



**Department of
Education**

INTERSTATE EXCURSIONS

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INTERSTATE EXCURSIONS

***Interstate Excursions* contains information for planning and preparing of documentation, required forms and letter templates and must be read in conjunction with the *Excursions in Public Schools Procedures*.**

1 INTERSTATE EXCURSIONS

- 1.1 The principal is the Excursion Approval Authority for interstate excursions for public schools.
- 1.2 Principals are to confirm adherence to the *Official Travel Policy and Procedures* for any interstate travel and endorse the *Travel Application Form*. The *Official Travel Policy and Procedures* also requires Travel Reporting Declaration and emergency contact details to be recorded, with one copy provided to the Education Regional Office and another retained by the principal.
- 1.3 Excursions by remote schools which cross the Northern Territory or South Australian borders and involve an overnight stay are not considered interstate excursions. They are considered a *Local Area Excursion with Overnight Stay including Camps*.
- 1.4 All recreation and outdoor education activities must comply with the *Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements* and any of the requirements contained in the relevant activity specific documents within the procedures.

2 COMPLETING THE PROPOSAL FOR INTERSTATE EXCURSION

- 2.1 The authorised excursion leader enters information in each section of the *Proposal for Interstate Excursion* in accordance with this Interstate 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.
- 2.2 Additional documents can be listed and attached where applicable.

3 EDUCATIONAL PURPOSE

- 3.1 The *Proposal for Interstate Excursion* needs to demonstrate how planned activities will contribute to and/or enhance curriculum outcomes.

4 RISK ASSESSMENT

- 4.1 Undertaking a risk assessment prior to approval will provide the necessary information for many of the sections of the *Proposal Interstate Excursion* form and is an essential part of planning any excursion. The excursion leader assesses risks that the excursion may pose to the safety, health or wellbeing of any student or staff, and proposes strategies for minimising and managing those risks.
- 4.2 The risk assessment considers and documents:
 - the number of students, their age range and the students' experience, capacity and behaviour;
 - the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue;
 - the method of transport to the excursion venue and all activities;
 - safety and suitability of the selected accommodations;
 - 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.

- 4.3 Excursions involving high risk activities will NOT be approved. The excursion leader obtains information and familiarises themselves with the venue before undertaking the excursion to determine the suitability of the 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 and Department staff that have used the venues. Staff do not necessarily need to visit the site.
- 4.4 The risk assessment is carried out before approval is sought and identifies and assesses risks that the excursion may pose to the safety, health or wellbeing of any student or staff on the excursion and propose strategies for minimising and managing those risks.
- 4.5 The risk assessment informs the decision regarding the staff to student ratios that will provide adequate supervision for the duration of the excursion. The *Recreation and Outdoor Education Activities for Public Schools Procedures* mandates supervision ratios for some activities and is to be read in conjunction with this document.
- 4.6 All recreation and outdoor education activities must comply with the *Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements* and any of the requirements contained in the relevant activity specific documents within the procedures.

5 STUDENT CAPACITY AND HEALTH CARE

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

6 SUPERVISORY TEAM

- 6.1 The information contained in the Risk Assessment will inform the decision regarding the number of adults required for the supervisory team and the experience and skills necessary to provide adequate supervision and manage identified risks.
- 6.2 The excursion leader confirms that parents/carers/guardians are provided with full details of the excursion well in advance of the date to enable them to make an informed decision about their child's participation (see *Parent/Carer/Guardian Information and Consent to Participate Instructions – Interstate Excursion* (page 22) for list of information to be provided to parents/carers/guardians).
- 6.3 The excursion leader confirms, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout

the excursion.

