAL CONSENT
As Parent/Guardian of ______________ I give my consent for him/her to participate in the
[name the event] and agree to delegate my authority to the staff and instructors involved. Such teachers and instructors may take appropriate disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group, or individually in the above mentioned activity.

I submit the attached medical information about the abovementioned student and include details of limitations, which he/she has for the activities concerned.

If I cannot be contacted to give approval for medical assistance I authorise the teachers and instructors to obtain medical assistance, which they deem necessary should an accident occur. If I am unable to be contacted to give approval, I further authorise qualified medical practitioners to administer anaesthetic if such an eventuality arises. I agree to pay all medical expenses incurred on behalf of the abovementioned student.

I accept that my child is to behave in an appropriate manner and have explained this obligation to him/her. I agree that if my child seriously contravenes behavioural expectations he/she may be immediately excluded.

I give permission for images taken on this excursion of my child to be used by the school in school and system publications, both print and electronic.

Parent’s/Guardian’s name: ___________________________
Signature: ___________________________ Date: ______________
Appendix D: Category D Excursions (Sample Letter to Parents)

Application for Approval of Overnight/Interstate School Excursion

Organiser: ___________________________ Dates*: ______________________
Classes Participating: ___________________________ Number of Students: _______

*Please specify date and time of departure and return.

Venue: ___________________________ Accommodation: ___________________________

Method of Transport: __________________________________________

Outline of the program including all activities, must be forwarded with this application

Purpose of the Excursion: ___________________________________________

| Adults attending the excursion – Please indicate if other than teaching staff |
|-------------------------------|----------------|----------------|----------|---------|---------------|
| Name | Staff | Other | CPR | Senior First |
|      |       |       |     |            |
|      |       |       |     |            |
|      |       |       |     |            |
|      |       |       |     |            |

Assistant Principal’s Signature: ___________________________ Date: ________________

OFFICE USE

Please ensure:

1. a written statement is obtained granting permission for each student to participate,

2. a written authority for the teacher to arrange medical attention for a student, is obtained from parents or guardian and is filed at the school, and approval is subject to the following special conditions being adhered to:

   ___________________________

Principal: ___________________________ Date: ________________
Appendix E: Category E Excursions

Application for Approval of Overseas School Excursion

Organiser: ___________________________________________________

Dates: ______________________________________________________

Proposed Tour to:

___________________________________________________________

Purpose of the excursion:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

A letter from the Principal, indicating they have received complete details of the tour must be forwarded to the CCI at least two months prior to departure. Failure to do so may result in cancellation of the excursion. Any changes to arrangements must be notified to the CCI.

<table>
<thead>
<tr>
<th>Adults Attending the Excursion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
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</tbody>
</table>

The Principal and the Excursion Coordinator have read the Overseas Excursion Policy and ensure that all procedures are adhered to.

Principal’s Signature: ______________________ Date: ______________________