



Department of  
**Education**

## **INTERNATIONAL EXCURSIONS**

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## SECTION 4 INTERNATIONAL EXCURSIONS

***International Excursions* contain 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 INTERNATIONAL EXCURSIONS

- 1.1 The Minister for Education is the Excursion Approval Authority for all international excursions.
- 1.2 The Principal is the responsible officer for compliance with all aspects of this International Excursions document. Principals are to:
  - obtain approval from the Minister to commence planning an international excursion by submitting an *International Excursion: Application for Approval*;
  - confirm that the international excursion activities cannot be undertaken in Australia;
  - confirm adherence to the Official Travel Policy for any overseas travel, including obtaining the International SOS card, and endorse the *Travel Application Form* and, where relevant, the *International Travel Checklist*. The Official Travel Policy and Procedures also requires *Travel Reporting Declaration* and in-country and emergency contact details to be recorded, with one copy provided to the Regional Education Office and another retained by the principal;
  - complete and endorse the *International Excursion: Plan*;
  - not endorse an excursion to be conducted in locations of potential safety risk such as overseas locations with a Department of Foreign Affairs and Trade (DFAT) warning of Do Not Travel; and,
  - approve any cancellations or alterations to excursion arrangements.
- 1.3 Authorised Excursion leaders are to:
  - register as the authorised contact with International SOS for the excursion;
  - prepare and submit, through the principal, an *International Excursion: Application for Approval* and obtain approval to proceed before planning and preparing the *International Excursion: Plan*;
  - check the advice and travel warnings provided on the DFAT Smartraveller website, including travel advice updates and advice;
  - liaise with International SOS to obtain context specific advice and planning support; and,
  - prepare documentation in accordance with the *Excursions in Public Schools Procedures* and this *International Excursions* document.
- 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 PLANNING PROCESS FOR INTERNATIONAL EXCURSIONS

- 2.1 Prior to the school advising students or parents and any exchange of money, at least ten months prior to the date of the planned excursion, a completed *International Excursion: Application for Approval* is to be forwarded by the principal via the Director of Education for endorsement, to the Deputy Director General, Schools and at least nine months prior to the excursion to the Minister.
- 2.2 After the approval is granted by the Minister, the principal may begin planning the excursion and must complete the *International Excursion: Plan* (Template 2) at least four months prior to the departure date and submit the completed plan to the Director of Education for final approval.
- 2.3 Any expectations around fundraising monies should be managed in a clear and explicit manner. Where a group of students will be funding teacher travel costs – even through a travel agent or broker – the school must clearly disclose this to the

- parents/carers/guardians of participating students during the consent process.
- 2.4 Confirm parents/carers/guardians are aware that the principal may need to cancel or alter excursion arrangements at short notice, which may lead to inconvenience or financial losses to parents/carers/guardians. This action would be required for the safety of students and/or due to circumstances beyond the control of the school.
  - 2.5 For any and all joint-school activities, the nominated coordinating principal or excursion leader needs to confirm that all:
    - documentation is prepared by each school in accordance with the *Excursions in Public Schools Procedures* and *International Excursions* document;
    - schools complete an *International Excursion: Application for Approval and International Excursion: Plan*;
    - planning and approval requirements are met for all schools involved; and
    - parents/carers/guardians are informed that their children may be supervised by teachers and approved adults from other schools.

### 3 COMPLETING THE INTERNATIONAL EXCURSION: APPLICATION FOR APPROVAL

- 3.1 The authorised excursion leader enters information in each section of the *International Excursion: Application for Approval* in accordance with this International Excursions 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.
- 3.2 Additional documents can be listed and attached where applicable.

### 4 EDUCATIONAL PURPOSE

- 4.1 The *International Excursion: Application for Approval* needs to demonstrate how planned activities will significantly contribute to and/or enhance curriculum outcomes.
- 4.2 The proposal should also demonstrate that the planned activities are not available in Australia or provide additional educational benefits compared to similar activities in Australia.