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

7 ACCOMMODATION

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

8 STUDENTS WHO ARE BILLETED

- 8.1 When planning an excursion that involves students being billeted, the following actions must be undertaken by the excursion leader:
 - a) advise the parent(s) in the host family of their responsibilities;
 - b) confirm the parent(s) in the host family have completed an *Undertaking to Provide a Billet* form giving an assurance to provide a safe and secure home environment for each billeted student;

- c) confirm that where students are billeted in a host family, all adults on the premises during the period of the billet have a valid Working with Children Check;
 - d) confirm that a nominated member of the supervisory team:
 - is contactable for the duration of the billet;
 - contacts the student(s) regularly (daily) during the period of the billet to monitor and assess the student(s) emotional and physical wellbeing (this could be achieved via the use of identified strategies such as use of student daily journals);
 - has access to transport in order to visit the student(s) at short notice;
 - will remove the student(s) from the host family immediately if it is determined a student(s) is at risk or the placement is compromised, and make appropriate alternative arrangements;
 - has current professional learning regarding child abuse and abuse prevention and/or knowledge of the Department's *Child Protection in Department of Education Sites Policy and Procedures*; and
 - has provided student(s) with key messages from the protective behaviours program prior to any overnight billet as part of the preparation, as deemed appropriate by the school.
 - e) confirms that the accommodation includes:
 - a private bedroom or one shared with a student of the same gender (where a student is one sex but expresses the gender identity of a different sex, an assessment needs to be undertaken as to whether their gender identity can be safely accommodated);
 - private bathing and toilet facilities;
 - any special requirements (e.g. avoidance of asthma triggers); and
 - no exposure to passive smoking.
- 8.2 It is recommended that the authorising principal makes contact with the principal of a school in the locality where the billeting is to occur and seeks information regarding the suitability of host families and the billeting arrangements. The principal needs to confirm that parents/carers/guardians are fully informed of the processes undertaken by the host school, to confirm the suitability of the family with whom the student is to be billeted, prior to providing consent for their child to participate in the excursion.

9 SUPERVISION STRATEGIES

- 9.1 The *Proposal for Interstate Excursion* 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 and emergency evacuation procedures etc.
- 9.2 Supervision strategies are to address the circumstance where students are not in clear view of the supervisor(s).
- 9.3 It is recommended supervisors not be permitted to take their own children on an excursion, unless the children are members of the student group for whom the excursion is intended. Where the viability of the excursion is impacted, the principal determines whether the supervisor is able to meet the duty of care requirements while supervising their own child.
- 9.4 Volunteers and external providers have a right to refuse a request to personally care for students and to have their decision respected by members of the teaching staff. Non-teaching staff may also refuse a request from a member of the teaching staff to personally care for students unless the request relates to a task that they are required to perform as part of their normal duties.
- 9.5 Approved Providers cannot lead an interstate or international excursion without a Department of Education employee who is a Supervisor.

10 IDENTIFICATION OF EXCURSION PARTICIPANTS

- 10.1 A system for the identification of excursion participants should be developed. This should take into account information from the Risk Assessment such as an assessment of the environment, students' capacity, the type of activities to be undertaken, the number of students, necessity for photo identification and the student-to-supervisor ratio. The *Proposal for Interstate Excursion* includes a brief description of the system.
- 10.2 All documentation is to be taken on the excursion including participant lists, parent consents, medical information and emergency contact information. Records may be carried by excursion supervisors on electronic devices, but should not require an internet connection to be accessible.

11 COMMUNICATION STRATEGIES

- 11.1 A communication strategy that enables regular communication among all members of the group may include public address systems, megaphones, mobile phones, air horns, whistles and scheduling regular group meetings.
- 11.2 The communication strategy needs to be explained to all participants and clearly identifies:
- a signal for gaining the full 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.
- 11.3 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) or a satellite telephone, or a pre-determined schedule of check ins with a nominated contact person at the school.

12 BRIEFING STUDENTS AND SUPERVISORS

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

13 TRANSPORT ARRANGEMENTS

- 13.1 Transport by air is to be confined to recognised commercial operators.
- 13.2 Vehicles used to transport students on school excursions must comply with relevant laws regarding the restraint of children. For more information, visit the [Road Safety Commission](#) website.
- 13.3 Excursion leaders must confirm that students are wearing any seat belts that are available. If anchor points (for child restraints) or lap sash seat belts (for booster seats) are available in the bus, the use of a restraint that is appropriate to the age and size of the child should be encouraged, where feasible.
- 13.4 Principals verify any bus drivers contracted by the school have a current *Working with Children Check*.

