



Department of
Education

LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS

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LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS

***Local Area Excursions with Overnight Stay Including Camps* contains information for planning and preparing of documentation, required forms and letter templates and must be read in conjunction with the *Excursions in Public Schools Procedures*.**

1 LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS

- 1.1 The principal is the Excursion Approval Authority for all local excursions with overnight stays.
- 1.2 Local area excursions with overnight stays are those that occur within Western Australia, requiring accommodation for any period of time, including camps.
- 1.3 Excursions by remote schools which cross the Northern Territory or South Australian borders and involve an overnight stay are considered a Local Area Excursion with Overnight Stay Including Camps.
- 1.4 All recreation and outdoor education activities must comply with the *Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements* and any of the requirements contained in the relevant activity specific documents within the procedures.

2 COMPLETING THE PROPOSAL FOR EXCURSION

- 2.1 The authorised excursion leader enters information in each section of the *Proposal for Local Area Excursions with Overnight Stay Including Camps* form in accordance with this *Local Area Excursion with Overnight Stay Including Camps* document. Principals are to clearly check each aspect of the proposal forms, ticking the appropriate box only when each satisfies all requirements outlined in this document.
- 2.2 Additional documents can be listed and attached where applicable.

3 EDUCATIONAL PURPOSE

- 3.1 The Proposal for Local Area Excursions with Overnight Stay Including Camps needs to demonstrate how planned activities will contribute to and/or enhance curriculum outcomes.

4 RISK ASSESSMENT

- 4.1 Undertaking a risk assessment, prior to approval, will provide the necessary information for many of the sections of the *Proposal for Local Area Excursions with Overnight Stay Including Camps* form and is an essential part of planning any excursion. The excursion leader assesses risks that the excursion may pose to the safety, health or wellbeing of any student or staff, and proposes strategies for minimising and managing those risks.
- 4.2 The risk assessment considers and documents:
 - the number of students, their age range, and the students' experience, capacity and behaviour;
 - the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;
 - the method of transport to the excursion venue and all activities;
 - safety and suitability of the selected accommodations;
 - the safety and suitability of any billeting arrangements;
 - issues that might arise due to the length of time of the excursion and/or possible weather events;
 - any medical or behavioural conditions that need to be managed; and
 - any special clothing or required items that should be taken on the excursion by students and supervisors.

- 4.3 Excursions involving high risk activities will NOT be approved.
- 4.4 The excursion leader obtains information and familiarises themselves with the venue before undertaking the excursion to determine the suitability of the venue and proposed activities, check safety procedures and investigate details such as mobile phone coverage and access for emergency services. It is acceptable to use information from other sources and Department staff that have used the venue. Staff do not necessarily need to visit the site.
- 4.5 The risk assessment informs the decision regarding the staff to student ratios that will provide adequate supervision for the duration of the excursion. The *Recreation and Outdoor Education Activities for Public Schools Procedures* mandate supervision ratios for some activities and should be used in conjunction with this document.
- 4.6 All recreation and outdoor education activities must comply with the *Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements* and any of the requirements contained in the relevant activity specific documents within the procedures.

5 STUDENT CAPACITY AND HEALTH CARE

- 5.1 Refer to the *Student Health Care in Public Schools Policy and Procedures* for advice on managing student health care needs. Prior to an excursion, parents/carers/guardians will be requested to confirm the health information, in the information and consent to participate form held by the school, is current.
- 5.2 Current health care information for every student attending the excursion is to be attached to the *Proposal for Local Area Excursions with Overnight Stay Including Camps* form and taken on the excursion. A *Student Update Form* is available on SIS to facilitate the updating of health care information.
- 5.3 Additional health care information provided by the parent/carer/guardian is attached to the *Student Health Care Summary* and associated health care plans.
- 5.4 Taking into consideration the Risk Assessment, each student's capacity is reassessed if any circumstances surrounding the excursion activity change. This includes any change in the condition of the environment or in medical fitness (e.g. conditions such as asthma or epilepsy) or capacity of the students to undertake the activity.
- 5.5 There should be alternative activities or extra support for students who wish to take part in the excursion but do not have the prerequisite skills for the planned activity.
- 5.6 There should be alternative arrangements for any student who does not participate in an excursion.
- 5.7 All excursions take into consideration students' cultural or personal requirements, intellectual and/or mental capacity and/or degree of disability.

