

Excursion Procedures

WELLBEING POLICY: CONNECT



Education



Table of Contents

Purpose and Rationale	2
NSW Department Policies	2
Approval Processes for Excursions	2
Risk Management	3
Procedures	
Day Excursions	3
Overnight Excursions	3
Interstate Excursions	3
Overseas Excursions	4
Insurance on Excursions	4
Student Participation in Excursions	4
Refunds	4
Appendices	
1. Approval Processes for Excursions	6
2. Day Excursion Planning Procedures.....	7
3. Overnight Excursion Planning Procedures.....	8
4. Interstate Excursion Planning Procedures	9
5. Application for Approval for Excursion	10
6. Student Excursion Special Consideration Request form.....	27



Excursion Procedures

1. Rationale and Purpose

All school excursions must be educational, curriculum based and school directed. Excursions that are not curriculum based should not be undertaken. They are aimed at complementing and assisting classroom learning and enhancing pastoral care.

While recognising the potential benefits of an educational excursion, DHS recognises the need to ensure, where possible, excursions do not interrupt normal learning routines and place additional financial pressure on parents.

Furthermore, staff need to be aware of the legal responsibility for student welfare and their duty of care. Parents always have the right to choose for their child not to attend an excursion.

2. It is an expectation that any staff organising school excursions are familiar with, and have read, the following NSW Department of Education policy and procedures:

- 2.1. Excursion Policy which can be accessed via <https://education.nsw.gov.au/policy-library/policies/excursions-policy>.
- 2.2. Excursion Policy Implementation Procedures which can be accessed via <https://education.nsw.gov.au/policy-library/associated-documents/Proced.pdf>.

3. Approval Processes for Excursions

- 3.1. Appendix 1 outlines the Approval Processes for Excursions.
- 3.2. Pre-approval must be given by the Principal for overnight, interstate or overseas excursions before staff commence any organisation.
- 3.3. Preparations for interstate excursions should begin at least six (6) months before the departure date and be finalised one month before the date of departure. See Clause 7 for further information.
- 3.4. Preparations for overseas excursions must begin at least twelve (12) months before the departure date. Overseas excursions must be endorsed by the Principal and approved by the Executive Director, on the recommendation of the Director. See Clause 8 for further information.
- 3.5. The Principal must give written approval after giving due consideration to the planning, safety of all participants, adequate supervision and child protection, both of a physical and a sexual nature.
- 3.6. The Principal has the right to exclude a student from an excursion on the grounds of behaviour, risk to others or to the school's good name.
- 3.7. Child protection guidelines and Working with Children Checks for adult supervisors and assistants must be thoroughly checked by the Principal and excursion coordinator.



Excursion Procedures

4. Risk Management
 - 4.1. A risk assessment must be completed to ensure so far as is reasonably practicable, the health and safety of students, staff and excursion volunteers. The risk assessment should be completed in writing and signed by the teacher leading the excursion. The risk assessment will form part of the Variation to Routine documentation submitted for approval.
 - 4.2. [Risk Management Process and Proforma](#) provides advice on the major steps in the risk management process as it relates to school excursions. A sample risk management plan proforma for excursions is also provided.
 - 4.3. Excursion Coordinator should ensure that individual health care plans for students with health care needs or disabilities are reviewed and included with all excursion documentation.
 - 4.4. Teachers leading excursions involving sporting or physical activities should also consult the [Sport and Physical Activity in Schools, Safe Conduct Guidelines](#).
5. Procedures for **Day Excursions**
 - 5.1. Pre-approval from Head Teacher prior to commencing organisation
 - 5.2. Appendix 2 outlines the Excursion Planning Procedures that must be followed when organising a day excursion.
 - 5.3. Excursion Coordinator must complete and submit the *Application for Excursion* paperwork (Appendix 5) at least four (4) weeks prior to planned excursion date.
6. Procedures for **Overnight Excursions**
 - 6.1. Pre-approval from Principal and Head Teacher prior to commencing organisation
 - 6.2. Must have a minimum of two (2) staff members who must be approved by the Principal
 - 6.3. Co-educational groups must have at least one (1) male and one (1) female staff member
 - 6.4. Appendix 3 outlines the Excursion Planning Procedures that must be followed when organising an overnight excursion.
 - 6.5. Excursion Coordinator must complete and submit the *Application for Excursion* paperwork (Appendix 5) at least six (6) weeks prior to planned excursion date.
7. Procedures for **Interstate Excursions**
 - 7.1. Pre-approval from Principal and Head Teacher prior to commencing organisation
 - 7.2. Must have a minimum of two (2) staff members; one must be an Executive Member
 - 7.3. Co-educational groups must have at least one (1) male and one (1) female staff member
 - 7.4. Appendix 4 outlines the Excursion Planning Procedures that must be followed when organising an interstate excursion.
 - 7.5. Excursion Coordinator must complete and submit the *Application for Excursion* paperwork (Appendix 5) at least six (6) months prior to planned excursion date
8. Procedures for **Overseas Excursions**
 - 8.1. Staff wishing to organise an overseas excursion must discuss with the Principal the proposed excursion at least twelve (12) months prior to the planned departure date.



