# TEMPLATE 9: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: UNDERTAKING TO PROVIDE A BILLET WITHIN AUSTRALIA

**For billets within Australia**

Dear Parent/Carer/Guardian

The school is grateful for your offer to billet visiting student(s).

You would be aware that the Western Australian Department of Education has a policy relating to child protection. The Department is committed to the care, safety and protection of all public school students.

In order to formalise the billet, all adults on the premises during the time of the billet must have a valid Working with Children Check (or receipt of an application).

In order to formalise the billet, please sign and return the attached undertaking together with a copy of your Working with Children Check (or receipt).

I hope that you will enjoy having the billeted student(s) in your home and anticipate that the student(s) will benefit from the experience of staying with you.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Date

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Excursion Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Undertaking to provide a billet**

In support of the commitment of the Western Australian Department of Education to provide a safe environment for students, I agree to provide appropriate accommodation for \_\_\_\_\_\_\_\_\_\_\_ student(s) during the excursion being held from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand my responsibilities and undertake to provide a safe and secure home environment for the student(s) and to do my utmost to ensure that the student(s) is/are not exposed to harm.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Name Relationship to student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date