6 SUPERVISORY TEAM

- 6.1 The information contained in the Risk Assessment will inform the decision regarding the number of adults required for the supervisory team and the experience and skills necessary to provide adequate supervision and manage identified risks.
- 6.2 The excursion leader confirms that parents/carers/guardians are provided with full details of the excursion well in advance of the date to enable them to make an informed decision about their child's participation (see *Information and Consent to Participate: Instructions: Local Area Excursions with Overnight Stay Including Camps* (page 19) for list of information to be provided to parents/carers/guardians).
- 6.3 The excursion leader confirms, in writing, during the consent seeking process that parents/carers/guardians are aware of all supervisory arrangements throughout the excursion.
- 6.4 Supervisory arrangements will include details about the number of supervisors present at activities and the roles they will perform.
- 6.5 All teachers or a representative of an Approved Provider are required to be available to supervise students at all times.

- 6.6 Duty of care always rests with the teacher(s) or a representative of an Approved Provider even if parents/carers/guardians are acting as supervisors.
- 6.7 In the absence of a teacher, adults, who are not teachers, can be supervisors if they possess appropriate skills, experience, competencies and/or qualifications to personally care for the relevant student group and manage risks.
- 6.8 Supervisors or a representative of an Approved Provider need to be made aware that they are required to supervise students at all times for the duration of an excursion.
- 6.9 Supervisors or a representative of an Approved Provider need to advise the excursion leader of any medical condition or requirement that may impact their supervision responsibilities.
- 6.10 Collectively, the supervisory team needs to have the experience, knowledge and skills to:
 - identify and establish a safe environment for the activity;
 - monitor and respond to weather and environmental conditions before and during excursion activities;
 - monitor and assess the physical wellbeing of the students; and
 - effect a rescue and render emergency care.
- 6.11 For outdoor education and recreation activities, including general water-based activities, the supervisory team must hold the qualification(s) specified in the relevant section of the Recreation and Outdoor Education Activities for Public Schools Procedures.
- 6.12 For outdoor education and recreation activities, including general water-based activities, the level of supervision must comply with the relevant section of the Recreation and Outdoor Education Activities for Public Schools Procedures.
- 6.13 Principals are to confirm compliance with the Department's Working with Children Checks in Department of Education Sites Policy with regard to excursion supervisors, including volunteers if relevant. It should be noted that some volunteers may be exempt from having a *Working with Children Check*. Principals are to refer to the Policy to determine mandatory requirements.

7 ACCOMMODATION

- 7.1 Single gender student groups have at least one supervisor of the same gender.
- 7.2 Mixed gender student groups have a mixed gender supervisory team unless all parents/carers/guardians have approved of alternatives during the consent seeking process.
- 7.3 The logistics of excursions are to be discussed with transgender or intersex students and their parent/carer/guardian prior to the confirmation of the student's participation in the event. Discussion should include options, risks and mitigating factors.
- 7.4 Supervisory and accommodation arrangements, especially for sleeping and ablutions must not place supervisors in a position where there is potential for allegations of improper conduct or where the propriety of their behaviour may be questioned.

8 STUDENTS WHO ARE BILLETED

- 8.1 When planning an excursion that involves students being billeted, the following actions must be undertaken by the excursion leader:
 - a) advise the parent(s) in the host family of their responsibilities.
 - b) confirm the parent(s) in the host family have completed an *Undertaking to Provide a Billet* form giving an assurance to provide a safe and secure home environment for each billeted student.
 - c) confirm that where students are billeted in a host family, all adults on the premises during the period of the billet have a valid Working with Children Check.
 - d) confirm that a nominated member of the supervisory team:
 - is contactable for the duration of the billet;

- contacts the student(s) regularly (daily) during the period of the billet to monitor and assess the student(s) emotional and physical wellbeing (this could be achieved via the use of identified strategies such as use of student daily journals);
- has access to transport in order to visit the student(s) at short notice;
- will remove the student(s) from the host family immediately if it is determined a student(s) is at risk or the placement is compromised, and makes appropriate alternative arrangements;
- has current professional learning regarding child abuse and abuse prevention and/or knowledge of the Department's *Child Protection in Department of Education Sites Policy and Procedures*; and
- has provided student(s) with key messages from the protective behaviours program prior to any overnight billet as part of the preparation, as deemed appropriate by the school.

e) confirms that the accommodation includes:

- a private bedroom or one shared with a student of the same gender (where a student is one sex but expresses the gender identity of a different sex, an assessment needs to be undertaken as to whether their gender identity can be safely accommodated);
- private bathing and toilet facilities;
- any special requirements (e.g. avoidance of asthma triggers); and
- no exposure to passive smoking.

