



Department of
Education

EXCURSIONS POLICY

EFFECTIVE: 4 FEBRUARY 2014

VERSION: 2.4 FINAL

Last updated: 21 March 2018

1 POLICY STATEMENT

School excursions are undertaken to further students' learning and social skills development outside their normal school environment.

2 POLICY RULES

Principals will:

- approve only those excursions that have a clear educational purpose;
- not approve excursions involving high-risk activities; and
- confirm that all excursions are planned, approved and conducted in accordance with the *Excursions Procedures*.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Principals are responsible for implementation of the policy.

Compliance monitoring is the responsibility of line managers.

4 SCOPE

This policy applies to all principals.

5 SUPPORTING PROCEDURES

Excursions Procedures

6 DEFINITIONS

AUTHORISED DEPARTMENT EMPLOYEE

A member of staff employed by the Department of Education and authorised by the principal or manager to be in charge of an excursion.

EXCURSION

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of staff employed by the Department of Education and has gained the appropriate approval(s).

7 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

Building Regulations 2012

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

School Education Act 1999

School Education Regulations 2000

Working with Children (Criminal Record Checking) Act 2004

RELATED DEPARTMENT POLICIES

Behaviour Management in Schools

Child Protection

Financial Management in Schools Finance and Accounting

Occupational Safety and Health

Official Air Travel

Outdoor Education and Recreation Activities

Records Management

Risk and Business Continuity Management

Student Health Care

Working with Children Checks

Workplace Learning

OTHER DOCUMENTS

Guidelines for First Aid in Department Workplaces

Insurance and Claims Management Guide

Records Management Manual for School, College and Campus Records

8 CONTACT INFORMATION

Policy manager: Director
Teaching and Learning Services

Policy contact officer: Education Officer
Curriculum Support
T: (08) 9402 6259

9 REVIEW DATE

4 February 2017

10 HISTORY OF CHANGES

Effective date	Last update date	Policy version no	Ref no	Notes
4 February 2014		2.0	D14/0032885	Major review undertaken and policy split into policy and procedures. Endorsed by Corporate Executive 2 December 2014.
4 February 2014	27 February 2014	2.1	D14/0100232	Update to contact details. D14/0061889
4 February 2014	18 November 2014	2.2	D14/0510237	Update to contact details. D14/0510227
4 February 2014	5 August 2016	2.3	D16/0508087	Updated contact information D16/0508024
4 February 2014	21 March 2018	2.4	D18/0119498	Updated contact information D18/0119506



Department of
Education

EXCURSIONS PROCEDURES

EFFECTIVE: 4 FEBRUARY 2014

VERSION: 2.10 FINAL

Last updated 21 March 2018

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1 POLICY SUPPORTED

Excursions Policy

2 SCOPE

These procedures apply to all principals and authorised Department employees.

3 PROCEDURES

3.1 ALL EXCURSIONS

The principal must:

- authorise an appropriate Department employee to be in charge of any excursion undertaken by the school;
- obtain approval from the relevant authorising officers, as stipulated in Appendix A; and
- endorse the:
 - *Proposal for Excursion* prepared by the Department employee in charge of the excursion (Appendix B for intra and interstate excursions or Appendix C for international excursions); and
 - *Application for Approval of Excursion* (Appendix D for intra and interstate excursions or Appendix E for international excursions).

The authorised Department employee must:

- prepare a *Proposal for Excursion* (Appendix B for intra and interstate excursions or Appendix C for international excursions);
- submit the *Proposal for Excursion* to the principal for endorsement; and
- take the documents attached to the *Proposal for Excursion* on the excursion.

Guidance

The principal may approve recurring excursions throughout the school year to a specified venue or venues at the beginning of each year or at the commencement of a particular unit of study.

Excursions are not conducted in locations of potential environmental risk, for examples, Wittenoom township or locations near the Wittenoom Mining area.

3.1.1 INTERSTATE AND INTERNATIONAL EXCURSIONS

The principal must:

- where appropriate, endorse the *Travel Application Form* (see Appendix B of the *Official Air Travel* policy);
- where appropriate, endorse the *International Travel Checklist* (Appendix D of the *Official Air Travel* policy); and
- submit to the relevant authorising officers (as stipulated in Appendix A), the following documents for approval:

- *Application for Approval of Excursion* (Appendix D for interstate excursions or Appendix E for international excursions);
- names, addresses (home and away) and contact details of students, supervisors and next of kin;
- detailed itinerary and accommodation details;
- in-country and emergency contact details (see Appendix E of the *Official Air Travel* policy); and
- Travel Reporting Declaration (see Appendix G of the *Official Air Travel* policy).

For international excursions, the authorised Department employee must check the advice and travel warnings provided on the Department of Foreign Affairs and Trade *Smartraveller website*, including travel advice updates and travel insurance and advice.

Guidance

*For secondary student exchange programs, refer to the *Education and Training International website*.*

3.2 RETENTION OF RECORDS

The principal must verify that relevant excursion information is retained by the school in accordance with *Records Management Manual for School, College and Campus Records* and *Records Management* policy.

4 DEFINITIONS

AUTHORISED DEPARTMENT EMPLOYEE

A member of staff employed by the Department of Education and authorised by the principal or manager to be in charge of an excursion.

EXCURSION

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of staff employed by the Department of Education and has gained the appropriate approval(s).