### 5 RISK ASSESSMENT

- 5.1 Undertaking a risk assessment will provide the necessary information for many of the sections of the *International Excursion: Application for Approval* and *International Excursion: Plan* forms 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 propose strategies for minimising and managing those risks.
- 5.2 The risk assessment considers and documents:
  - the number of students, the 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, including but not limited to current DFAT warnings;
  - the method of transport to the excursion venue and all activities;
  - travel insurance requirements and in-country public liability provisions;
  - safety and suitability of the selected accommodations;
  - that billeting arrangements have been assessed as safe and suitable;
  - 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.

- 5.3 Excursions involving high risk activities will NOT be approved.
- 5.4 The excursion leader obtains information and familiarises themselves with the venues before undertaking the excursion to determine the suitability of venues 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, Department staff that have used the venues and the expertise of International SOS.
- 5.5 The risk assessment is carried out before approval is sought and identifies and assess risks that the excursion may pose to the safety, health or wellbeing of any student or staff on the excursion, and proposes strategies for minimising and managing those risks.
- 5.6 The risk assessment informs the decision regarding staff to student ratios that will provide adequate supervision while participating in an excursion. The Recreation and Outdoor Education Activities for Public Schools Procedures mandates supervision ratios for some activities and is to be read in conjunction with this document.
- 5.7 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.

## 6 STUDENTS' CAPACITY AND HEALTH CARE

- 6.1 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 that the health information held by the school on the Information and Consent form, is current.
- 6.2 Current health care information for every student attending the excursion is to be attached to the International Excursion: Plan and taken on the excursion. A Student Update Form is available on SIS to facilitate the updating of health care information.
- 6.3 Additional health care information provided by the parents/carers/guardians is attached to the Student Health Care Summary and associated health care plans.
- 6.4 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 the medical fitness (e.g. conditions such as asthma or epilepsy) or capacity of the students to undertake the activity.
- 6.5 There should be alternative activities or extra support for those students who wish to take part in the excursion, but do not have the prerequisite skills for the planned activity.
- 6.6 There should be alternative arrangements for any student who does not participate in an excursion.
- 6.7 All excursions should take into consideration students' cultural or personal requirements, intellectual and/or mental capacity and/or the degree of disability.

## 7 SUPERVISORY TEAM

- 7.1 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.
- 7.2 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 *Parent/Carer/Guardian Information and Consent to Participate in International Excursion* for list of information to be provided to parents/carers/guardians).
- 7.3 The excursion leader confirms, in writing, during the consent-seeking process that parents/carers/guardians are fully aware of all supervisory arrangements throughout

the excursion.

- 7.4 Supervisory arrangements will include details about the number of supervisors present at activities and the roles they will perform.
- 7.5 All teachers are required to be available to supervise students at all times.
- 7.6 Duty of care always rests with the teacher(s) even if parents/carers/guardians are acting as supervisors.
- 7.7 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 in the absence of a Department staff member.
- 7.8 Supervisors need to be made aware that they are required to supervise students at all times for the duration of an excursion.
- 7.9 Supervisors need to advise the excursion leader of any medical condition or requirement that may impact their supervision responsibilities.
- 7.10 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.
- 7.11 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*.
- 7.12 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*.
- 7.13 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.

## **8 ACCOMMODATION**

- 8.1 Single gender student groups have at least one supervisor of the same gender.
- 8.2 Mixed gender student groups have a mixed gender supervisory team unless all parents/carers/guardians have approved of alternatives during the consent-seeking process.
- 8.3 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.
- 8.4 In some circumstances international travel may present particular issues which will require close consideration, particularly where it is to a country that has legislation that prohibits or limits the human rights of transgender persons (or same sex attracted persons).
- 8.5 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.

## **9 STUDENTS WHO ARE BILLETED**

- 9.1 When planning an excursion that involves students being billeted, advise the parent(s) in the host family of their responsibilities.