- 13.5 Principals verify any school staff who drive vehicles with a seating capacity in excess of 12 persons have an appropriate valid licence.
- 13.6 All Department vehicles, including buses, shall only be driven by Department employees or other authorised people engaged in school education programs. Parents/carers/guardians or other people licensed to drive a bus are not permitted to drive Department vehicles.
- 13.7 The use of private vehicles can only be authorised by the principal where there is no other reasonable option. Vehicles used to transport students are required to have comprehensive motor vehicle insurance cover and to be suitable for such use. principals are to sight current, valid driver's licences for all drivers.
- 13.8 Where parents/carers/guardians have given approval for their child to make their own transport arrangements to and/or from a venue, a member of the supervisory team needs to acknowledge the arrival and approve the departure of the student from the venue.
- 13.9 If a student is required to leave an excursion prior to the scheduled time, a member of the supervisory team needs to be satisfied that appropriate arrangements are in place for the student to safely reach their destination.
- 13.10 If an 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.

14 LOCATION AND VENUES

- 14.1 The Proposal for Interstate Excursion specifies the name and address of the venue and provides an explanation of the venue's suitability and why it is the preferred venue.
- 14.2 Information on the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required may be sought from:
- previous experience with the location or venue;
 - Traditional Owner, Knowledge Holders, Elders and local Aboriginal community members regarding protocols associated with places or materials of cultural significance;
 - the local Government Authority Environmental Health or Building Services Department;
 - Department of Fire and Emergency Services or the local Police;
 - the Department of Biodiversity, Conservation and Attractions or the local land manager (for natural sites such as beaches or forests);
 - other schools that have visited the venue or site within the last six months;
 - the external provider or tour organiser; or
 - the *Recreation and Outdoor Education Activities for Public Schools Procedures*.
- 14.3 An evacuation plan and who manages an evacuation is identified, included in the Supervision Strategies and communicated to all members of the supervisory team.
- 14.4 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.

15 EXTERNAL PROVIDERS

- 15.1 The *Proposal for Interstate Excursion* includes the name and contact details of all external providers, and provide an explanation of the provider's suitability and why they are the preferred provider.
- 15.2 The suitability of an external provider may be determined from the verbal or written information they provide related to:
- recent experience (including maintained log books);
 - current qualifications, accreditation and any other relevant training; and

- public liability insurance (see Section 17 *Insurance Cover for External Providers* (page 10) for insurance cover information).

15.3 Where an external provider is engaged:

- the respective responsibilities of staff need to be clearly established with the manager of the venue/external provider; and
- any adult involved in activities with students needs to have a current Working with Children Check in accordance with the Department's Working With Children Checks in Department of Education Sites Policy.

16 INSURANCE COVER FOR STUDENTS

- 16.1 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.
- 16.2 Students who do not have the Department's Travel cover are not able to participate in the excursion.

17 INSURANCE COVER FOR EXTERNAL PROVIDERS

- 17.1 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.
- 17.2 The excursion leader must obtain a copy of the external provider's Certificate of Currency and attach to all excursion proposals.
- 17.3 For further information, download the most recent version of the Department of Education Insurance and Claims Management Guide (Guide) (staff only). The Guide is intended for internal Department use only. Further information on insurance is available from legal services by email legalservices@education.wa.edu.au.

18 EMERGENCY RESPONSE PLANNING

- 18.1 The *Proposal for Interstate Excursion* 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.
- 18.2 Refer to Section A.14.2 of *Recreation and Outdoor Education Activities in Public Schools Procedures, Appendix A: General Requirements* for emergency response plan requirements.
- 18.3 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 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.
- 18.4 Staff at the school are to be able to contact excursion supervisors and provide support for students or their families if required. Copies of all documentation including the proposal, approvals, parent consents, participant lists and updated emergency medical and contact information must be accessible to staff at the school, during the excursion.
- 18.5 The use of local first aid and emergency services should be investigated as part of an emergency response plan.
- 18.6 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.
- 18.7 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).

- 18.8 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.
- 18.9 A response plan needs to be developed that includes access to emergency support without compromising the safety and welfare of the group or casualty.
- 18.10 Emergency procedures, including emergency signals, need to be clearly understood by all students and supervisors.
- 18.11 All supervisors need to be familiar with evacuation procedures and, where appropriate, the location of emergency equipment.