8.2 It is recommended that the authorising principal makes contact with the principal of a school in the locality where the billeting is to occur and seeks information regarding the suitability of host families and the billeting arrangements. The principal needs to confirm that parents/carers/guardians are fully informed of the processes undertaken by the host school to confirm the suitability of the family with whom the student is to be billeted, prior to providing consent to participate for their child to participate in the excursion.

9 SUPERVISION STRATEGIES

- 9.1 The *Proposal for Local Area Excursions with Overnight Stay Including Camps* explains the supervision strategies that will maintain the safety and wellbeing of students at all times, such as walking in small groups, a system for identifying students, who will accompany students to the toilet, methods to keep students in view of the supervisors, emergency evacuation procedures etc.
- 9.2 Supervision strategies are to address the circumstance where students are not in clear view of the supervisor(s).
- 9.3 It is recommended supervisors not be permitted to take their own children on an excursion, unless the children are members of the student group for whom the excursion is intended. Where the viability of the excursion is impacted, the principal determines whether the supervisor is able to meet the duty of care requirements while supervising their own child.
- 9.4 Volunteers and external providers have a right to refuse a request to personally care for students and to have their decision respected by members of the teaching staff. Non-teaching staff may also refuse a request from a member of the teaching staff to personally care for students, unless the request relates to a task that they are required to perform as part of their normal duties.

10 IDENTIFICATION OF EXCURSION PARTICIPANTS

- 10.1 A system for the identification of excursion participants should be developed. This should take into account information from the Risk Assessment such as; an assessment of the environment, students' capacity, the type of activities to be undertaken, the number of students, necessity for photo identification and the student

to supervisor ratio. The Proposal for Local Area Excursions with Overnight Stay Including Camps includes a brief description of the system.

- 10.2 All documentation is to be taken on the excursion including participant lists, parent consents, medical information and emergency contact information. Records may be carried by excursion supervisors on electronic devices.

11 COMMUNICATION STRATEGIES

- 11.1 A communication strategy that enables regular communication among all members of the group may include public address systems, megaphones, mobile phones, air horns, whistles and scheduling regular group meetings.
- 11.2 The communication strategy needs to be explained to all participants and should clearly identify:
- a signal for gaining the full group's attention;
 - an emergency signal and response that has been rehearsed prior to the commencement of the excursion; and
 - an alternative mode of communication should the primary communication method be unavailable.
- 11.3 Mobile telephones should not be relied on as the sole method of communication. In remote rural locations, consideration is to be given where necessary to other means of emergency communication such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone, or a pre-determined schedule of check-ins with a nominated contact at the school.

12 BRIEFING STUDENTS AND SUPERVISORS

- 12.1 The excursion leader needs to clearly communicate all relevant information about respective responsibilities and obligations to students and supervisors including:
- emergency procedures and signals;
 - methods of communication;
 - appropriate use of any equipment;
 - roles of supervisors;
 - the system for identifying students and supervisors;
 - areas demarcated specifically for identified student groups; and
 - standards of acceptable behaviour.
- 12.2 Special information sessions need to be arranged for students who were absent from preparatory excursion briefings.
- 12.3 Alcohol and other drugs that impair judgment are both prohibited from consumption by supervisors during an excursion.

13 TRANSPORT ARRANGEMENTS

- 13.1 Transport by air is to be confined to recognised commercial operators.
- 13.2 Vehicles used to transport students on school excursions must comply with relevant laws regarding the restraint of children. For more information, visit the [Road Safety Commission](#) website.
- 13.3 Excursion leaders must confirm that students are wearing any seat belts that are available. If anchor points (for child restraints) or lap sash seat belts (for booster seats) are available in the bus, the use of a restraint that is appropriate to the age and size of the child should be encouraged, where feasible.
- 13.4 Principals verify any bus drivers contracted by the school have a current Working with Children Check.
- 13.5 Principals verify that any school staff who drive vehicles with a seating capacity in excess of 12 persons have an appropriate valid licence.
- 13.6 All Department vehicles, including buses, shall only be driven by Department employees or other authorised people engaged in school education programs. Parents/carers/ guardians or other people licensed to drive a bus are not permitted to

drive Department vehicles.