Excursion Procedures

- 8.2. The process for applying for an overseas excursion is outlined in the NSW Department of Education available via https://education.nsw.gov.au/policy-library/related-documents/os_excurs.docx
9. Insurance on excursion
- 9.1. Students are covered for ambulance cover only on excursions
- 9.2. If additional insurance is required, it is the responsibility of the parent to arrange
10. Student Participation in excursions
- 10.1. All DHS excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate
- 10.2. The Principal has the right to exclude a student from an excursion on the grounds of behaviour, risk to others or to the school's good name. The following circumstances may result in a student being deemed ineligible to attend a non-mandatory school related excursion:
- 10.2.1. Students who have been on a Faculty Monitor or Whole School Monitor in the past six (6) months may be excluded
- 10.2.2. Students who have been suspended in the past six (6) months may be excluded
- 10.3. Students who fall into the categories listed in 10.2.1 and 10.2.2 may apply to the Principal for special consideration. Students have to complete *Student Excursion Special Consideration Request* form (Appendix 6).
- 10.4. Student Behaviour on Excursion
- 10.4.1. Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded of expected standards of behaviour and the application of the school's discipline code.
- 10.4.2. Students are to adhere to the DHS ***Student Behaviour and Discipline Procedures***.
11. Refunds
- 11.1. Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter. If a student cannot attend an excursion, and subsequently requests a refund, the following considerations will need to be taken into account.
- 11.2. Parents who would like to request a refund for their child's non-attendance on a school excursion are required to apply in writing, clearly outlining the reason/s the student did not attend. This request will be forwarded to the Administrative Manager and Principal for their consideration. All refunds will be at their discretion and will generally be processed **after** all excursion accounts have been finalised. The decision whether to grant a refund request will take into consideration the following:
- 11.2.1. Whether a non-refundable amount has been indicated on an excursion. This amount will not be refunded to the student.
- 11.2.1.1. *An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalised, or the closing date of the excursion. Substitutions will be made at the*



Excursion Procedures

discretion of the Deputy Principal, Administration Manager and the teacher organising the excursion.

- 11.2.2. The costs of the excursion (e.g. transport, levies, etc.) and whether the total costs will be covered by the number of students that did attend.
- 11.2.3. Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc.).
 - 11.2.3.1. *For major excursions where travel is arranged through a travel agent, students are required to take out travel insurance to recover their money in the event they are unable to attend. Once arrangements are finalised the school is unable to arrange a refund.*
- 11.2.4. Whether the reason provided is “justifiable” and after consideration of the above points (*the below are examples only and all requests will be judged according to their merits*).
 - 11.2.4.1. Justifiable Reasons for a Refund Include:
 - 11.2.4.1.1. Illness/Injury – please provide medical certificate if available
 - 11.2.4.1.2. Hospitalisation, medical appointments – if supporting documentation provided.
 - 11.2.4.1.3. Bereavement in the family
 - 11.2.4.1.4. Family Holiday – but only if notified in advance of the excursion taking place
 - 11.2.4.2. Un-Justifiable Reasons for a Refund include:
 - 11.2.4.2.1. Forgetting, or changing your mind
 - 11.2.4.2.2. Personal/Family reasons (without further explanation)
 - 11.2.4.2.3. Part-time employment
 - 11.2.4.2.4. Being sent home during the course of an excursion due to misbehaviour
- 11.3. A fee may be deducted from the refund amount to cover administration costs. The administration fee will be \$5.00 or 10% of the excursion cost, whichever is the greater amount.

Appendix 1: Approval Processes for Excursions

The table below sets out the approval processes for intrastate, interstate and international excursions.