5 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

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Child Protection

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Occupational Safety and Health
Official Air Travel
Outdoor Education and Recreation Activities
Records Management
Risk and Business Continuity Management
Student Health Care
Working with Children Checks
Workplace Learning

OTHER DOCUMENTS

Guidelines for First Aid in Department Workplaces
Insurance and Claims Management Guide
Records Management Manual for School, College and Campus Records

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4 February 2014		2.0	D14/0032889	Major review undertaken and policy split into policy and procedures. Endorsed by Corporate Executive 2 December 2013.
4 February 2014	27 February 2014	2.1	D14/0100234	Minor changes to Appendices and update to contact details. D14/0061889

4 February 2014	9 April 2014	2.2	D14/0170615	Minor changes to Appendix B - point 32, Appendix C – documents attached and Appendix D – regarding additional approval for interstate excursions. D14/0158355
4 February 2014	12 August 2014	2.3	D14/0396606	Minor changes to Appendices A and E D14/0355782.
4 February 2014	28 August 2014	2.4	D14/0416337	Minor changes to Appendices B to F regarding insurance provisions D14/0416237
4 February 2014	18 November 2014	2.5	D14/0510306	Update to contact details and link D14/0510227
4 February 2014	26 May 2015	2.6	D15/0195637	Changes regarding public liability and professional indemnity insurance D15/0195602
4 February 2014	4 February 2016	2.7	D16/0124146	Minor change to Appendix B – removal of School Excursions website D16/0123310
4 February 2014	5 August 2016	2.8	D16/0508111	Updated contact information D16/0508024
4 February 2014	25 August 2017	2.9	D17/0360808	Minor change to Appendix D & E D17/0360809
4 February 2014	21 March 2018	2.10	D18/0119581	Updated contact information D18/0119506

APPENDIX A APPROVAL PROCESSES FOR EXCURSIONS

The table below sets out the approval processes for intrastate, interstate and international excursions for all public schools. Please refer to the *Official Air Travel* policy for travel approval processes.

School Type	Excursion Approval Authority			
	Excursion Type	Supported By	Recommended By	Approved By
Independent Public Schools	Intrastate	Not required	Not required	Principal
	Interstate	Not required	Not required	Principal
	International	Principal and Regional Executive Director	Deputy Director General Schools	Minister
Other Public Schools	Intrastate	Not required	Not required	Principal
	Interstate	Not required	Principal	Regional Executive Director
	International	Principal and Regional Executive Director	Deputy Director General Schools	Minister

APPENDIX B PROPOSAL FOR EXCURSION - INTRA AND INTER STATE EXCURSION

School:	
Excursion to:	
Date of excursion:	From: _____ to: _____
Authorised employee:	
Documents attached:	List of supervisory team <input type="checkbox"/>
	List of students and parent contact telephone numbers <input type="checkbox"/>
	Up-to-date student health care plans and information <input type="checkbox"/>
	Accommodation details (if relevant) <input type="checkbox"/>
	Details of student travel insurance (if relevant) <input type="checkbox"/>
	Additional documents (please list): <input type="checkbox"/>

The authorised Department employee in charge of the excursion completes the following information related to the proposed excursion (refer to the attached guidelines). Additional documents may be attached where required.

1. EDUCATIONAL PURPOSE OF EXCURSION	
<i>(Refer to guideline 1-2)</i>	
<p>• The excursion has a clear educational purpose <input type="checkbox"/></p>	
2. STUDENTS' CAPACITY	
<i>(Refer to guidelines 3-9)</i>	
<p>• All participating students have the capacity to undertake the excursion <input type="checkbox"/></p>	
3. SUPERVISORY TEAM	
<i>(Refer to guidelines 10-17)</i>	
<p>• A suitable supervisory team has been established with appropriate teacher-student ratio <input type="checkbox"/></p>	

Excursions Procedures

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.



4. SUPERVISION STRATEGIES	
<i>(Refer to guidelines 18-24)</i>	
• Supervision strategies have been established with the supervisory team	<input type="checkbox"/>
5. IDENTIFYING EXCURSION PARTICIPANTS	
<i>(Refer to guideline 25)</i>	
• Systems for identifying excursion participants have been established	<input type="checkbox"/>
6. COMMUNICATION STRATEGY	
<i>(Refer to guideline 27-27)</i>	
• An appropriate communication strategy has been established and conveyed to all those attending the excursion	<input type="checkbox"/>
7. BRIEFING STUDENTS AND SUPERVISORS	
<i>(Refer to guidelines 28-30)</i>	
• All relevant information about respective responsibilities and obligations has been communicated to students and supervisors	<input type="checkbox"/>
8. TRANSPORT ARRANGEMENTS	
<i>(Refer to guidelines 31-41)</i>	
• Arrangements have been made for the safe transport of excursions participants	<input type="checkbox"/>

9. VENUE/SITE FOR THE EXCURSION	
<i>(Refer to guidelines 42-43)</i>	
• The venue or site for the excursion is suitable for the student group	<input type="checkbox"/>
10. EXTERNAL PROVIDERS	
<i>(Refer to guidelines 44-47)</i>	
• A suitable external provider has been engaged and staff responsibilities established	<input type="checkbox"/>
11. INSURANCE COVER FOR EXCURSIONS	
<i>(Refer to guidelines 48-52)</i>	
• External providers have proper and current insurance cover	<input type="checkbox"/>
• Travel insurance for students has been arranged by parents	<input type="checkbox"/>
12. STUDENTS WHO ARE BILLETED	
<i>(Refer to guideline 53)</i>	
• Safe and secure accommodation arrangements have been made	<input type="checkbox"/>
13. EMERGENCY RESPONSE PLANNING	
<i>(Refer to guidelines 54-64)</i>	
• An emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or principal of the independent public school	<input type="checkbox"/>

14. DETAILED COST OF EXCURSION	
<i>(Refer to guideline 65-66)</i>	
• The excursion has been properly costed	<input type="checkbox"/>

15. INFORMATION TO PARENTS FOR THEIR CONSENT	
<i>(Refer to guidelines 67-69)</i>	
• Parents have been provided with full details of the excursion and signed consent forms	<input type="checkbox"/>

Authorised Department employee _____	Date _____
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<i>I confirm that all sections of the Proposal for Excursion have been completed and it meets the requirements of the Excursions policy.</i>	
Principal _____	Date _____
[If the Proposal for Excursion is endorsed, the principal must complete and endorse an Application for Approval of Excursion and submit for approval as outlined in Appendix A of the <i>Excursions Procedures</i> .]	



GUIDELINES RELATED TO INTRA AND INTER STATE EXCURSIONS

(1) EDUCATIONAL PURPOSE OF EXCURSION

1. School excursions should be planned in the context of the total educational program of the school and link to related curriculum activities. The rationale for any excursion should reference the school's curriculum objectives and be relevant to their achievement.
2. Examples of high risk activities for school excursions include, but are not limited to, bungee jumping, jet boating, para/hang gliding, white water rafting, tobogganing or skydiving.