- 9.2 Determine whether the overseas country has a legal requirement or process to determine their suitability, similar to Working With Children Checks, and whether host families have undergone these checks.
- 9.2.1 If no legal checks are available, then the principal needs to confirm the suitability of host families and the billeting arrangements as determined by the host school.
- 9.2.2 The principal will confirm that parents 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 for their child to participate in the excursion.
- 9.3 The excursion leader confirms 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 that a student(s) is at risk, or the placement is compromised, and makes 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 students with key messages from the protective behaviours program prior to any overnight billet as part of the preparation, as deemed appropriate by the school.
- 9.4 The excursion leader provides the host school with the following billeting accommodation requirements to confirm 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 accommodated);
  - facilities for bathing and toileting in private;
  - any special requirements (eg avoidance of asthma triggers); and
  - no exposure to passive smoking.
- 9.5 The excursion leader confirms the host school has advised the parent(s) in the host family of their responsibilities.

## 10 SUPERVISION STRATEGIES

- 10.1 The *International Excursion: Application for Approval* explains the supervision strategies that will maintain the safety and wellbeing of students at all times such as walking in small groups, who will accompany students to the toilet, methods to keep students in view of the supervisors, emergency evacuation procedures.
- 10.2 Supervision strategies are to address the circumstance where students are not in clear view of the supervisor(s).
- 10.3 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.
- 10.4 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.



- 10.5 Approved Providers cannot lead an interstate or international excursion without a Department of Education employee who is a Supervisor.

## 11 IDENTIFICATION OF EXCURSION PARTICIPANTS

- 11.1 A system for the identification of excursion participants should be developed. This should take into account information in 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 *International Excursion: Application for Approval* includes a brief description of the system.
- 11.2 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, but should be accessible without internet access.

## 12 COMMUNICATION STRATEGIES

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

## 13 BRIEFING STUDENTS AND SUPERVISORS

- 13.1 The excursion leader must 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.
- 13.2 Special information sessions need to be arranged for students who were absent from preparatory excursion briefings.
- 13.3 Alcohol and drugs that impair judgment cannot be consumed by supervisors during an excursion.

## 14 TRANSPORT ARRANGEMENTS

- 14.1 Transport by air is to be confined to recognised commercial operators.
- 14.2 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.
- 14.3 Excursion supervisors 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, the use of a restraint that is appropriate to the age and size of the child should be encouraged, where feasible.

- 14.4 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.
- 14.5 If a transport-related accident occurs, the principal is required to submit a claim to RiskCover. Refer to Ikon for [insurance information and claims](#) (staff only). Further information on insurance is available from Legal Services by emailing [legalservices@education.wa.edu.au](mailto:legalservices@education.wa.edu.au).

## 15 LOCATION AND VENUES

- 15.1 The *International Excursion: Application for Approval* specifies the name and address of the venue and provides a justification of the proposed overseas location/s.
- 15.2 Information on the suitability of the location/s and venue(s) 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;
  - government authorities;
  - other schools that have visited the country or venue within the last six months; and
  - the external provider or tour organiser.
- 15.3 An evacuation plan and who manages an evacuation is identified, included in the Supervision Strategies and communicated to all members of the supervisory team.
- 15.4 Department employees 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.

## 16 EXTERNAL PROVIDERS

- 16.1 The International Excursion: Plan includes the name and contact details of all external providers, an explanation of the provider's suitability and why they are the preferred provider.
- 16.2 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 below).
- 16.3 When an external provider is engaged:
- the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider; and
  - supervision of activities are planned so that a student will not be alone in the care of the external provider's staff or volunteers.

## 17 INSURANCE COVER FOR STUDENTS

- 17.1 Students who do not have the Department's Travel Cover are not able to participate in the excursion.
- 17.2 The Department provides a comprehensive travel cover for all students, however excursions that involve air travel will require a fee per student; \$25 for air travel within Australia and \$75 for travel overseas.