Excursion Type

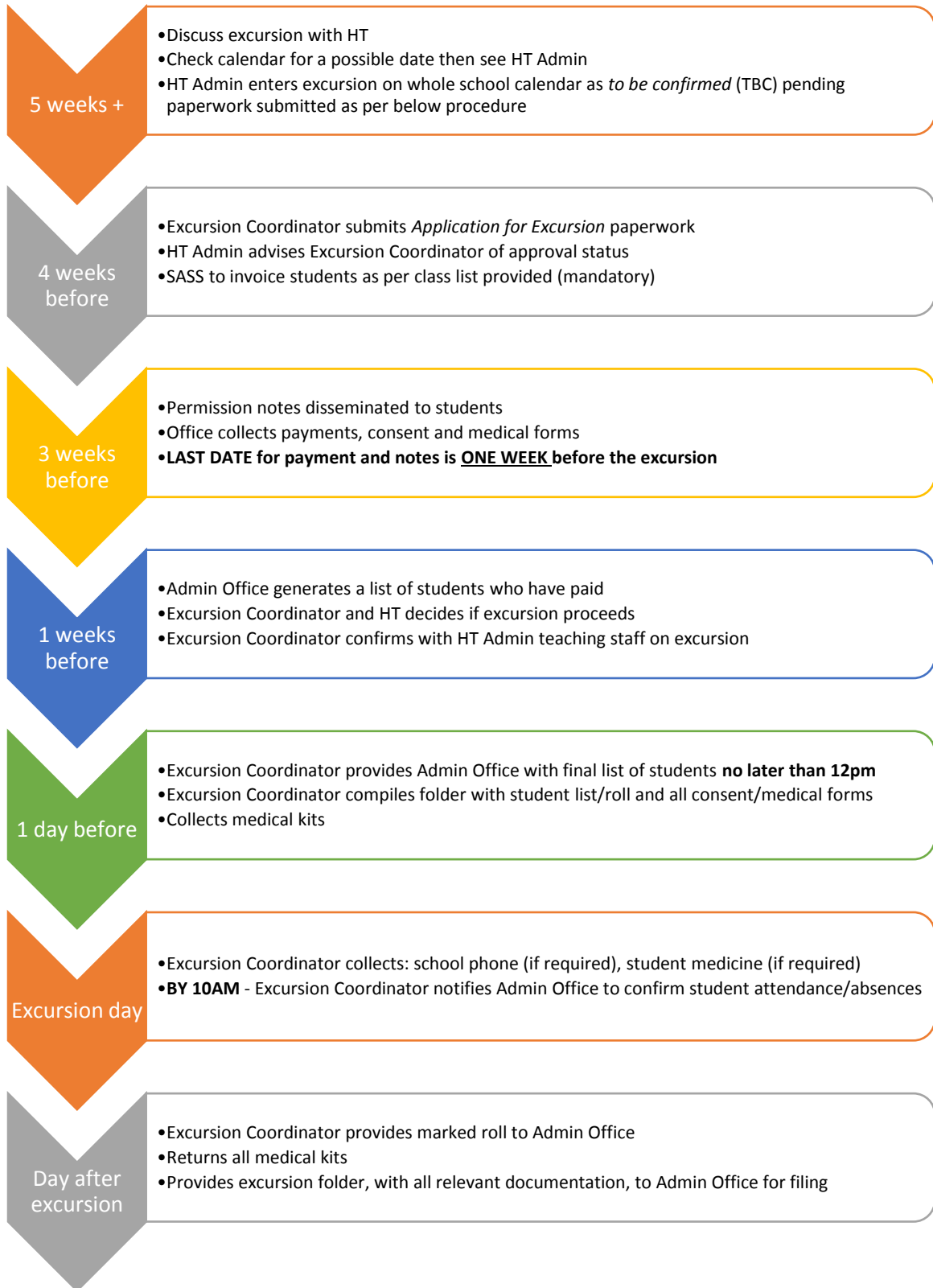
Excursion Approval Authority



Excursion Procedures

	<i>Supported by</i>	<i>Recommended By</i>	<i>Approved by</i>
Intrastate	Not required	Head Teacher	Principal
Interstate	Not required	Head Teacher	Principal
International	Principal	Director, Public Schools NSW	Executive Director, Public Schools NSW

