Related Policies

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

Policy Statement

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 for students with special needs.

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.

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?
Excursion and Sporting Policy

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 Assistant 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.

- Complete the excursion booking checklist.

Factors to be considered

Use of Private Vehicles

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 licence, 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 parental consent has been obtained. It should also be checked the licensing circumstances and insurance of the student and their vehicle registration.

CCYP

All parents accompanying students on an excursion must have completed a 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.

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 is 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.

Duty of Care

All staff of the College has 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 require the taking of 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 are aware of their responsibilities.

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.

Teacher – Student Ratio

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.

**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 principal the approving officer. See Appendix A.

**Category B**

Category B excursions are those other excursions within the community which take students further a field, 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 principal 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. See Appendix C.

**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**

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.

All documents presented are to be retained by the College even after the excursion has been undertaken.
### Excursion and Sporting Policy

#### ST CHARBEL'S COLLEGE

#### Preliminary Planning

<table>
<thead>
<tr>
<th>Excursion</th>
<th>Excursion Date(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Venue</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
</tbody>
</table>

Venue risk assessment attached: **Yes / No**
- **Yes**, attach risk assessment.
- **No**, complete a risk assessment using Risk Management Pro forma.

<table>
<thead>
<tr>
<th><strong>Staffing</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excursion Coordinator</td>
<td></td>
</tr>
<tr>
<td>Staff attending &amp; roles</td>
<td></td>
</tr>
</tbody>
</table>

Volunteers attending, CCYP checks & roles

External instructors/venue staff

<table>
<thead>
<tr>
<th><strong>Equipment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Protective Equipment (PPR) required &amp; responsible for supply/check</td>
<td></td>
</tr>
<tr>
<td>Other equipment being transported &amp; who responsible</td>
<td></td>
</tr>
<tr>
<td>Safety requirements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency strategy</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number(s)</td>
<td></td>
</tr>
<tr>
<td>Rolls to be checked</td>
<td>When:</td>
</tr>
<tr>
<td>Evacuation plan/routes</td>
<td></td>
</tr>
<tr>
<td>Assembly points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>First aid</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number &amp; type of kits</td>
<td></td>
</tr>
<tr>
<td>Name(s) of trained staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Students</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>List of participating students, consent forms &amp; medical information attached: <strong>Y / N</strong></td>
<td></td>
</tr>
<tr>
<td>How special needs met</td>
<td></td>
</tr>
</tbody>
</table>

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

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

## EXCURSION BOOKING FORM

### Part one: Before Booking

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

1. **Category (circle)**
   - A
   - B
   - C
   - D
   - E

2. **Class(s) involved:**

3. **Venue:**

4. **Address:**

5. **Contact Number:**

6. **Purpose of Excursion:**

### Part two: Making the booking

1. **Contact name:**

2. **Date of excursion:**

3. **Cost per student:**

4. **Cost per adult:**

5. **Request Risk assessment? If so, please fax details to … attention … on 9750 8443.**

**Payment arrangement:**

- Can the College be invoiced Y / N
- If the response is no, state:

   - The College will issue a cheque on the day of the field trip. Once payment is made, venue to issue tax invoice statement with the following details: ABN number, the words **Tax invoice** on the receipt, GST amount and total.

6. **Assistant Principal to sign:**

**Transport Arrangements:**

- **Type of transport required:**

- **Cost per child:**

- **Pick up time from College:**

- **Departure time from venue:**

**Nominated First Aide Officer(s):**

**Number of adults required?**

---

## 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 3: Office Secretary (please circle as completed):

- Permission letter typed
- Principal to sign
- Photocopied
- Original filed

---

Page 8 of 17
### 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

#### Risk Assessment Matrix

<table>
<thead>
<tr>
<th>How serious could the injury be?</th>
<th>Very likely</th>
<th>Likely</th>
<th>Unlikely</th>
<th>Very unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death or permanent disability</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Long term illness or serious injury</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Medical attention and several days off</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>First aid needed</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</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.

#### Legend

1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.

3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk.

5 and 6 Low risk; manage by routine procedures.

#### 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

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

Venue and safety information reviewed and attached: Yes / No
Plan prepared by: K Citizen  
Position: Year 7 teacher  
Date: 2 August 2004
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

<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>
<tbody>
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</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Excursion:</th>
<th>Venue:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**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 the number of passengers does not exceed the seat belt provision of the vehicle.

Yours faithfully,

Excursion Coordinator

Return Permission Note

I give permission for my child ________________________________________________________________ to attend the ___________________________________________________________________________ excursion on ___________________________________________________________ (date(s))

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

Excursion to: ____________________________ Date: ___________________

STUDENT DETAILS:
Surname: _____________________________ Given Name: ________________________
Date of Birth: _______________ School: ___________________________
Town: ________________________________ Home Phone: __________________

EMERGENCY CONTACT
Name: ___________________________________________ Phone: __________________
Relationship: _______________ Medicare No: _____________
Private Health Insurnace:__________________________________________________________

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
______________________________________________________________________ (nominate 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

Application for Approval of Overnight/Interstate School Excursion

School: __________________________ 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 Aid |
|---------------------------------|-----------------------------|
|                                 |                             |      |     |                |
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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

School: ________________________________________________________________

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 CEO 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 CEO.

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<tr>
<th>Name</th>
<th>Staff (Y/N)</th>
<th>Intermediate First Aid (Y/N)</th>
<th>CPR (Y/N)</th>
<th>Other (Please specify, ie parent, volunteer)</th>
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The Principal and the Excursion Coordinator have read the Overseas Excursion Policy and ensure that all procedures are adhered to.

Principal’s Signature: ___________________ Date: ___________________