## 18 INSURANCE COVER FOR EXTERNAL PROVIDERS

- 18.1 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.
- 18.2 The excursion leader must obtain a copy of the external provider's current certificate of insurance and attach to all excursions proposals.
- 18.3 For further information, download the most recent version of the Department of Education's Insurance and Claims Management Guide (Guide). The Guide is intended for internal Department use only.

## 19 EMERGENCY RESPONSE PLANNING

- 19.1 The International Excursion: Plan includes a brief outline of the 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.
- 19.2 Refer to Section A.14.2 of *Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements* for emergency response plan requirements.
- 19.3 During an excursion, a nominated supervisor has ready access to:
- a list of the names of participating students and their parents/carers/guardians contact telephone numbers;
  - the Student Health Care Plans and Health Care Authorisations of students who are known to have health conditions that require support while in the care of the school; and
  - relevant health information of supervisors.
- 19.4 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 approvals, plans, parent consents, participant lists and updated emergency medical and contact information must be accessible to staff at the school, during the excursion.
- 19.5 The use of local first aid and emergency services should be investigated as part of an emergency response plan.
- 19.6 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.
- 19.7 Many outdoor education and recreation 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*).
- 19.8 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.
- 19.9 A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.
- 19.10 Emergency procedures, including emergency signals, need to be clearly understood by all students and supervisors.
- 19.11 All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.

## 20 DETAILED COSTING OF EXCURSION

- 20.1 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 download and use the Pricing Instructions (Camps and Excursions) and the Worksheet (Camps and Excursions) available from the [Finance for Schools](#) website.
- 20.2 Parents/carers/guardians are to be advised if the costs to students are subsidising the travel and accommodation expenses of the supervising team.
- 20.3 Fundraising and refunds are to be undertaken in accordance with the [Camps and Excursions Planning Guide \(staff only\)](#).

## 21 INFORMATION TO PARENT/CARER/GUARDIAN FOR THEIR CONSENT TO PARTICIPATE

- 21.1 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*;
  - 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.
- 21.2 Interpreter and translator services should be used as required to provide the parents/carers/guardians of culturally and linguistically diverse students necessary information regarding the excursion.
- 21.3 Students participating in an excursion only engage in activities for which parents/carers/guardians permission has been obtained.
- 21.4 Students who are over 18 years of age are to have all conditions of excursion participation explained and sign the *appropriate Excursion Participation Agreement* form which outlines expected behaviours and transport details.

## 22 RECORD KEEPING

- 22.1 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](#).

**INTERNATIONAL EXCURSION TEMPLATES**

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):**

**SCHOOL AND YEAR GROUP**

**EXCURSION LEADER**

PROPOSED DEPARTURE DATE	PROPOSED RETURN DATE	NUMBER OF SCHOOL DAYS	NUMBER OF NON-SCHOOL DAYS

NUMBER OF STUDENTS	NUMBER OF STAFF	NUMBER OF SUPERVISORS (NOT STAFF)	LIST OTHER SCHOOLS INVOLVED IN EXCURSION

**ANTICIPATED COSTS**

<b>COST PER STUDENT</b>	<b>COST OF STAFF PARTICIPATION</b>
	<b>Airfare:</b> <b>Accommodation:</b> <b>Teacher/Administrator relief:</b> <b>Other:</b>

**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, 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 safe transport and accommodation of excursion participants has been planned.
  - 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, 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.