(2) STUDENTS' CAPACITY

3. Refer to the Student Health Care policy for advice on managing student health care needs.
4. Parents are required to complete signed documentation to confirm that the health information held by the school remains current (see the Student Health Care Summary and associated templates available on the Department's Student Health Care website). A Student Update Form is available on SIS to facilitate the updating of health care information.
5. Any additional information provided by the parent regarding their child's health care should be attached to the Student Health Care Summary and associated health care plans.
6. Students' capacity should be 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.
7. 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.
8. There should be alternative arrangements for any student who does not participate in an excursion.
9. All excursions should take into consideration students' cultural requirements, intellectual or mental capacity and/or the degree of disability.

(3) SUPERVISORY TEAM

10. Adults, who are not teachers, but who possess the appropriate experience, competencies and/or qualifications, can be supervisors.
11. The suitability of external providers or volunteers who are part of the supervisory team to personally care for students in the absence of a suitable Department staff member should be considered taking into account their health status, skills and experience and the characteristics of the student group.
12. Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check in accordance with the Department's Working with Children Checks policy.
13. Volunteers who are exempt from having a Working with Children Check should be requested to complete a Confidential Declaration (see Appendix H) indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.
14. The supervisory team needs to have appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion, taking into consideration the characteristics of the student group including:
 - number of students involved;
 - age, experience and capabilities of the students;
 - activities to be undertaken; and
 - characteristics of the venue.
15. Collectively, the supervisory team should have the 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.
16. 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 Outdoor Education and Recreation Activities policy.
17. Supervisors need to be made aware that they are required to be on duty for the duration of an excursion.

(4) SUPERVISION STRATEGIES

18. Supervision strategies should maintain the safety and wellbeing of students at all times.
19. It is recommended that 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.
20. For outdoor education and recreation activities, including general water-based activities, the level of supervision must comply with the relevant section of the Outdoor Education and Recreation Activities policy.
21. Supervisory requirements such as the number of supervisors and the supervisory strategies should take into account the:
- age of the students;
 - experience and ability of the students;
 - student medical conditions or disabilities;
 - supervisor(s) competence and experience;
 - type of activities to be undertaken;
 - nature of the environment;
 - location of the activity; and
 - weather.
22. Supervision strategies should address the circumstance where students are not in clear view of the supervisor(s).
23. Non-teaching staff, 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. However, a member of the non-teaching staff may have limited scope to refuse a request from a member of the teaching staff to personally care for students if, by reason of their Job Description Form, the request relates to a task that they are required to perform as part of their normal duties.
24. For excursions involving an overnight stay(s) the following needs to be considered:
- single gender student groups have at least one supervisor of the same gender;
 - mixed gender student groups have a mixed gender supervisory team unless all parents have approved of alternatives during the consent seeking process;
 - supervisory and accommodation arrangements, especially for sleeping and ablutions, are such that supervisors are not placed in a position where there is potential for allegations of improper conduct or where the propriety of their behaviour could be questioned; and
 - supervisors understand they remain on call at all times, even when sleeping and having time off to relax and that in the event of an emergency, all supervisors may be required to take responsibility for students at short notice.

(5) IDENTIFICATION OF EXCURSION PARTICIPANTS

25. A suitable system of identification for excursion participants based on the assessment of the environment, students' skills, the type of activities to be undertaken and the number of students needs to be established.

(6) COMMUNICATION STRATEGIES

26. A communication strategy that enables regular communication among all members of the group may include public address systems, megaphones, air horns, whistles or, if necessary, scheduling regular group meetings.
27. The communication strategy needs to clearly identify:
 - a signal for gaining the full group's attention;
 - an emergency signal which is explained to all participants, and responses to it which have been rehearsed prior to the commencement of the excursion; and
 - an alternative mode of communication in case of the failure of the primary communication method.

(7) BRIEFING STUDENTS AND SUPERVISORS

28. All relevant information about respective responsibilities and obligations needs to be clearly communicated 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;
29. Special information sessions need to be arranged for students who were absent from preparatory excursion briefings.
30. Drugs that impair judgment and alcohol are both prohibited from consumption by supervisors during an excursion.

(8) TRANSPORT ARRANGEMENTS

31. New laws for the restraint of children under the age of seven in vehicles introduced on 1 October 2010 apply to vehicles used to transport students on school excursions. For more information, visit the [*Office of Road Safety*](#) website.
32. There is no law requiring children under seven years to use a child restraint or booster seat on buses with more than 12 seats. However, schools should encourage children to wear 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, if it is feasible that they be used in the circumstances.
33. Licensed school bus drivers employed by the school are required to be Federal Police screened every two years by the Department of Planning and Infrastructure.
34. School staff who drive vehicles with a seating capacity in excess of 12 persons need to have an 'F' extension on their licence.
35. All Department vehicles, including buses, shall only be driven by Department employees or other authorised people engaged in school education programs. Parents or other people licensed to drive a bus are not permitted to drive Department vehicles.
36. The use of private vehicles can only be authorised by the principal where there is no other option. Vehicles used to transport students are required to have comprehensive motor vehicle insurance cover and to be suitable for such use.
37. Transport by air is to be confined to recognised commercial operators.
38. Where parents/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.

39. 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.
40. If an accident occurs, the principal is required to submit a claim to RiskCover.
41. Further information on insurance is available by contacting the Department's Head of Security on (08) 9264 4825.

(9) VENUE/SITE FOR EXCURSION

42. 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:
 - personally visiting the venue or site;
 - the local government authority environmental health or building services department;
 - Department of Fire and Emergency Services or the local Police;
 - the Department of Environment and Conservation or the local land manager (for natural sites such as beaches or forests);
 - the Regional Education Office closest to the venue(s);
 - other schools that have visited the venue or site within the last six months;
 - the external provider or tour organiser; or
 - the Outdoor Education and Recreation Activities policy.
43. An evacuation plan and who manages an evacuation should be identified.