19 DETAILED COSTING OF EXCURSION

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

20 INFORMATION TO PARENT/CARER/GUARDIAN FOR THEIR CONSENT

- 20.1 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 Template. This information includes full details of:
- the purpose of the excursion;
 - date(s);
 - activities to be undertaken;
 - duration of activity(ies);
 - location of activity(ies);
 - student contact arrangements during the excursion;
 - transport arrangements;
 - cost;
 - information about fundraising activities including notification of the Department's guidelines for refunds of fundraising monies, (see the *Camps and Excursions Planning Guidelines* for appropriate wording);
 - supervision to be provided (number of supervisors and number of students);
 - staff action in case of student accident, illness or inappropriate behaviour on the excursion;
 - liability for loss or damage to student property and medical costs incurred in case of accident or illness;
 - any potential losses that may be incurred due to unforeseen cancellations; and
 - any special clothing or other items required.
- 20.2 Interpreter and translator services should be used, as required, to provide the parents/carers/guardians of culturally and linguistically diverse students with the necessary information regarding the excursion.
- 20.3 Students participating in an excursion only engage in activities for which parent/carer/guardian permission has been obtained.
- 20.4 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.

21 RECORD KEEPING

21.1 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.

INTERSTATE EXCURSION TEMPLATES

TEMPLATE 1: INTERSTATE EXCURSION: PROPOSAL

The authorised excursion leader completes the following information for the proposed excursion. Additional documents may be attached where required. The principal thoroughly checks each aspect of the proposal form before signing.

School:			
Class/Year groups:			
Excursion to:		No. of students attending:	
Departure date and time:		Is any activity in the excursion water based?	Yes/No
Return date and time:			
Excursion leader:			
Documents attached:	Names, addresses (home and away) and contact details of students, supervisors and emergency contact		<input type="checkbox"/>
	Up-to-date student health care plans and information		<input type="checkbox"/>
	Parent /Carer/Guardian consent forms		<input type="checkbox"/>
	Detailed itinerary and accommodation details		<input type="checkbox"/>
	Emergency contact details (Appendix J of the <i>Official Travel Policy and Procedures</i>)		<input type="checkbox"/>
	Evidence of student insurance documents		<input type="checkbox"/>
	Additional documents (please list)		
Educational purpose of excursion			
The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum and/or senior secondary WACE courses/programs.			<input type="checkbox"/>
Details:			
Educational benefit of excursion			
The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done through a non-interstate excursion or in the classroom/school environment.			<input type="checkbox"/>
Details:			

<p>Venue/site for the excursion The venue or site for the excursion is suitable for the student group.</p>	<input type="checkbox"/>
Details:	
<p>Risk assessment The risk management plan covers proposed alternative arrangements in circumstances where part of the excursion or any activities scheduled for the excursion are unable to proceed.</p>	<input type="checkbox"/>
Details	
<p>The risk assessment considers and documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the number of students, their age range, and the students' experience, capacity and behaviour; <input type="checkbox"/> the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue; <input type="checkbox"/> the method of transport to the excursion venue and all activities, including details of seatbelt availability and use of seatbelts on buses; <input type="checkbox"/> issues that might arise due to the length of time of the excursion and/or possible weather events; <input type="checkbox"/> additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with the <u>Recreation and Outdoor Education Activities for Public Schools Procedures</u>; <input type="checkbox"/> any medical or behavioural conditions that need to be managed; and <input type="checkbox"/> any special clothing or required items that should be taken on the excursion by students and supervisors. <input type="checkbox"/> Refer to Section A.14.1 of <u>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</u> for risk management plan requirements and templates. <input type="checkbox"/> Refer to Section A.14.2 of <u>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</u> for emergency response plan requirements. 	
<p>Approvals All approvals as required under the <u>Official Travel Policy and Procedures</u> and from principals of any other school attended by participating students have been obtained. (Forms attached)</p>	<input type="checkbox"/>
Details:	
<p>Students' capacity Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by the principal of any other participating school.</p>	<input type="checkbox"/>

Details:

Supervisory team

An appropriately qualified supervisor, a suitable supervisory team, supervision strategies and a system for identifying excursion participants, have been established.

Supervision strategies have been established with the supervisory team.