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

<b>Central Office use only</b>			
<i>Deputy Director General Schools</i>			
I have considered the International Excursion: Application for Approval and <b><u>do not give approval</u></b> to proceed.		I have considered the International Excursion: Application for Approval and give approval to proceed.	
Signed	Date	Endorsed	Date

<b>MINISTER FOR EDUCATION</b>			
I have considered the International Excursion: Application for Approval and <b><u>do not give approval</u></b> to proceed.		I have considered the International Excursion: Application for Approval and give approval to proceed.	
Signed	Date	Endorsed	Date

**TEMPLATE 2: INTERNATIONAL EXCURSION: PLAN**

*To be prepared by the authorised excursion leader AT LEAST FOUR MONTHS PRIOR to excursion and submitted to Principal for endorsement and subsequently submitted to the Director of Education for final approval that the excursion planning complies with the Excursions in Public Schools Procedures.*

<b>School:</b>			
<b>Class/Year groups:</b>			
<b>Excursion to:</b>		<b>No. of students attending:</b>	
<b>Departure date and time:</b>		<b>Is any activity in the excursion water based?</b>	<b>Yes/No</b>
<b>Return date and time:</b>			
<b>Excursion leader:</b>			
<b>Documents attached:</b>	<i>International Excursion: Application for Approval</i> which has been endorsed by the Minister for Education		<input type="checkbox"/>
	Names, addresses (home and away) and contact details of students, supervisors and emergency contacts		<input type="checkbox"/>
	Up-to-date student health care plans and information		<input type="checkbox"/>
	Parent/carer/guardian consent to participate forms		<input type="checkbox"/>
	Detailed itinerary and accommodation details		<input type="checkbox"/>
	In-country and emergency contact details (Appendix I of the <i>Official Travel Policy and Procedures</i> )		<input type="checkbox"/>
	International Travel Checklist (Appendix F of the <i>Official Travel Policy and Procedures</i> )		<input type="checkbox"/>
	Evidence of student insurance documents		<input type="checkbox"/>
	Additional documents (please list):		
<b>Educational purpose of excursion</b>	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.		<input type="checkbox"/>
<b>Details:</b>			

<p><b>Educational benefit of excursion</b> 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.</p>	<input type="checkbox"/>
<p>Details:</p>	
<p><b>Approval from Minister for Education</b> Approval for this international excursion was given by the Minister for Education on (DATE): _____</p>	<input type="checkbox"/>
<p><b>Risk assessment</b> 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.</p> <p>Refer to Section A.14.1 of <i>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</i> for risk management plan requirements and templates.</p>	<input type="checkbox"/>
<p>Details.</p> <p>The risk assessment considers and documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the procedures to be followed in the event a student's participation on the excursion is terminated;</li> <li><input type="checkbox"/> the number of students, their age range, and the students' experience, capacity and behaviour;</li> <li><input type="checkbox"/> the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;</li> <li><input type="checkbox"/> the method of transport to the excursion venue and all activities;</li> <li><input type="checkbox"/> issues that might arise due to the length of time of the excursion and/or possible weather events;</li> <li><input type="checkbox"/> additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with the <i>Recreation and Outdoor Education Activities for Public Schools Procedures</i>;</li> <li><input type="checkbox"/> any medical or behavioural conditions that need to be managed; and</li> <li><input type="checkbox"/> any special clothing or required items that should be taken on the excursion by students and supervisors.</li> <li><input type="checkbox"/> Refer to Section A.14.1 of <i>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</i> for risk management plan requirements and templates.</li> <li><input type="checkbox"/> Refer to Section A.14.2 of <i>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</i> for emergency response plan requirements.</li> </ul>	
<p><b>DFAT travel warnings have been reviewed</b></p> <p>(State the <u>DFAT level</u> and on what date it was checked): _____</p>	

<b>Approvals</b>	All approvals as required under the <u>Official Travel Policy</u> and from principals of any other school(s) attended by participating students have been obtained. (Forms attached)	<input type="checkbox"/>
Details:		
<b>Students' capacity</b>	Participating students 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.	<input type="checkbox"/>
Details:		
<b>Supervisory team</b>	An appropriately qualified supervisor and suitable excursion leader and supervisory team, supervision strategies and system for identifying excursion participants have been established. <i>Supervision strategies have been established with the supervisory team. Systems for identifying excursion participants have been established.</i>	<input type="checkbox"/>
Details:		
<b>Communication strategy</b>	An appropriate communication strategy has been established and communicated to all those attending the excursion.	<input type="checkbox"/>
Details:		
<b>Transport arrangements</b>	Arrangements have been made for the safe transport of excursion participants. All travel arrangements have been made in adherence to the <u>Official Travel Policy</u> .	<input type="checkbox"/>