(10) EXTERNAL PROVIDERS

44. Where excursions involve the use of the services of external providers (including individuals, government agencies or private companies), Department staff cannot sign indemnities, disclaimers or other documents which absolve the external provider from liability for their own negligent acts or omissions.
45. 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).
46. Where an external provider is engaged:
 - the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider;
 - any staff involved in activities with students need to have a current Working with Children Check in accordance with the Department's Working with Children Checks policy;
 - Volunteers assisting an external provider who are exempt from having a Working with Children Check should be requested to complete a Confidential Declaration (see Appendix H) indicating whether or not they have any convictions or whether there are circumstances or reasons that might preclude them from working with or near children.

(11) INSURANCE COVER FOR EXCURSIONS

47. Refer to the Department's Insurance and Claims Management Guide (Guide) that is accessible from the Finance for Schools intranet site. It is recommended that you access it from the intranet site to view the most up-to-date version of the guide. The Guide is intended for internal Department use only.
48. The Department and schools are not permitted to obtain or broker travel insurance for students or any other person. Schools should not provide guidance about suppliers or the types of insurance products that could be sought.

49. For interstate excursions, parents/guardians are required to obtain travel insurance for their child and complete the travel insurance section in the parent information and consent form (Appendix F). Students who do not have insurance cover are not able to participate in the excursion.
50. External providers should have sufficient and current public liability insurance to cover their legal liability. The external provider should be requested to provide proof of their valid insurance cover. The principal and authorised Department employee in charge of the excursion should give consideration to the number of students going on excursion and whether the insurance cover is enough to cover an incident that may occur resulting in multiple claims by excursion attendees. The minimum level of public liability insurance requirement for cover by external providers is \$20 million.
51. Where necessary, external providers should also have sufficient and current professional indemnity insurance to cover their legal liability. The external provider should be requested to provide proof of their valid insurance cover. The principal and authorised Department employee in charge of the excursion should give consideration to the number of students going on excursion and whether the insurance cover is enough to cover an incident that may occur resulting in multiple claims by excursions attendees. The minimum level of professional liability insurance requirement for cover by external providers is \$5 million.
52. If principals still have enquiries after reading the *Insurance and Claims Management Guide*, they should contact Legal Services.

(12) STUDENTS WHO ARE BILLETED

53. When planning an excursion that involves students being billeted:
 - Advise the parent in the host family of their responsibilities.
 - Request the parent in the host family to complete an Undertaking to Provide a Billet (see Appendix G), giving an assurance to provide a safe and secure home environment for each billeted student.
 - Where students are billeted in a host family with adults, all adults in the household who have a duty of care for the billeted student(s) need to have a valid Working with Children Check or equivalent.
 - Where students are billeted in a host family with adults who are not required to have a Working with Children Check, those adults should be requested to complete a Confidential Declaration (see Appendix H) indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.
 - The accommodation needs to include:
 - a private bedroom or one shared with a student of the same gender;
 - private bathing and toilet facilities; and
 - any special requirements (e.g. avoidance of asthma triggers).
 - The student should not be exposed to passive smoking.
 - Confirm that a nominated member of the supervisory team:
 - is contactable for the duration of the billet;
 - contacts the student(s) regularly during the period of the billet; and
 - has access to transport in order to visit the student(s) at short notice.
 - It is recommended that the authorising principal make contact with the principal of a school in the locality where the billeting is to occur and seek information regarding the suitability of host families and the billeting arrangements.

(13) EMERGENCY RESPONSE PLANNING

54. During an excursion, a nominated supervisor should have ready access to:
 - a list of the names of participating students and their parent 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;
55. For excursions involving an overnight stay(s), a copy of the planning documents, including all Student Health Care Forms and Health Care Authorisations, need to be taken on the excursion, with a further copy being provided to the principal.
56. For excursions undertaken during school vacations, students' names, addresses (home and away), contact telephone numbers and the itinerary for the excursion need to be provided to the relevant Regional Education Office or principal of the independent public school.
57. The use of local first aid and emergency services should be investigated as part of an emergency response plan.
58. 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.
59. 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 *Outdoor Education and Recreation Activities* policy).
60. Mobile telephones should not be relied on as the sole method of communication. In remote locations, consideration should be given to other means of emergency communication such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone.
61. A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.
62. Emergency procedures, including emergency signals, need to be clearly understood by all students and supervisors.
63. All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.
64. For excursions to rural locations, the emergency response plan needs to include:
- a map of the area(s) to be used, showing the location of the nearest telephone, ranger's residence, hospital, State Emergency Services office, nursing station or other similar relevant information;
 - access details (i.e. on-foot, 2WD and 4WD) including barriers;
 - a list of the resources the group has with it (i.e. first aid kits, number of staff and external providers with first aid qualifications, stretchers, number and type of vehicles and other camping equipment);
 - an estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and/or
 - the communication medium used (i.e. fixed telephone, mobile telephone, satellite telephone, radio, EPIRB).

(14) DETAILED COST OF EXCURSION

65. Excursions should be properly costed so that participants are appropriately charged.
66. Refer to the Pricing worksheets for Excursions and Camps available from the Finance website at www.det.wa.edu.au/education/finance/ (see the alphabetical listing under 'Tools').

(15) INFORMATION TO PARENTS FOR THEIR CONSENT

67. Parents need to be 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 Appendix E). This information should include full details of:
- the purpose of the excursion;

- date(s);
 - activities to be undertaken;
 - duration of activity(ies);
 - location of activity(ies) (including alternative venues);
 - student contact arrangements during the excursion;
 - transport arrangements;
 - cost;
 - supervision to be provided (number of supervisors and number of students);
 - staff action in case of student accident or illness on the excursion;
 - liability for loss or damage to student property and medical costs incurred in case of accident or illness; and
 - special clothing or other items required.
68. The use of interpreter and translator services may be required to provide parents of culturally and linguistically diverse students necessary information regarding the excursion.
69. Students participating in an excursion should only engage in activities for which parental approval has been gained.