Systems for identifying excursion participants have been established.

Details:

Communication strategy

An appropriate communication strategy has been established and communicated to all those attending the excursion.

Details:

Transport arrangements

Arrangements have been made for the safe transport of excursion participants, including details of seatbelt availability and use of seatbelts on buses.

All travel arrangements have been made in adherence to the Official Travel Policy.

Details:

<p>Accommodation Safe and secure accommodation arrangements has been made. <input type="checkbox"/></p>
<p>Details:</p>
<p>Briefing Students and Supervisors All relevant information about respective responsibilities and obligations has been communicated to students and supervisors. The excursion leader has confirmed, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout the excursion. <input type="checkbox"/></p>
<p>Details:</p>
<p>Students who are billeted Host families have completed an <i>Undertaking to Provide a Billet</i> form. <input type="checkbox"/></p> <p>Risk management processes are in place for students who are billeted. Records are kept including name, address, contacts of homesteads use on billet, which may be requested on notice.</p>
<p>Details:</p>
<p>Emergency response planning An emergency response plan (including full contact details for school staff) has been developed, provided to and retained by the principal of the school. <input type="checkbox"/></p> <p>Refer to Section A.14.2 <u><i>Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements</i></u> for emergency response plan requirements.</p>
<p>Details:</p>

There are clear procedures to be followed in the event a student's participation on the excursion is terminated.	<input type="checkbox"/>
Working with children checks There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.	<input type="checkbox"/>
Detailed cost of excursion The excursion has been properly costed, with details of staff costs including expenses and teacher relief. <i>The excursion has been properly costed.</i> <i>Parents/carers/guardians have been informed of all fundraising provisions.</i> <i>Parents/carers/guardians have been informed that any fundraising monies that remain with the school in case of cancellation.</i>	<input type="checkbox"/>
<i>Anticipated cost of staff participation</i> Expenses: _____ Teacher relief: _____ Other: _____	
Insurance cover Travel insurance for students has been arranged through the Department and information has been provided to parents/carers/guardians. All documents have been retained and appropriately stored.	<input type="checkbox"/>
Details, for example <i>30 x students x \$75 allocated to account XXXX regarding the international excursion to XYZ.</i>	
Waivers <i>No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.</i>	<input type="checkbox"/>
External providers Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established.	<input type="checkbox"/>
Refer to Part B of <u>Appendix D: External Providers Checklist</u> in the <u>Recreation and Outdoor Education Activities in Public Schools Procedures</u> for emergency response plan requirements.	<input type="checkbox"/>
Details:	
All documents have been retained and appropriately stored.	<input type="checkbox"/>

Information to parent/carer/guardian for their consent	
Parents/carers/guardians have been provided with full details of the excursion including mode of transport and details of seatbelt availability and use of seatbelts on buses, and have provided signed, and informed consent.	<input type="checkbox"/>
Students who are over 18 years of age have been provided with full details of the excursion and have signed an <i>Excursion Participation Agreement</i> . (if applicable).	<input type="checkbox"/>
Authorised Excursion Leader _____ Date _____	

TEMPLATE 2: INTERSTATE EXCURSION: DECLARATION BY PRINCIPAL OF A PUBLIC SCHOOL

APPROVAL OF INTERSTATE EXCURSION

DECLARATION BY PRINCIPAL OF A PUBLIC SCHOOL

PROPOSED EXCURSION TO: _____

DATES: _____

I, _____, Principal of _____

school declare that I have sighted all relevant documentation and confirm that all of the following documentation and actions below have been completed:

- The proposed excursion has a clear educational purpose in the context of the syllabuses of the K-10 Western Australian Curriculum and/or senior secondary WACE courses/programs (as per Proposal Form).
- The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done through a non-interstate excursion or in the classroom/school environment (as per Proposal Form).
- A comprehensive risk assessment has been conducted and a risk management plan completed.
- No high risk activities are included.
- 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.
- All approvals required under the Official Travel Policy and from Principals of any other school attended by participating students and staff 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 the Principal of any other participating school.