- 13.7 The use of private vehicles can only be authorised by the principal where there is no other reasonable option. Vehicles used to transport students are required to have comprehensive motor vehicle insurance cover and to be suitable for such use. Principals are to sight a current, valid driver's licence for all drivers.
- 13.8 Where parents/carers/guardians have given approval for their child to make their own transport arrangements to and/or from a venue, a member of the supervisory team needs to acknowledge the arrival and approve the departure of the student from the venue.
- 13.9 If a student is required to leave an excursion prior to the scheduled time, a member of the supervisory team needs to be satisfied that appropriate arrangements are in place for the student to safely reach their destination.
- 13.10 If a transport related accident occurs, the principal is required to submit a claim to RiskCover. Refer to the Ikon for insurance information and claims (staff only). Further information on insurance is available from Legal Services, by emailing legalservices@education.wa.edu.au.

14 LOCATION AND VENUES

- 14.1 The *Proposal for Local Area Excursions with Overnight Stay Including Camps* specifies the name and address of the venue and provides an explanation of the venue's suitability and why it is the preferred venue.
- 14.2 Information on the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required may be sought from:
- previous experience with the location or venue;
 - Traditional Owners, Knowledge Holders, Elders and local Aboriginal community members regarding protocols associated with places or materials of cultural significance;
 - personally visiting the venue or site (if local);
 - the Education Regional Office closest to the venue(s);
 - the local Government Authority Environmental Health or Building Services Department;
 - Department of Fire and Emergency Services or the local Police;
 - the Department of Biodiversity, Conservation and Attractions or the local land manager (for natural sites such as beaches or forests);
 - other schools that have visited the venue or site within the last six months;
 - the external provider or tour organiser; or
 - the Recreation and Outdoor Education Activities for Public Schools Procedures.
- 14.3 An evacuation plan and who manages an evacuation is identified, included in the Supervision Strategies and communicated to all members of the supervisory team.
- 14.4 Principals must inform Department employees or a representative of an Approved Provider that they must not sign waivers, indemnities, disclaimers or other documents which absolve an excursion venue or other external provider from liability for their own negligent acts or omissions; or require volunteers, parents or students over the age of 18 years to sign such documents.

15 EXTERNAL PROVIDERS

- 15.1 The *Proposal for Local Area Excursions with Overnight Stay including Camps* includes the name and contact details of all external providers and provides an explanation of the provider's suitability and why they are the preferred provider.
- 15.2 The suitability of an external provider may be determined from the verbal or written information they provide related to:
- recent experience (including maintained log books);
 - current qualifications, accreditation and any other relevant training; and
 - public liability insurance (see *Section 16 Insurance Cover for External Providers*)

- (page 10) for insurance cover information).
- 15.3 Where an external provider is engaged:
- the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider; and
 - any adult involved in activities with students needs to have a current *Working with Children Check* in accordance with the Department's Working with Children Checks in Department of Education Sites.

16 INSURANCE COVER FOR EXTERNAL PROVIDERS

- 16.1 To cover their legal liability, external providers must have at least the following minimum levels of insurance:
- public liability insurance of \$20 million; and
 - if appropriate, professional liability insurance of \$5 million.
- 16.2 The excursion leader must obtain a copy of the external provider's Certificate of Currency and attach to all excursion proposals.
- 16.3 A record of any intrastate air travel must be kept by the school.
- 16.4 For further information, download the most recent version of the Department of Education Insurance and Claims Management Guide (Guide) (staff only). The Guide is intended for internal Department use only. Further information on insurance is available from Legal Services, by email legalservices@education.wa.edu.au.