Details:	
<b>Accommodation</b>	<input type="checkbox"/>
Safe and secure accommodation arrangements have been made.	
Details:	
<b>Students who are billeted</b>	<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 used on billet, which may be requested on notice.	
Details:	
<b>Briefing students and supervisors</b>	<input type="checkbox"/>
All relevant information about respective responsibilities and obligations have 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.	
Details:	
<b>Emergency response planning</b>	<input type="checkbox"/>
An emergency response plan (including full contact details for school and supervising staff) has been developed and provided to the relevant Education Regional Office, and retained by the principal of the school.	

Refer to Section A.14.2 of <i>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</i> for emergency response plan requirements.	
Details:	
<b>Working with children checks</b>	<input type="checkbox"/>
There is a valid WWCC for each supervisor/adult travelling on the excursion where required.	
<b>Detailed cost of excursion</b>	<input type="checkbox"/>
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 that will remain with the school in case of cancellation.</i>	
<p><i>Anticipated cost of staff participation</i></p> <p>Airfare: _____</p> <p>Accommodation: _____</p> <p>Teacher relief: _____</p> <p>Other: _____</p> <p>This costing is the <b>same as/ different</b> to International Excursion: Application for Approval. If different, Why?</p>	
<b>Insurance cover</b>	<input type="checkbox"/>
Travel insurance for students has been arranged through the Department and information has been provided to parents/carers/guardians.	
Specify monies collected by school from parents/ guardians for insurance cover and state in which account funding is held. For example, <i>30 x students x \$75 allocated to account XXXX regarding the international excursion to XYZ.</i>	
All documents have been retained and appropriately stored.	<input type="checkbox"/>
<b>Information to parents/carers/guardians for their consent to participate</b>	
Parents/carers/guardians have been provided with full details of the excursion and have provided signed, 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"/>
There are clear procedures to be followed in the event a student's participation on the excursion is terminated.	<input type="checkbox"/>

<b>Authorised Excursion Leader</b> _____ <b>Date</b> _____
------------------------------------------------------------

<b>Principal</b>	I confirm that all sections of the International Excursion: Plan have been completed in accordance with the <i>Excursions in Public Schools Procedures</i> and <i>Official Travel Policy</i> .		
Endorsed			Date
<b>Education Regional Office use only</b>			
<i>Director of Education</i>			
I have considered the <i>International Excursion: Plan</i> and <b><u>do not give approval</u></b> to proceed.	I have considered the <i>International Excursion: Plan</i> and give approval to proceed.		
Signed	Date	Endorsed	Date



## **TEMPLATE 3: INTERNATIONAL EXCURSION: PARENT/CARER/GUARDIAN INFORMATION AND CONSENT TO PARTICIPATE – INSTRUCTIONS**

### **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 to provide details of:

- purpose of the excursion and links to the curriculum;
- travel dates and time;
- venue;
- transport details including flight details, numbers, times etc;
- accommodation details;
- billeting details;
- planned activities;
- alternative arrangements in case of cancellation;
- supervisory team;
- supervision roster;
- any current DFAT warnings;
- the location and contact details of the local Australian consulate;
- travel insurance requirements;
- costs, including fundraising statement;
- any additional information regarding specific equipment or clothing 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 Excursion Participation Agreement.