APPENDIX C PROPOSAL FOR EXCURSION - INTERNATIONAL EXCURSION

School:	
Excursion to:	
Departure date:	
Return date:	
Authorised employee:	
Documents attached:	Names, addresses (home and away) and contact details of students, supervisors and next of kin <input type="checkbox"/>
	Up-to-date student health care plans and information <input type="checkbox"/>
	Parent consent forms <input type="checkbox"/>
	Detailed itinerary and accommodation details <input type="checkbox"/>
	In-country and emergency contact details (Appendix E of the <i>Official Air Travel</i> policy) <input type="checkbox"/>
	International Travel Checklist (Appendix D of the <i>Official Air Travel</i> policy) <input type="checkbox"/>
	Additional documents (please list):

The authorised Department employee in charge of the excursion completes the following information related to the proposed excursion (refer to the attached guidelines). Additional documents may be attached where required.

1. EDUCATIONAL PURPOSE OF EXCURSION
<i>(Refer to guidelines 1-4)</i>
• The excursion has a clear educational purpose <input type="checkbox"/>

2. APPROVALS
<i>(Refer to guidelines 5-7)</i>
• All relevant approvals have been obtained <input type="checkbox"/>

3. STUDENTS' CAPACITY
<i>(Refer to guidelines 8-14)</i>
• All participating students have the capacity to undertake the excursion <input type="checkbox"/>

4. SUPERVISORY TEAM	
<i>(Refer to guidelines 15-21)</i>	
• A suitable supervisory team has been established with appropriate teacher-student ratio	<input type="checkbox"/>
5. SUPERVISION STRATEGIES	
<i>(Refer to guidelines 22-28)</i>	
• Supervision strategies have been established with the supervisory team	<input type="checkbox"/>
6. IDENTIFYING EXCURSION PARTICIPANTS	
<i>(Refer to guideline 29)</i>	
• Systems for identifying excursion participants have been established	<input type="checkbox"/>
7. COMMUNICATION STRATEGY	
<i>(Refer to guideline 30-31)</i>	
• An appropriate communication strategy has been established and communicated to all those attending the excursion	<input type="checkbox"/>
8. BRIEFING STUDENTS AND SUPERVISORS	
<i>(Refer to guideline 32-34)</i>	
• All relevant information about respective responsibilities and obligations has been communicated to students and supervisors	<input type="checkbox"/>

9. TRAVEL ARRANGEMENTS	
<i>(Refer to guidelines 35-39)</i>	
<ul style="list-style-type: none"> • DFAT travel advice has been reviewed • Arrangements have been made for the safe transport of excursions participants 	
<input type="checkbox"/>	<input type="checkbox"/>
10. EXTERNAL PROVIDERS	
<i>(Refer to guidelines 40-41)</i>	
<ul style="list-style-type: none"> • A suitable external provider has been engaged and staff responsibilities established 	
<input type="checkbox"/>	
11. INSURANCE COVER FOR EXCURSIONS	
<i>(Refer to guidelines 42-46)</i>	
<ul style="list-style-type: none"> • External providers have proper and current insurance cover • Travel insurance for students has been arranged by parents 	
<input type="checkbox"/>	<input type="checkbox"/>
12. STUDENTS WHO ARE BILLETED	
<i>(Refer to guideline 47)</i>	
<ul style="list-style-type: none"> • Safe and secure accommodation arrangements have been made 	
<input type="checkbox"/>	
13. EMERGENCY RESPONSE PLANNING	
<i>(Refer to guidelines 48-58)</i>	
<ul style="list-style-type: none"> • An emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or principal of the independent public school 	
<input type="checkbox"/>	

14. DETAILED COST OF EXCURSION	
<i>(Refer to guideline 59-60)</i>	
• The excursion has been properly costed	<input type="checkbox"/>

15. INFORMATION TO PARENTS FOR THEIR CONSENT	
<i>(Refer to guidelines 61-66)</i>	
• Parents have been provided with full details of the excursion and signed consent forms	<input type="checkbox"/>

Authorised Department employee _____ Date _____

<p><i>I confirm that all sections of the Proposal for Excursion have been completed and it meets the requirements of the Excursions policy.</i></p> <p>Principal _____ Date _____</p> <p>[If the Proposal for Excursion is endorsed, the principal must complete and endorse an Application for Approval of Excursion and submit for approval as outlined in Appendix A of the <i>Excursions Procedures</i>.]</p>



GUIDELINES RELATED TO INTERNATIONAL EXCURSIONS

(1) EDUCATIONAL PURPOSE OF EXCURSION

1. School excursions should be planned in the context of the total educational program of the school and link to related curriculum activities.
2. Given the different and potentially increased risks inherent in international travel, there is a greater onus on the school to determine an educational purpose for the excursion and to assess the risks associated with the excursion.
3. Consideration should be given to whether the activities proposed to be undertaken are available in Australia.
4. Examples of high risk activities for school excursions include, but are not limited to, bungee jumping, jet boating, para/hang gliding, white water rafting, tobogganing or skydiving.

(2) APPROVALS

5. Refer to Appendices A and D of the Official Air Travel policy for Travel Approval Schedule and International Travel Checklist.
6. Principals of the schools attended by participating students need to:
 - be satisfied that the proposal for the excursion appropriately addresses safety standards and duty of care responsibilities before forwarding the information to parents/guardians;
 - be satisfied that the authorised Department employee in charge of the excursion has the appropriate skills and experience to organise the excursion and provide for the management of events that may arise during the excursion; and
 - attest in writing that the student (or students) is sufficiently responsible and reliable to participate in the excursion.
7. The principal should verify all signed consent forms for students participating in the international excursion are forwarded to the authorised Department employee in charge of the excursion.

(3) STUDENTS' CAPACITY

8. Refer to the Student Health Care policy for advice on managing student health care needs.
9. Parents are required to complete signed documentation to confirm that the health information held by the school remains current (see the Student Health Care Summary and associated templates available on the Department's Student Health Care website). A Student Update Form is available on SIS to facilitate the updating of health care information.
10. Any additional information provided by the parent regarding their child's health care should be attached to the Student Health Care Summary and associated health care plans.
11. Students' capacity should be 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.
12. 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.
13. There should be alternative arrangements for any student who does not participate in an excursion.
14. All excursions should take into consideration students' cultural requirements.