17 EMERGENCY RESPONSE PLANNING

- 17.1 The *Proposal for Local Area Excursions with Overnight Stay Including Camps* includes an emergency response plan, however, depending on the complexity of the excursion, it may be appropriate to prepare a more detailed plan that is made available to the excursion supervisory team and the principal.
- 17.2 Refer to Section A.14.2 of Recreation and Outdoor Education Activities in Public Schools Procedures for emergency response plan requirements.
- 17.3 During an excursion, a nominated supervisor has ready access to:
- a list of the names of participating students and their parent/carer/guardian, contact telephone numbers;
 - the Student Health Care Plans and Health Care Authorisations of those students who are known to have health conditions that require support while in the care of the school; and
 - relevant health information of supervisors.
- 17.4 Staff at the school are to be able to contact excursion supervisors and provide support for students or their families if required. Copies of all documentation including the proposal, approvals, parent consents, participant lists and updated emergency medical and contact information must be accessible to staff at the school, during the excursion.
- 17.5 The use of local first aid and emergency services should be investigated as part of an emergency response plan.
- 17.6 First aid equipment needs to be available for the immediate treatment or care of a student or supervisor who is injured or becomes ill during an excursion.
- 17.7 Many outdoor education activities require that a member of the supervisory team hold a current first aid certificate, including a current cardiopulmonary resuscitation (CPR) qualification (see the Recreation and Outdoor Education Activities for Public Schools Procedures).
- 17.8 Mobile telephones should not be relied on as the sole method of communication. In remote rural locations, consideration should be given, where necessary, to other means of emergency communication, such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone.
- 17.9 A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.
- 17.10 Emergency procedures, including emergency signals, need to be clearly understood

by all students and supervisors.

- 17.11 All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.

18 DETAILED COSTING OF EXCURSION

- 18.1 The excursion leader needs to calculate the cost of the excursion as accurately as possible to determine the appropriate price to be charged. To comply with the Department's Accounting Procedures, schools are encouraged to refer to Price school camps and excursions on Ikon (staff only) and use Camps and excursions planning guide (staff only) available from Ikon.
- 18.2 Parents/carers/guardians are to be advised if the costs to students are subsidising the travel and accommodation expenses of the supervising team.
- 18.3 Fundraising and refunds are to be undertaken in accordance with the Camps and excursions planning guide (staff only).

19 INFORMATION TO PARENT/CARER/GUARDIAN FOR THEIR CONSENT TO PARTICIPATE

- 19.1 The excursion leader needs to provide parents/carers/guardians with full details of the excursion well in advance of the date to enable them to make an informed decision about their child's participation. See Parent/Carer/Guardian Information and Consent to Participate Template. This information includes full details of:
- the purpose of the excursion;
 - date(s);
 - activities to be undertaken;
 - duration of activity(ies);
 - location of activity(ies);
 - student contact arrangements during the excursion;
 - transport arrangements;
 - cost;
 - information about fundraising activities including notification of the Department's guidelines for refunds of fundraising monies. (see the *Camps and Excursions Planning Guidelines* for appropriate wording);
 - supervision to be provided (number of supervisors and number of students);
 - staff action in case of student accident, illness or inappropriate behaviour on the excursion;
 - liability for loss or damage to student property and medical costs incurred in case of accident or illness;
 - any potential losses that may be incurred due to unforeseen cancellations; and
 - any special clothing or other items required.
- 19.2 Interpreter and translator services should be used as required to provide the parents/carers/guardians of culturally and linguistically diverse students with the necessary information regarding the excursion.
- 19.3 Students participating in an excursion only engage in activities for which parents/carers/guardians permission has been obtained. Students who are over 18 years of age are to have all conditions of excursion participation explained and sign the appropriate *Excursions Participation Agreement* form which outlines expected behaviours and transport details.

20 RECORD KEEPING

The principal must verify that relevant excursion information is retained by the school in accordance with Record Management at your School (staff only) and Records Management Policy.

**LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS
TEMPLATES**

| | | | |
|--|---|---|--------------------------|
| School: | | | |
| Class/Year groups: | | | |
| Excursion to: | | No. of students attending | |
| Departure date and time: | | Is any activity in the excursion water-based? | Yes/No |
| Return date: and time: | | | |
| Excursion leader: | | | |
| Documents attached: | Names, addresses (home and away) and contact details of students, supervisors and emergency contact | | <input type="checkbox"/> |
| | Up-to-date student health care plans and information | | <input type="checkbox"/> |
| | Parent/Carer/Guardian consent forms | | <input type="checkbox"/> |
| | Detailed itinerary and accommodation details | | <input type="checkbox"/> |
| | Copy of insurance certificate(s) | | <input type="checkbox"/> |
| | Additional documents (please list) | | |
| Educational purpose of excursion The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum and/or senior secondary WACE courses / programs. <input type="checkbox"/> | | | |
| Details: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div> | | | |
| Educational benefit of excursion The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment. <input type="checkbox"/> | | | |

Details:

Venue/site for the excursion

The venue or site for the excursion is suitable for the student group.

☐

Details:

Risk assessment

The risk management plan covers proposed alternative arrangements in circumstances where part of the excursion or any activities scheduled for the excursion are unable to proceed.