## TEMPLATE 4: INTERNATIONAL EXCURSION: PARENT INFORMATION AND CONSENT TO PARTICIPATE

Dear Parent/Guardian

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

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

<b>Excursion Leader signature:</b>	
<b>Principal signature:</b>	
<b>Date:</b>	

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

### TEMPLATE 5: INTERNATIONAL EXCURSION: PARENT INFORMATION AND CONSENT TO PARTICIPATE

<b>Child's name:</b>			
<b>Class / Year:</b>			
<b>Excursion to:</b>			
<b>Student health considerations</b>			
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 <b>Student Health Care Summary</b> .			
<b>Special considerations</b>			
If the proposed excursion poses any additional health risks 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>			
<b>Parent/guardian/carer consent to participate</b>			
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 which may occur on an excursion, unless the school or its employees are proven to be negligent.			
<b>Emergency Contact</b>			
Name		Name	
Daytime Contact		Daytime Contact	
After hours		After hours	
Mobile		Mobile	
Relationship		Relationship	

I consent to	<i>(Your child's name)</i>
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 6: INTERNATIONAL EXCURSION: 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 7: INTERNATIONAL EXCURSION: STUDENTS WHO ARE OVER 18 YEARS OF AGE EXCURSION INFORMATION

Dear \_\_\_\_\_

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

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



<b>Excursion Leader signature:</b>	
<b>Principal signature:</b>	
<b>Date:</b>	

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

**TEMPLATE 8: INTERNATIONAL EXCURSION: STUDENTS WHO ARE OVER 18 YEARS OF AGE EXCURSION PARTICIPATION AGREEMENT**

<b>Student name:</b>	
<b>Class – Year:</b>	
<b>Excursion to:</b>	
<b>Student health considerations</b>	
If your medical condition has changed or you have special needs, please provide full details and include any relevant medical details on the attached <b>Student Health Care Summary</b>	
<b>Special considerations</b>	
If the proposed excursion poses any additional health risks to those identified in the Student Health Care Summary, please outline additional health risks below: <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>	
<b>Emergency medical consent</b>	
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 which 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 9: INTERNATIONAL EXCURSION: 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 10: INTERNATIONAL EXCURSION: DEPARTMENT OF EDUCATION STUDENT TRAVEL COVER SUMMARY

### Parent Information

#### Cover:

Students on an overnight camp, excursion or trip involving air travel.

Cover commences from the time the student leaves their place of residence and is continuous on a 24 hour basis until they return to their place of residence without deviation or interruption.

#### Claim:

To make a claim fill in the Travel Claim Form and send to the student's school. The form will then be sent to the Department of Education's Legal Services for processing.

#### Limit of Cover (per student):

Medical Expenses	\$5,000,000
Death or Disability	\$ 228,307
Additional Expenses	\$ 30,000
Loss of Deposits	\$ 25,000
Baggage	\$ 20,000
Money	\$ 2,500
Personal Liability	\$5,000,000

**Excess:** Nil

#### Cover includes but not limited to:

- Accidental injury, illness or loss beyond the student's control.
- Illness or disease contracted while travelling.
- Injury caused by an accident.
- Medical, hospital, ambulance, dental, rehabilitation and funeral expenses.
- Reasonable additional accommodation and travel expenses due to significant unforeseen circumstances.
- Loss of deposits for pre-paid travel and accommodation expenses.
- Overseas security evacuation expenses up to \$250,000 per student.
- Loss of or damage to baggage (new for old if 5 years old or less)
- Loss of money, passports and travel tickets.
- Personal Liability.

#### Cover Exclusions:

- Injury, illness or loss within the student's control:
  - Self-injury, illness or suicide or any attempt threat.
  - HIV, AIDS or sexually transmitted diseases.
  - Pre-existing conditions.
  - Unforced change to travel.
  - Criminal acts.
- Standard exclusions such as:
  - War.
  - Medicare and Private Health payments.

This is a Cover summary only. Final determination is made by the Department and RiskCover by referring to the full term and conditions of cover.

**TEMPLATE 11: INTERNATIONAL EXCURSION: UNDERTAKING TO PROVIDE A BILLET**

Dear \_\_\_\_\_

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, please sign and return the attached.

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