(4) SUPERVISORY TEAM

15. Adults, who are not teachers, but who possess the appropriate experience, competencies and/or qualifications, can be supervisors.
16. The suitability of non-teaching staff, external providers or volunteers who are part of the supervisory team to personally care for students in the absence of a member of the teaching staff must be considered taking into account their health status, skills and experience and the characteristics of the student group.
17. Principals and managers must confirm that all Department employees, volunteers, visitors and external providers in child-related work have applied for or hold a valid Working with Children Check in accordance with the Department's Working with Children Checks policy.
18. The supervisory team needs to have appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion, taking into consideration the characteristics of the student group including:
 - number of students involved;
 - age, experience and capabilities of the students;
 - activities to be undertaken; and
 - characteristics of the venue.
19. Collectively, the supervisory team should have the 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.
20. 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 Outdoor Education and Recreation Activities policy.
21. Supervisors need to be made aware that they are required to be on duty for the duration of an excursion.

(5) SUPERVISION STRATEGIES

22. Supervision strategies should maintain the safety and wellbeing of students at all times.
23. It is recommended that 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.
24. For outdoor education and recreation activities, including general water-based activities, the level of supervision must comply with the relevant section of the Outdoor Education and Recreation Activities policy.
25. Supervisory requirements such as the number of supervisors and the supervisory strategies should take into account the:
 - age of the students;
 - experience and ability of the students;
 - student medical conditions or disabilities;
 - supervisor(s) competence and experience;
 - type of activities to be undertaken;
 - nature of the environment;
 - location of the activity; and
 - weather.
26. Supervision strategies should address the circumstance where students are not in clear view of the supervisor(s).
27. Non-teaching staff, 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. However, a member of the non-teaching staff may have limited scope to refuse a request from a member of the teaching staff to personally care for students if, by

reason of their Job Description Form, the request relates to a task that they are required to perform as part of their normal duties.

28. The following accommodation requirements need to be considered:
- single gender student groups have at least one supervisor of the same gender;
 - mixed gender student groups have a mixed gender supervisory team unless all parents have approved of alternatives during the consent seeking process;
 - supervisory and accommodation arrangements, especially for sleeping and ablutions, are such that supervisors are not placed in a position where there is potential for allegations of improper conduct or where the propriety of their behaviour could be questioned; and
 - supervisors understand they remain on call at all times, even when sleeping and having time off to relax and that in the event of an emergency, all supervisors may be required to take responsibility for students at short notice.

(6) IDENTIFICATION OF EXCURSION PARTICIPANTS

29. A suitable system of identification for excursion participants based on the assessment of the environment, students' skills, the type of activities to be undertaken and the number of students needs to be established.

(7) COMMUNICATION STRATEGIES

30. A communication strategy that enables regular communication among all members of the group may include public address systems, megaphones, air horns, whistles or, if necessary, scheduling regular group meetings.
31. The communication strategy needs to clearly identify:
- a signal for gaining the full group's attention;
 - an emergency signal which is explained to all participants, and responses to it which have been rehearsed prior to the commencement of the excursion; and
 - an alternative mode of communication in case of the failure of the primary communication method.

(8) BRIEFING STUDENTS AND SUPERVISORS

32. All relevant information about respective responsibilities and obligations needs to be clearly communicated 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;
33. Special information sessions need to be arranged for students who were absent from preparatory excursion briefings.
34. Drugs that impair judgment and alcohol are both prohibited from consumption by supervisors during an excursion.

(9) TRAVEL ARRANGEMENTS

35. Travel Application Forms are listed in the A-Z listing from the Finance for Schools website under 'Forms' or in Appendix B of the Official Air Travel policy.
36. All necessary vaccinations, medication and medication authorisations to comply with the requirements of the country to be visited need to be obtained for all excursion participants. Information on the requirements can be found at the Smarttraveller website.

37. The state of the international political climate may lead to the decision to postpone or cancel an International excursion. The decision to proceed, postpone or cancel an international excursion should be made by the principals of participating schools in consultation with parents/guardians of the participating students and, where appropriate, the Department of Foreign Affairs and Trade. The authorised Department employee in charge of the excursion may take the precautionary measure of determining the conditions that provide for cancellation or deferment of air ticket purchases. Organisers, a day or so before the scheduled departure, should assure themselves that the chosen destination for the excursion is 'safe' by contacting the Department of Foreign Affairs and Trade. Similarly, organisers should obtain the telephone number of the Australian Consulate in the country to be visited.
38. It is recommended that schools organising or managing international excursions use the Department of Foreign Affairs and Trade Online Register of Australians Overseas (ORAO) and Smartraveller, the Australian Government's travel advisory and consular service to help keep track of students.

ORAO

www.orao.dfat.gov.au

Smartraveller

www.smartraveller.gov.au

39. Where the Department of Foreign Affairs and Trade does not deem the destination to be a risk to participants but parents/guardians do, their consent for their son/daughter to participate may be withdrawn. Similarly, supervisor may also elect to withdraw from the excursion. The Principal needs to decide on reasonable steps to take if someone withdraws from the excursion in these circumstances.

(10) EXTERNAL PROVIDERS

40. Police clearances are not required for external providers who reside and provide services overseas. However, the authorised Department employee in charge of the excursion should identify the steps that have been taken to establish the propriety of such providers.
41. Where excursions involve the use of the services of external providers (including individuals, government agencies or private companies), Department staff cannot sign indemnities, disclaimers or other documents which absolve the external provider from liability for their own negligent acts or omissions.

(11) INSURANCE COVER FOR EXCURSIONS

42. Refer to the Department's [Insurance and Claims Management Guide](#) (Guide) that is accessible from the Finance for Schools intranet site. It is recommended that you access it from the intranet site to view the most up-to-date version of the guide. The Guide is intended for internal Department use only.
43. The Department and schools are not permitted to obtain or broker travel insurance for students or any other person. Schools should not provide guidance about suppliers or the types of insurance products that could be sought.
44. Parents/guardians are required to obtain travel insurance for their child and complete the travel insurance section in the parent information and consent form (Appendix F). Students who do not have insurance cover are not able to participate in the excursion.
45. External providers should have sufficient and current public liability insurance covering their legal liability. The external provider should be requested to provide proof of their valid insurance cover. The principal and authorised Department employee in charge of the excursion should give consideration to the number of students going on excursion and whether the insurance cover is enough to cover an incident that may occur resulting in multiple claims by excursion attendees. The suggested level of public liability insurance requirement for cover by external providers is \$20 million.