☐

Details:

The risk assessment considers and documents:

- ☐ the number of students, their age range, and the students' experience, capacity and behaviour;
- ☐ the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;
- ☐ the method of transport to the excursion venue and all activities;
- ☐ issues that might arise due to the length of time of the excursion and/or possible weather events;
- ☐ additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with Recreation and Outdoor Education Activities for Public Schools Procedures;
- ☐ confirmation of Approved Provider current contract arrangement (if appropriate);
- ☐ additional risks and supervisory requirements associated with land-based recreational activities;
- ☐ any medical or behavioural conditions that need to be managed; and
- ☐ any special clothing or required items that should be taken on the excursion by students and supervisors.
- ☐ Refer to Section A.14.1 of Recreation and Outdoor Education Activities in Public Schools Procedures for risk management plan requirements and templates.
- ☐ Refer to Section A.14.2 of Recreation and Outdoor Education Activities in Public Schools Procedures for emergency response plan requirements.

Approvals

All approvals as required, and from principals of any other schools attended by participating students, have been obtained. (Forms attached)

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| Details: | |
| Students' capacity Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by the principal of any other participating school. | <input type="checkbox"/> |
| Details: | |
| Supervisory team An appropriately qualified supervisor, a suitable supervisory team, supervision strategies and a system for identifying excursion participants, have been established. Supervision strategies have been established with the supervisory team. Systems for identifying excursion participants have been established. | <input type="checkbox"/> |
| Details: | |
| Communication strategy An appropriate communication strategy has been established and communicated to all those attending the excursion. | <input type="checkbox"/> |
| Details: | |
| Briefing students and supervisors All relevant information about respective responsibilities and obligations has been communicated to students and supervisors. The excursion leader has confirmed, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout the excursion. | <input type="checkbox"/> |
| Details: | |
| Transport arrangements Arrangements have been made for the safe transport of excursion participants. All travel arrangements have been made in adherence to the Official Travel Policy. | <input type="checkbox"/> |

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| Details: | |
| Intrastate air travel | <input type="checkbox"/> |
| A record of intrastate air travel has been kept. | |
| Details: | |
| Accommodation | <input type="checkbox"/> |
| Safe and secure accommodation arrangements have been made. | |
| Details: | |
| Students who are billeted | <input type="checkbox"/> |
| Host families have completed an <i>Undertaking to Provide a Billet</i> form. | |
| Risk management processes are in place for students who are billeted. | |
| Records are kept including name, address, contacts of homesteads use on billet, which may be requested on notice. | |
| Details: | |
| Emergency response planning | <input type="checkbox"/> |
| An emergency response plan (including full contact details for supervising staff) has been developed, provided to and retained by the principal of the school. | |
| Refer to Section A.14.2 in the <i>Recreation and Outdoor Education Activities in Public Schools Procedures</i> for emergency response plan requirements. | |
| Details: | |
| There are clear procedures to be followed in the event a student's participation in the excursion is terminated. | |

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|---|--------------------------|
| Working with children checks There is a valid WWCC for each supervisor/adult travelling on the excursion, where required. | <input type="checkbox"/> |
| Detailed cost of excursion The excursion has been properly costed, with details of staff costs including expenses and teacher relief. <i>The excursion has been properly costed.</i> <i>Parents/carers/guardians have been informed of all fundraising provisions.</i> <i>Parents/carers/guardians have been informed that any fundraising monies will remain with the school in case of cancellation.</i> | <input type="checkbox"/> |
| <p><i>Anticipated cost of staff participation</i></p> <p>Expenses: _____</p> <p>Teacher relief: _____</p> <p>Other: _____</p> | |

| | |
|--|--------------------------|
| Waivers <i>No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.</i> | <input type="checkbox"/> |
| External providers Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established. All documents have been sighted and attached. | <input type="checkbox"/> |
| Refer to Appendix D: External Providers Checklist (Part B: External Provider Checklist) in the Recreation and Outdoor Education Activities in Public Schools Procedures for emergency response plan requirements. | <input type="checkbox"/> |
| Details: <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div> | |

| | |
|---|--------------------------|
| All documents have been retained and appropriately stored. | <input type="checkbox"/> |
| Information to parents/carers/guardians for their consent to participate | |
| Parents/carers/guardians have been provided with full details of the excursion and have provided signed, and informed consent to participate. | <input type="checkbox"/> |
| Students who are over 18 years of age have been provided with full details of the excursion and have signed an Excursions Participation Agreement, <i>(if applicable)</i> . | <input type="checkbox"/> |
| Authorised Excursion Leader _____ Date _____ | |

I confirm that all sections of the *Proposal for Local Area Excursions with Overnight Stay Including Camps* have been completed in accordance with the *Excursions in Public School Procedures* and *Local Area Excursions with Overnight Stay Including Camps Planning and Risk mitigation document*.