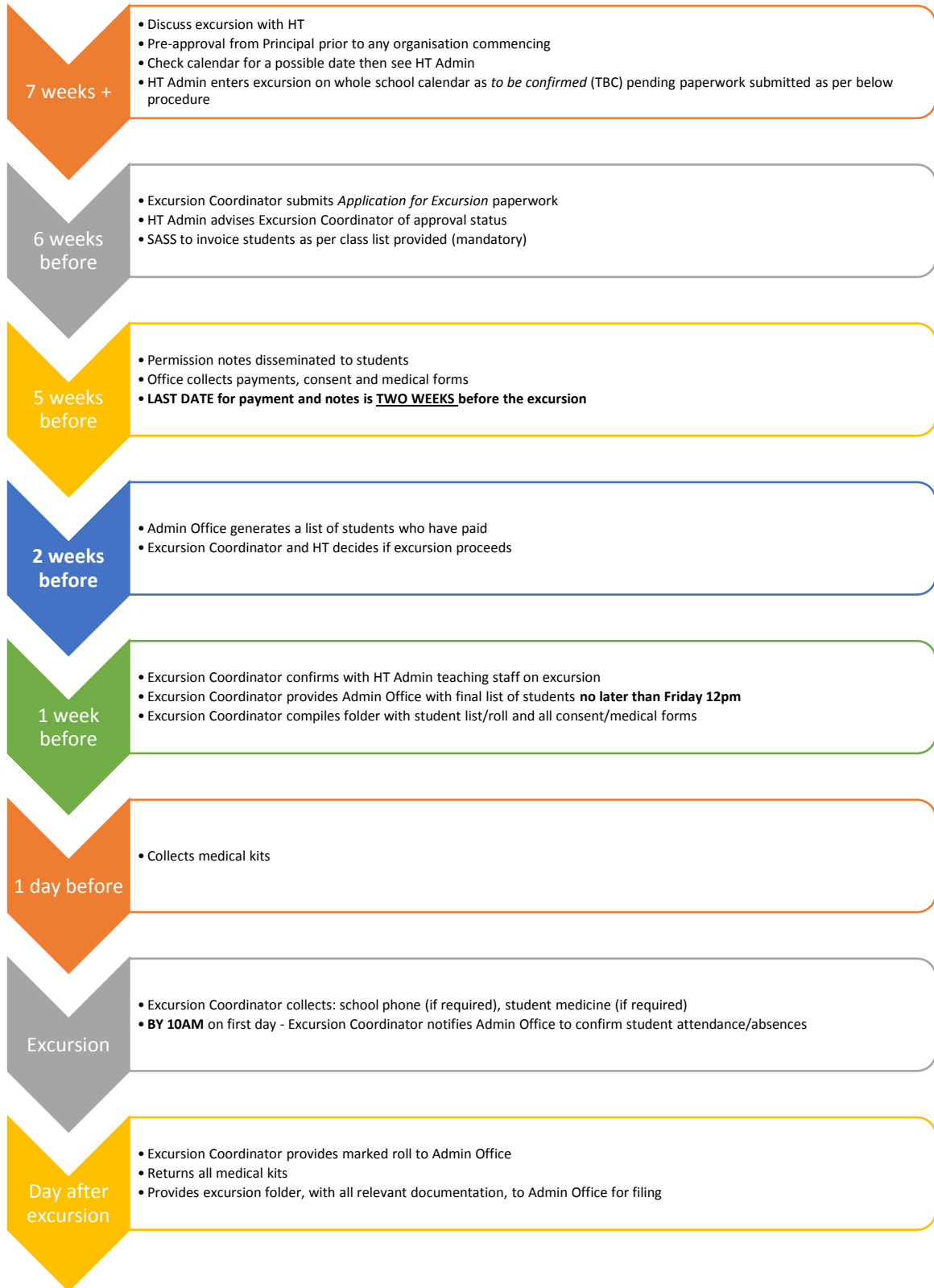
Appendix 2: Day Excursion Planning Procedures



Appendix 3: Overnight Excursion Planning Procedures



Excursion Procedures



Appendix 4: Interstate Excursion Planning Procedures



Excursion Procedures



Appendix 5: Application for Approval of Excursion

<p>Dungog High School</p> <h3>Application for Excursion</h3>
--



Excursion Procedures

Excursion to			
Date/s			
Number of school days		Number of non-school days	
Excursion Organiser			
Student Year/Class/Group involved			