46. Should further advice be required, the principal should contact the senior financial consultant in the local Regional Education Office who may liaise with Legal Services, if necessary.

(12) STUDENTS WHO ARE BILLETED

47. When planning an excursion that involves students being billeted:
- Advise the parent in the host family of their responsibilities.
 - Request the parent in the host family to complete an Undertaking to Provide a Billet (see Appendix G), giving an assurance to provide a safe and secure home environment for each billeted student.
 - The accommodation needs to include:
 - a private bedroom or one shared with a student of the same
 - gender;
 - private bathing and toilet facilities; and
 - any special requirements (e.g. avoidance of asthma triggers).
 - The student should not be exposed to passive smoking.
 - Ensure that a nominated member of the supervisory team:
 - is contactable for the duration of the billet;
 - contacts the student(s) regularly during the period of the billet; and
 - has access to transport in order to visit the student(s) at short notice.
 - It is recommended that the authorising principal make contact with the principal of a school in the locality where the billeting is to occur and seek information regarding the suitability of host families and the billeting arrangements.

(13) EMERGENCY RESPONSE PLANNING

48. The use of local first aid and emergency services should be investigated as part of an emergency response plan.
49. 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.
50. 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 *Outdoor Education and Recreation Activities* policy).
51. Mobile telephones should not be relied on as the sole method of communication. In remote locations, consideration should be given to other means of emergency communication such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone.
52. A response plan needs to be developed that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.
53. Emergency procedures, including emergency signals, need to be clearly understood by all students and supervisors.
54. All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.
55. During an excursion, a nominated supervisor should have ready access to:
- a list of the names of participating students and their parent 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;
56. A copy of the planning documents, including all Student Health Care Forms and Health Care Authorisations, need to be taken on the excursion, with a further copy being provided to the principal.
57. For excursions undertaken during school vacations, students' names, addresses (home and away), contact telephone numbers and the itinerary for the excursion need to be

provided to the relevant Regional Education Office or principal of the independent public school.

58. For excursions to rural locations, the emergency response plan needs to include:
- a map of the area(s) to be used, showing the location of the nearest telephone, ranger's residence, hospital, State Emergency Services office, nursing station or other similar relevant information;
 - access details (i.e. on-foot, 2WD and 4WD) including barriers;
 - a list of the resources the group will have with it (i.e. first aid kits, number of staff and external providers with first aid qualifications, stretchers, number and type of vehicles and other camping equipment);
 - an estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and/or
 - the communication medium that will be employed (i.e. fixed telephone, mobile telephone, satellite telephone, radio, EPIRB).

(14) DETAILED COST OF EXCURSION

59. Excursions should be properly costed so that participants are appropriately charged.
60. Refer to the Pricing worksheets for Excursions and Camps available from the Finance website at www.det.wa.edu.au/education/finance/ (see the alphabetical listing under 'Tools').

(15) INFORMATION TO PARENTS FOR THEIR CONSENT

61. Travel documents should include medical and other insurances for all excursion participants.
62. Parents need to provide proof that travel insurance has been obtained.
63. Parents should be advised to check all travel advisory information issued by DFAT.
64. Parents need to be 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 Appendix F). This information must include full details of:
- the purpose of the excursion;
 - date(s);
 - activities to be undertaken;
 - duration of activity(ies);
 - location of activity(ies) (including alternative venues);
 - student contact arrangements during the excursion;
 - transport arrangements;
 - cost;
 - supervision to be provided (number of supervisors and number of students);
 - staff action in case of student accident or illness on the excursion;
 - liability for loss or damage to student property and medical costs incurred in case of accident or illness; and
 - special clothing or other items required.
65. The use of interpreter and translator services may be required to provide parents of culturally and linguistically diverse students necessary information regarding the excursion.
66. Students participating in an excursion should only engage in activities for which parental approval has been gained.

APPENDIX D APPLICATION FOR APPROVAL OF EXCURSION - INTRA AND INTER STATE EXCURSIONS

DECLARATION BY PRINCIPAL (PLEASE TICK EACH BOX)

PROPOSED EXCURSION TO _____

I, _____, principal of _____ school

declare that I have sighted all relevant documentation and confirm that:

- the proposed excursion has a clear educational purpose;
- all approvals as required under the *Official Air Travel* policy and from principals of any other school attended by participating students have been obtained;
- 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;
- a suitable supervisory team, supervision strategies and system for identifying excursion participants have been established;
- an appropriate communication strategy and information about respective responsibilities and obligations has been established and communicated to all those attending the excursion;
- arrangements have been made for the safe transport and accommodation of excursions participants;
- where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established;
- an emergency response plan has been developed and a copy has been provided to the relevant Education Regional Office or retained by the principal of the independent public school;
- the excursion has been properly costed; and
- travel insurance has been arranged by parents for all students;
- parents have been provided with full details of the excursion and have provided signed consent.

Excursion approved by:

Principal _____ ***Date*** _____

Additional approval required for interstate excursions for schools other than independent public schools:

Based on the principal's declaration above, the proposed excursion is approved by:

Regional Executive Director _____ ***Date*** _____

APPENDIX E APPLICATION FOR APPROVAL OF EXCURSION - INTERNATIONAL EXCURSIONS

DECLARATION BY PRINCIPAL

(PLEASE TICK EACH BOX)

[REGIONAL EXECUTIVE DIRECTOR]
DEPUTY DIRECTOR GENERAL, SCHOOLS
MINISTER FOR EDUCATION

PROPOSED EXCURSION TO _____

I, _____, principal of _____ school
declare that I have sighted all relevant documentation and confirm that:

- the proposed excursion has a clear educational purpose;
- all approvals as required under the Official Air Travel policy and from principals of any other school attended by participating students have been obtained;
- 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;
- a suitable supervisory team, supervision strategies and system for identifying excursion participants have been established;
- an appropriate communication strategy and information about respective responsibilities and obligations has been established and communicated to all those attending the excursion;
- arrangements have been made for the safe transport and accommodation of excursions participants;
- where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established;
- an emergency response plan has been developed and a copy has been provided to the relevant Education Regional Office or retained by the principal of the independent public school;
- the excursion has been properly costed; and
- travel insurance has been arranged by parents for all students;
- parents have been provided with full details of the excursion and have provided signed consent.