Principal _____

Date _____

TEMPLATE 2: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: INFORMATION AND CONSENT TO PARTICIPATE: INSTRUCTIONS

Parents/carers/guardians are required to complete signed documentation to confirm that the health information held by the school remains current; however, they should not be required to complete a new form if there is no change. Depending on the nature and specific activities of the excursion, further advice and details may need to be included.

Schools should provide details of:

- purpose of the excursion and links to the curriculum;
- travel dates and time;
- venue;
- transport details;
- accommodation details;
- billeting details;
- planned activities;
- supervisory team;
- supervision roster;
- costs;
- any additional information regarding specific clothing or item requirements, food;
- travel insurance requirements; and
- water based excursion additional information.

Parents/carers/guardians need to provide informed consent to participate for the excursion including:

- emergency contact information;
- relevant additional medical information not already held by the school relating to their child; and
- acknowledgment of the supervision arrangements.

Students who are over 18 years of age have been provided with full details of the excursion and have signed an *Excursions Participation Agreement*.

TEMPLATE 3: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: INFORMATION AND CONSENT TO PARTICIPATE

Dear Parent/Carer/Guardian

I am pleased to provide you with the following details regarding our excursion.

| | |
|---|---|
| Excursion to: | |
| Class/Year groups attending: | |
| Departure venue, date and time: | |
| Return venue, date and time: | |
| Excursion leader: | |
| Travel details: | <i>Mode of transport and associated details</i> |
| Accommodation venue: <i>(Attach any billet information)</i> | |
| Excursion cost: | Transport \$ Venue entry \$ Other \$ |
| Supervisory team: <i>(Include details of staff member with first aid responsibility)</i> | |
| Contact arrangements during excursion: | <i>Excursion leader contact details</i> |
| Educational purpose of excursion This excursion has been planned to supplement the following work being completed in your child's classroom and/or is part of their education program. | |
| Details: | |
| Activities Your child will be participating in the following activities. <i>(Water based excursions require additional supervision advice and student information. Include as appropriate.)</i> | |
| Details: | |
| Special clothing or other items required All excursion participants are to comply with all venue/site special clothing or other item requirements as prescribed. | |
| Details: | |

| | |
|------------------------------------|--|
| | |
| Excursion Leader signature: | |
| Principal signature: | |
| Date: | |

| |
|---|
| Please complete, sign and return the section below to the school by (DATE). |
|---|

**TEMPLATE 4: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY
INCLUDING CAMPS: INFORMATION AND CONSENT TO PARTICIPATE**

| | | | |
|---|--|---------------------|--|
| Child's name: | | | |
| Class – Year: | | | |
| Excursion to: | | | |
| Student health considerations If your child's medical condition has changed or your child has special needs, please provide full details and include any relevant medical details on the attached Student Health Care Summary. | | | |
| Special considerations If the proposed excursion poses additional health risks in addition to those identified in the Student Health Care Summary, please outline additional health risks below: <i>e.g. if your child suffers from anaphylaxis there may be risks associated with the provision of meals and storage of an adrenaline auto injector at the appropriate temperature.</i> | | | |
| Details: | | | |
| Parent/carer/guardian consent I give permission for my child to receive medical treatment in case of emergency. I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion, unless the school or its employees are proven to be negligent. | | | |
| Emergency Contact | | | |
| Name | | Name | |
| Daytime Contact | | Daytime Contact | |
| After hours | | After hours | |
| Mobile | | Mobile | |
| Relationship | | Relationship | |
| I consent to | | (Your child's name) | |

| | |
|----------------------------------|--|
| participating in an excursion to | |
| on (<i>Date</i>) | |
| Signed | |
| Date | |

Please complete, sign and return the section below to the school by (DATE):

TEMPLATE 5: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: WATER BASED OR SWIMMING ACTIVITIES ADVICE

The excursion will involve the following water based or swimming activities:

These activities will take place at:

Water based or swimming activities response

Please indicate your child's swimming ability:

Department of Education swimming stage achieved:

☐

Date achieved: _____

I am unsure: ☐ (The school will contact you to discuss your child's swimming ability)

Swimming ability:

Stage 1 Beginner

Stage 7 Intermediate

Stage 2 Water Discovery

Stage 8 Water Wise

Stage 3 Preliminary

Stage 9 Senior

Stage 4 Water Awareness

Stage 10 Junior Swim and Survive*

Stage 5 Water Sense

Stage 11 Swim and Survive*

Stage 6 Junior

Stage 12 Senior Swim and Survive*

*Stages 10 to 12 are Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities including clothed survival and personal fitness for survival and extends the student's range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.

