MINISTER FOR EDUCATION

DEPUTY DIRECTOR GENERAL, SCHOOLS

DIRECTOR OF EDUCATION

# TEMPLATE 1: INTERNATIONAL EXCURSION: APPLICATION FOR APPROVAL

Prior to the school advising students or parents and prior to any exchange of money, **at least ten months prior** to the date of the planned excursion, the *International Excursion: Application for Approval* form must be forwarded by the principal to the Director of Education, who will forward it to the Deputy Director General, Schools for endorsement, prior to it being progressed to the Minister for Education at least nine months prior to the proposed excursion departure date. Any excursion that requires a longer lead time should be submitted for approval by the Minister earlier while the planning is conceptual.

**PROPOSED EXCURSION DESTINATION (Name, Address):**

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**SCHOOL AND YEAR GROUP**

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**EXCURSION LEADER**

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| **PROPOSED DEPARTURE DATE** | **PROPOSED RETURN DATE** | **NUMBER OF SCHOOL DAYS** | **NUMBER OF NON-SCHOOL DAYS** |
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| **NUMBER OF STUDENTS** | **NUMBER OF STAFF** | **NUMBER OF SUPERVISORS (NOT STAFF)** | **LIST OTHER SCHOOLS INVOLVED IN EXCURSION** |
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**ANTICIPATED COSTS**

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| **COST PER STUDENT** | **COST OF STAFF PARTICIPATION** |
|  | **Airfare:**  **Accommodation:**  **Teacher/Administrator relief:**  **Other:** |

**PRIVATE TOUR ORGANISATION: Yes/ No**

**ORGANISATION NAME:**

**EXCURSION PROPOSAL**

* 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. Details:

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* The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done through a non-international excursion or in the classroom/school environment. Details:

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* An initial risk assessment has been undertaken to assess those risks the excursion may pose to the safety, health or wellbeing of any student or staff.
* Upon approval by the Minister, a comprehensive risk assessment will be conducted and a risk management plan developed, including considerations related to current WA Government and WA Health advice and relevant Department of Education operating travel and health guidelines. Consideration will be given to current advice aligned to significant occurrences at the time such as a communicable disease outbreak or a pandemic (COVID-19) for example. The risk assessment will include proposed alternative arrangements in circumstances where part of the excursion or any activities scheduled for the excursion are unable to proceed.
* DFAT warnings have been sought and assessed and will be monitored.
* All approvals as required under the [*Official Travel Policy*,](https://www.education.wa.edu.au/article/28r27w) and from principals of any other school attending, by participating students and staff will be obtained.
* Participating students will have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by principals of any other participating school.
* An appropriately qualified supervisor and suitable supervisory team, supervision strategies and system for identifying excursion participants will be established.
* A full communication strategy plan will be developed upon Minister approval of the excursion.
* Consideration for accommodation and safe transport of excursion participants has been planned, including advising parents/carers/guardians of the details of seatbelt availability and use of seatbelts on buses.
* Risk management processes will be considered for students who are billeted. *(If applicable)*
* An emergency response plan (including full contact details for school staff) will be developed and provided to the relevant Education Regional Office, and retained by the principal of the school.
* There is a valid WWCC for each supervisor/adult travelling on the excursion where

required.

* The excursion has been properly costed, with details of staff costs including salaries, expenses, and teacher relief.
* Upon approval by the Minister, parents/carers/guardians will be informed if they are paying for staff to travel on the excursion with students, and of any fundraising monies that will remain with the school in case of cancellation (if applicable).
* Travel insurance for students will be arranged through the Department and information will be provided to parents/carers/guardians.
* No waivers have been, or will be, signed.
* Where external providers are engaged, they will have proper and current insurance cover and staff responsibilities will be established.
* All recreation and outdoor education activities must comply with the [*Recreation and Outdoor Education Activities for Public Schools Procedures*](https://www.education.wa.edu.au/article/mx1dz18)*,* *Appendix A: General Requirements* and any of the requirements contained in the relevant activity specific documents within the procedures.
* Principals and line managers must notify the Department of all approved interstate and international travel by completing the Student interstate and international travel notification form.

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| **Principal** | I confirm that all sections of the Template 1: International Excursion: Application for Approval have been completed in accordance with the *Excursions in Public Schools Procedures* and *Official Travel Policy.* | | | | |
| Endorsed | | | | Date | |
| **Education Regional Office use only** | | | | | |
| *Director of Education* | | | | | |
| I have considered theInternational Excursion: Application for Approval and  **do not give approval** to proceed. | | | I have considered theInternational Excursion: Application for Approval and give approval to proceed. | | |
| Signed | | Date | Endorsed | | Date |

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| **Central Office use only** | | | |
| *Deputy Director General Schools* | | | |
| I have considered theInternational Excursion: Application for Approval and **do not give approval** to proceed. | | I have considered theInternational Excursion: Application for Approval and give approval to proceed. | |
| Signed | Date | Endorsed | Date |

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| **MINISTER FOR EDUCATION** | | | |
| I have considered theInternational Excursion: Application for Approval and **do not give approval** to proceed. | | I have considered the International Excursion: Application for Approval and give approval to proceed. | |
| Signed | Date | Endorsed | Date |