Principal _____ **Date** _____

Based on the principal's declaration above, the proposed excursion is:

- supported by **Regional Executive Director** _____ **Date** _____
- recommended by **Deputy Director General, Schools** _____ **Date** _____
- approved by **Minister for Education** _____ **Date** _____

APPENDIX F PARENT INFORMATION AND CONSENT TEMPLATE

INSTRUCTIONS

Depending on the nature and specific activities of the excursion, further advice and details may need to be included.

Due to the more complex nature of international excursions, consent forms should provide as much detail as possible for parents/guardians on:

- Travel details including:
 - a detailed itinerary;
 - travel times, dates and modes of transport; and
 - planned activities.
- Accommodation details including:
 - addresses; and
 - contact telephone numbers (where applicable).
- Supervision details including:
 - names and gender of all accompanying adults;
 - advice on staff with CPR and first aid certification; and
 - how parents/guardians might get in contact with their child or staff in an emergency.

Parent/guardians need to provide informed consent for the excursion including:

- relevant medical information relating to their child;
- confirmation of travel insurance (where necessary); and
- acknowledgment of the supervision and accommodation arrangements.

PARENT INFORMATION AND CONSENT FORM FOR SCHOOL EXCURSION

Dear Parent/Guardian

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

_____ on _____ (include date or dates for the excursion).

This excursion has been planned to supplement the following work being completed in your son's/daughter's classroom:

_____ The cost of the excursion is \$_____

The class will depart from _____ at _____ and return to _____ at _____

Travel will be by _____

Number of students attending excursion _____

Members of the supervisory team are:

Include where appropriate:

The staff member with CPR and/or first aid training is _____

Activities to be undertaken:

Special clothing or other items required:

Contact arrangements during the excursion:

Insert/attach as appropriate:

- Overnight excursion advice
- Water based activities advice
- Travel insurance advice – interstate and overseas excursions
- Any additional international excursion information

Authorised Department employee Principal

.....✂.....(please detach and return by).



If your son/daughter has special needs please provide full details and include any relevant medical details on the attached Student Health Care Summary.

If the proposed excursion poses any additional health risks to those identified in the Student Health Care Summary, 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. Please outline additional health risks below:

I consent to _____ participating in an excursion to _____ on _____ .

I give permission for my son/daughter 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.

- | |
|---|
| <p>Insert/attach and appropriate:</p> <ul style="list-style-type: none"> • Water based activities response • Travel insurance response |
|---|

Parent/guardian

Date

ATTACHMENTS**Overnight excursions advice**

Accommodation will be at: _____

Additional information (consider advice on the number of students and teachers, protective clothing or equipment, parent involvement in supervision)

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 - please assess my child:

Swimming ability:

Stage 1 Beginner

Stage 2 Water Discovery

Stage 3 Preliminary

Stage 4 Water Awareness

Stage 5 Water Sense

Stage 6 Junior

Stage 7 Intermediate

Stage 8 Water Wise

Stage 9 Senior

Stage 10 Junior Swim and Survive*

Stage 11 Swim and Survive*

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 son/daughter to participate in the water based or swimming activities.

Travel insurance advice – interstate and overseas excursions

All students intending to participate in an interstate or overseas excursion need current travel insurance cover. Students who do not have current insurance cover are not able to participate in the excursion.

Schools are sometimes asked by parents to arrange travel insurance or to provide recommendations about where to obtain travel insurance. However, the Department and schools are not permitted to obtain or broker travel insurance for students or any other person.

Normally, travel insurance cover is limited to matters such as loss of baggage, cancellation or changes to student travel arrangements etc. The personal accident component of the travel insurance may include limited emergency expenses. You should read the terms of your travel insurance carefully, particularly noting what circumstances and events are not covered by your policy. It is your responsibility to ensure that you are satisfied with the terms of the travel insurance that you obtain for your child.

New Zealand clause (include if appropriate)

New Zealand has legislation which specifically removes the common law right to sue for injury and loss caused by someone else's negligence. For example, if your child is injured as a result of a car accident in New Zealand, you cannot sue the car driver even if the accident was caused by the driver's proven negligence. This also applies to all sporting and adventure activities.

The current advice from the Department of Foreign Affairs and Trade notes the following concerning travel to New Zealand:

Personal injury and income protection insurance is strongly recommended for travel to New Zealand. Australian visitors can incur significant medical and travel costs or loss of income as a result of accidents in New Zealand and are not entitled to compensation for these from New Zealand's national accident compensation scheme after return to Australia.

You should consider the advice and travel warnings provided on the Department of Foreign Affairs and Trade [Smartraveller](http://www.smartraveller.gov.au/zw/cgi/view/Advice/New_Zealand) website – www.smartraveller.gov.au/zw/cgi/view/Advice/New_Zealand.

Travel insurance response

I confirm that I have arranged travel insurance with (name of insurer) _____

Policy number: _____

APPENDIX G UNDERTAKING TO PROVIDE A BILLET

Dear Parent/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.

For billets within Australia:

In order to formalise the billet, all adults in the household who have a duty of care for the billeted student(s) must have a valid Working with Children Check (or equivalent).

Adults in the household who are not required to have a Working with Children Check must complete a Confidential Declaration indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.

In order to formalise the billet, please sign and return the attached undertaking.

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

.....✂.....(please return the completed undertaking to _____).....

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



APPENDIX H CONFIDENTIAL DECLARATION



Department of Education

DEPARTMENT OF EDUCATION
151 Royal Street
EAST PERTH WA 6004
Telephone: (08) 9264 4111

CONFIDENTIAL DECLARATION

This form is for persons who are not employees of the Department of Education.

Please place a tick in one of the boxes below.

(1)	I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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or

(2)	I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. _____ _____ _____ _____ _____ _____	<input type="checkbox"/>
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I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: _____ Date: _____

(BLOCK PRINT PLEASE)

Signature: _____

Company: _____

Address: _____

Telephone: _____

School: _____