I give permission for my child to participate in the water based or swimming activities.

Parent/Carer/Guardian Name: _____

Parent/Carer/Guardian Signature: _____ Date: _____

TEMPLATE 6: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: STUDENTS WHO ARE OVER 18 YEARS OF AGE PARTICIPATION

Dear _____

I am pleased to provide you with the following details regarding our excursion.

| | |
|--|---|
| Excursion to: | |
| Class/Year groups attending: | |
| Departure location date and time: | |
| Return location date and time: | |
| Excursion leader: | |
| Travel details: | <i>Mode of transport and associated details</i> |
| Accommodation venue: <i>(Attach any billet information)</i> | |
| Excursion cost: | Transport \$ Venue entry \$ Other \$ |
| Supervisory team: <i>(Include details of staff member with first aid responsibility)</i> | |
| Contact arrangements during excursion: | <i>Excursion leader contact details</i> |
| Educational purpose of excursion This excursion has been planned to supplement the following work being completed in your classroom and/or is part of your education program. | |
| Details: | |
| Activities You will be participating in the following activities. <i>(Water based excursions require additional supervision advice and student information. Include as appropriate.)</i> | |
| Details: | |
| Special clothing or other items required All excursion participants are to comply with all venue/site special clothing or other item requirements as prescribed. | |
| Details: | |

| | |
|------------------------------------|--|
| | |
| Excursion Leader signature: | |
| Principal signature: | |
| Date: | |

| |
|---|
| Please complete, sign and return the section below to the school by (DATE). |
|---|

**TEMPLATE 7: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY
INCLUDING CAMPS: STUDENTS WHO ARE OVER 18 YEARS OF AGE
PARTICIPATION**

| | |
|--|-------------|
| Student name: | |
| Class / Year: | |
| Excursion to: | |
| Student health considerations If your medical condition has changed or you have special needs, please provide full details and include any relevant medical details on the attached Student Health Care Summary . | |
| Special considerations If the proposed excursion poses any health risks in addition to those identified in the Student Health Care Summary , please outline: <i>e.g. if you suffer from anaphylaxis there may be risks associated with the provision of meals and storage of an adrenaline auto injector at the appropriate temperature.</i> | |
| Details: | |
| Emergency medical consent I give permission to receive medical treatment in case of emergency. I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion, unless the school or its employees are proven to be negligent. | |
| I consent to | (Your name) |
| participating in an excursion to | |
| on (Date) | |
| Signed | |
| Date | |

Please complete, sign and return the section below to the school by (DATE):

TEMPLATE 8: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: STUDENTS WHO ARE OVER 18 YEARS OF AGE WATER BASED OR SWIMMING ACTIVITIES ADVICE

The excursion will involve the following water based or swimming activities:

These activities will take place at:

Water based or swimming activities response

Please indicate your swimming ability:

Department of Education swimming stage achieved: ☐

Date achieved: _____

I am unsure: ☐ (The school will contact you to discuss your swimming ability)

Swimming ability:

Stage 1 Beginner

Stage 7 Intermediate

Stage 2 Water Discovery

Stage 8 Water Wise

Stage 3 Preliminary

Stage 9 Senior

Stage 4 Water Awareness

Stage 10 Junior Swim and Survive*

Stage 5 Water Sense

Stage 11 Swim and Survive*

Stage 6 Junior

Stage 12 Senior Swim and Survive*

*Stages 10 to 12 are Royal Life Saving Society of Australia awards. Stage 10 focuses on safety and survival abilities including clothed survival and personal fitness for survival and extends the

student's range of swimming skills. Stages 11 and 12 involve further development of survival and swimming skills and endurance. Stage 12 provides a foundation for rescue awards.

I provide permission to participate in the water based or swimming activities.

Student Name: _____

Student Signature: _____ Date: _____

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

.....✂.....

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