Pages to be attached:

1. Excursion checklist
 - a. Consent Forms
 - i. Permission Note
 - b. Supervision
 - i. Risk Management Plan
 - ii. List of accompanying teachers
 - c. Cost of Excursion
 - i. Budget template
 - ii. Alternate activities
 - d. Other
 - i. List of students (mandatory requirement)
 - ii. Detailed itinerary
 - iii. Accommodation details (if applicable)



Excursion Checklist

Details <i>What is the educational value of the proposed excursion?</i>		
Consent Forms	<i>Is there a signed excursion consent form, with medical information, for each student? If incomplete why?</i>	
	<i>Evidence that parents have been informed in writing of all details is attached? (permission note)</i>	
Supervision	<i>Has a risk assessment been conducted?</i>	
	<i>Is a risk management plan attached?</i>	
	<i>Are there any unsupervised activities? If yes, what are they?</i>	
	<i>Is a list of teachers accompanying the students attached?</i>	
	<i>Have parents/caregivers been provided with details of supervision and risk reduction strategies?</i>	
	<i>Will a teacher with CPR and emergency care be present?</i>	
	<i>Are parents/caregivers/volunteers going? If yes, has they undergone the Work With Children Check with the Administration Office?</i>	
	<i>Have child protection issued been addressed?</i>	
Cost of Excursion	<i>What is the cost per student?</i>	
	<i>Is the Excursion Budget template completed and attached? If no, why not?</i>	
	<i>Have any gratuities, donations or subsidies (including free airline tickets) been received? If yes, how have these been applied?</i>	
	<i>Is the school fundraising to support the students? If yes, how?</i>	
	<i>Are there strategies in place to support students who cannot afford the excursions? Provide details of those strategies.</i>	
	<i>Are there alternate activities for non-attendees?</i>	
Other	<i>Have the staff and the Principal checked against the current Excursion Policy?</i>	



Excursion Procedures

	<i>Is a list of students, including gender and school year, attached?</i>	
	<i>Is a detailed itinerary attached?</i>	
	<i>Are details of accommodation, including names, addresses and phone numbers attached?</i>	
	<i>If applicable - Is the travel company an Australian registered one? If yes, note registration number.</i>	
	<i>Has all travel insurance been arranged by participants?</i>	
	<i>Will excursion documents be maintained at the school?</i>	

Please submit ALL documentation to the following for approval (**do not skip people out of order**):

Authorising Person	Signature <i>I have verified all documentation for this excursion</i>	Date
Excursion Coordinator		
Head Teacher		
Deputy Principal		
Principal		
Head Teacher Admin		

Once approved, **Head Teacher Admin**:

Adjust TBC calendar entry to CONFIRMED on whole school calendar	
Arrange copy of front cover to all HTs, Admin Office and Canteen	
Arrange necessary ILOs as required	
Advise Excursion Coordinator of approval status	
File excursion documentation	



Excursion Procedures

Dungog High School Consent Form – Day Excursion <i>(no water activity)</i>			
Excursion to			
Date/s			
Educational value			
Staff <i>(* indicates staff with current CPR qualifications)</i>	Excursion Coordinator		
	Accompanying staff		
Cost of excursion	\$ <ul style="list-style-type: none"> FINAL DATE FOR PAYMENT is _____ Payment methods: Cash / Cheque (made out to Dungog High School) / EFTPOS / Parent Online Payments (located at DHS website). Students who have not paid BEFORE the excursion will not be permitted to attend. Please be aware that non-payment of elective fees means that students cannot attend some excursions. 		
Travel arrangements	Depart from:		At:
	Return to:		At:
	Travelling by:		
Insurance	In the case of injury, students are only covered for ambulance travel. If additional insurance coverage is required please visit www.studentcover.com.au to arrange.		

Privacy advice
<p>The information provided on your student is being obtained for the purpose of this excursion. It will be used by the NSW Department of Education for educational and medical purposes only. Other persons and/or agencies that will be provided with this information any medical personnel for the purpose of medical treatment, if necessary. Provision of this information is required by law / voluntary. It will be stored securely. If you do not provide all or any of this information then your child will not be able to participate in this excursion. You may correct any personal information provided at any time by contacting the Excursion Coordinator on 4992 3022.</p>

This excursion has been approved by:

Excursion Coordinator

Principal



Excursion Procedures

EXCURSION CONSENT FORM (no water activity)

Student Name			
Year		Roll Call	
Excursion to			
Date/s			
Payment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.