- An appropriately qualified supervisor and suitable supervisory team, supervision strategies and system for identifying excursion participants has been established.
- An appropriate communication strategy and information about respective responsibilities and obligations have been established and communicated to all Excursion attendees.
- Arrangements have been made for the accommodation and safe transport of excursion participants, including advising parents/carers/guardians of the details of seatbelt availability and use of seatbelts on buses.
- Risk management processes are in place for students who are billeted (if applicable).
- An emergency response plan (including full contact details for school staff) has been developed and retained by the Principal of the school.
- There are clear procedures to be followed in the event a student's participation on the excursion is terminated.
- 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 expenses and teacher relief.
- Parents/carers/guardians have been 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.
- Travel insurance for students has been arranged through the Department and information has been provided to parents/carers/guardians.
- No waivers have been, or will be, signed.
- Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established.

Parents/carers/guardians have been provided with full details of the excursion including mode of transport and details of seatbelt availability and use of seatbelts on buses, and have provided signed, informed consent.

Students who are over 18 years of age have been provided with full details of the excursion and have signed an *Excursion Participation Agreement* (if applicable).

Based on the Principal's declaration, the proposed excursion is:

Approved by the Principal

Signature _____

Date _____

TEMPLATE 3: INTERSTATE EXCURSION: PARENT/CARER/GUARDIAN INFORMATION AND CONSENT TO PARTICIPATE – INSTRUCTIONS

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

Schools 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;
- supervisory team;
- supervision roster;
- costs;
- any additional information regarding special clothing or item requirements, food;
- travel insurance requirements; and
- water based excursion additional information.

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

- emergency contact information
- relevant additional medical information not already held by the school relating to their child;
- acknowledgment of the supervision arrangements; and
- acknowledgement of mode of transport and associated details, including details of seatbelt availability and use of seatbelts on buses.

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

TEMPLATE 4: INTERSTATE EXCURSION: PARENT/CARER/GUARDIAN INFORMATION AND CONSENT TO PARTICIPATE

Dear Parent/Carer/Guardian,

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

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

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

**TEMPLATE 5: INTERSTATE EXCURSION: PARENT/CARER/GUARDIAN
INFORMATION AND CONSENT TO PARTICIPATE**

Child's name:			
Class / Year:			
Excursion to:			
Student health considerations			
If your child's medical condition has changed or your child has special needs, please provide full details and include any relevant medical details on the attached Student Health Care Summary.			
Special considerations			
If the proposed excursion poses 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>			
Details:			
Parent/carer/guardian consent			
I give permission for my child to receive medical treatment in case of emergency.			
I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion, unless the school or its employees are proven to be negligent.			
I give permission for my child to travel on a bus with or without seatbelts.			
Emergency Contact			
Name		Name	
Daytime Contact		Daytime Contact	
After hours		After hours	
Mobile		Mobile	
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: INTERSTATE 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: INTERSTATE EXCURSION: STUDENTS WHO ARE OVER 18 YEARS OF AGE EXCURSION PARTICIPATION AGREEMENT - INTERSTATE SCHOOL EXCURSION

Dear _____

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

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

Excursion Leader signature:	
Principal signature:	
Date:	

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

TEMPLATE 8: INTERSTATE EXCURSION: STUDENTS WHO ARE OVER 18 YEARS OF AGE EXCURSION PARTICIPATION AGREEMENT - INTERSTATE SCHOOL EXCURSION

Student name:	
Class – Year:	
Excursion to:	
<p>Student health considerations If your medical condition has changed or you have special needs, please provide full details and include any relevant medical details on the attached Student Health Care Summary.</p>	
<p>Special considerations If the proposed excursion poses any health risks in addition to those identified in the Student Health Care Summary, please outline 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></p>	
<p>Emergency medical consent I give permission to receive medical treatment in case of emergency. I am aware that the school and its employees are not responsible for personal injuries or property damage that may occur on an excursion, unless the school or its employees are proven to be negligent.</p>	
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: INTERSTATE 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: INTERSTATE EXCURSION: UNDERTAKING TO PROVIDE A BILLET

For billets within Australia

Dear Parent/Carer/Guardian

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

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

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

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

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

Yours sincerely

Principal

Date

.....✂.....

Excursion Leader _____

Undertaking to provide a billet

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

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

 Name Signature

 Relationship to student Date

TEMPLATE 11: INTERSTATE 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.