I do / do not consent to my student participating in the above excursion

My son / daughter has the following special needs (please provide full details and include any relevant medical details):

I understand that my child will receive medical treatment in the case of an emergency.

Emergency Contact Name & number: _____

IMPORTANT NOTE:

When a medical practitioner has prescribed medication (including emergency medication) that will need to be administered during the excursion, parents are responsible for:

- Bringing this need to the attention of the school
- Ensuring that the information is updated if it changes
- Supplying the medication and any 'consumables' necessary for its administration in a timely way. The medication should be well within its expiry date.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication for the duration of the excursion. For some excursions the school will ask you to supply the medication in a different way to what has been already been agreed to by school. You may be asked to supply an additional adrenaline autoinjector (i.e. EpiPen® /Anapen®) for example.

I understand that photographs will be taken during this excursion and may be used in the school newsletter, website, school's social media sites, annual magazine, community newspaper etc. Please tick this box if you **DO NOT** wish your child's photograph to be used by the school for publicity purposes.

Signature: _____ Date: _____



Excursion Procedures

Dungog High School Consent Form – Day Excursion (<i>water activity</i>)			
Excursion to			
Date/s			
Educational value			
Staff <i>(* indicates staff with current CPR qualifications)</i>	Excursion Coordinator		
	Accompanying staff		
Cost of excursion	\$ <ul style="list-style-type: none"> FINAL DATE FOR PAYMENT is _____ Payment methods: Cash / Cheque (made out to Dungog High School) / EFTPOS / Parent Online Payments (located at DHS website). Students who have not paid BEFORE the excursion will not be permitted to attend. Please be aware that non-payment of elective fees means that students cannot attend some excursions. 		
Water or swimming activities - advice	<i>The excursion will involve the following water or swimming activities:</i>		
	<i>These activities will take place at</i>		
	<i>The school will provide the following flotation devices to students who may require assistance in the water:</i>		
Travel arrangements	Depart from:		At:
	Return to:		At:
	Travelling by:		
Insurance	In the case of injury, students are only covered for ambulance travel. If additional insurance coverage is required please visit www.studentcover.com.au to arrange.		

Privacy advice

The information provided on your student is being obtained for the purpose of this excursion. It will be used by the NSW Department of Education for educational and medical purposes only. Other persons and/or agencies that will be provided with this information any medical personnel for the purpose of medical treatment, if necessary. Provision of this information is required by law / voluntary. It will be stored securely. If you do not provide all or any of this information then your child will not be able to participate in this excursion. You may correct any personal information provided at any time by contacting the Excursion Coordinator on 4992 3022.

This excursion has been approved by:

Excursion Coordinator

Principal



Excursion Procedures

EXCURSION CONSENT FORM (water activity)

Student Name			
Year		Roll Call	
Excursion to			
Date/s			
Payment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.

I do / do not consent to my student participating in the above excursion

My son / daughter has the following special needs (please provide full details and include any relevant medical details):

I understand that my child will receive medical treatment in the case of an emergency.

Emergency Contact Name & number: _____

IMPORTANT NOTE:

When a medical practitioner has prescribed medication (including emergency medication) that will need to be administered during the excursion, parents are responsible for:

- Bringing this need to the attention of the school
- Ensuring that the information is updated if it changes
- Supplying the medication and any 'consumables' necessary for its administration in a timely way. The medication should be well within its expiry date.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication for the duration of the excursion. For some excursions the school will ask you to supply the medication in a different way to what has been already been agreed to by school. You may be asked to supply an additional adrenaline autoinjector (i.e. EpiPen® /Anapen®) for example.



Excursion Procedures

Water or swimming activities - response

In relation to the proposed water or swimming activities, I advise that my child is a: *(please tick one)*

strong swimmer average swimmer poor swimmer non-swimmer

I advise that my child requires the following flotation device to assist him/her in the water:

.....

I undertake to provide this device so that my child can participate in the excursion. Yes / No

I give / do not give permission for my child to participate in the water or swimming activities.

I understand that photographs will be taken during this excursion and may be used in the school newsletter, website, school's social media sites, annual magazine, community newspaper etc. Please tick this box if you **DO NOT** wish your child's photograph to be used by the school for publicity purposes.

Signature: _____ Date: _____



Excursion Procedures

Dungog High School Consent Form – Overnight Excursion <i>(no water activity)</i>			
Excursion to			
Date/s			
Educational value			
Staff <i>(* indicates staff with current CPR qualifications)</i>	Excursion Coordinator		
	Accompanying staff		
Cost of excursion	\$ <ul style="list-style-type: none">• FINAL DATE FOR PAYMENT is _____• <i>Payment methods: Cash / Cheque (made out to Dungog High School) / EFTPOS / Parent Online Payments (located at DHS website).</i>• <i>Students who have not paid BEFORE the excursion will not be permitted to attend.</i>• <i>Please be aware that non-payment of elective fees means that students cannot attend some excursions.</i>		
Travel arrangements	Depart from:		At:
	Return to:		At:
	Travelling by:		
Accommodation details			
Insurance	In the case of injury, students are only covered for ambulance travel. If additional insurance coverage is required please visit www.studentcover.com.au to arrange.		

Privacy advice

The information provided on your student is being obtained for the purpose of this excursion. It will be used by the NSW Department of Education for educational and medical purposes only. Other persons and/or agencies that will be provided with this information any medical personnel for the purpose of medical treatment, if necessary. Provision of this information is required by law / voluntary. It will be stored securely. If you do not provide all or any of this information then your child will not be able to participate in this excursion. You may correct any personal information provided at any time by contacting the Excursion Coordinator on 4992 3022.

This excursion has been approved by:

Excursion Coordinator

Principal



Excursion Procedures

EXCURSION CONSENT FORM (no water activity)

Student Name			
Year		Roll Call	
Excursion to			
Date/s			
Payment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.

I do / do not consent to my student participating in the above excursion

My son / daughter has the following special needs (please provide full details and include any relevant medical details):

I understand that my child will receive medical treatment in the case of an emergency.

Emergency Contact Name & number: _____

IMPORTANT NOTE:

When a medical practitioner has prescribed medication (including emergency medication) that will need to be administered during the excursion, parents are responsible for:

- Bringing this need to the attention of the school
- Ensuring that the information is updated if it changes
- Supplying the medication and any 'consumables' necessary for its administration in a timely way. The medication should be well within its expiry date.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication for the duration of the excursion. For some excursions the school will ask you to supply the medication in a different way to what has been already been agreed to by school. You may be asked to supply an additional adrenaline autoinjector (i.e. EpiPen® /Anapen®) for example.

I understand that photographs will be taken during this excursion and may be used in the school newsletter, website, school's social media sites, annual magazine, community newspaper etc. Please tick this box if you **DO NOT** wish your child's photograph to be used by the school for publicity purposes.

Signature: _____ Date: _____



Excursion Procedures

Dungog High School Consent Form – Overnight Excursion <i>(water activity)</i>			
Excursion to			
Date/s			
Educational value			
Staff <i>(* indicates staff with current CPR qualifications)</i>	Excursion Coordinator		
	Accompanying staff		
Cost of excursion	\$ <ul style="list-style-type: none"> FINAL DATE FOR PAYMENT is _____ Payment methods: Cash / Cheque (made out to Dungog High School) / EFTPOS / Parent Online Payments (located at DHS website). Students who have not paid BEFORE the excursion will not be permitted to attend. Please be aware that non-payment of elective fees means that students cannot attend some excursions. 		
Water or swimming activities - advice	The excursion will involve the following water or swimming activities:		
	These activities will take place at		
	The school will provide the following flotation devices to students who may require assistance in the water:		
Travel arrangements	Depart from:		At:
	Return to:		At:
	Travelling by:		
Accommodation details			
Insurance	In the case of injury, students are only covered for ambulance travel. If additional insurance coverage is required please visit www.studentcover.com.au to arrange.		

Privacy advice
<p>The information provided on your student is being obtained for the purpose of this excursion. It will be used by the NSW Department of Education for educational and medical purposes only. Other persons and/or agencies that will be provided with this information any medical personnel for the purpose of medical treatment, if necessary. Provision of this information is required by law / voluntary. It will be stored securely. If you do not provide all or any of this information then your child will not be able to participate in this excursion. You may correct any personal information provided at any time by contacting the Excursion Coordinator on 4992 3022.</p>

This excursion has been approved by:

Excursion Coordinator

Principal



Excursion Procedures

EXCURSION CONSENT FORM (water activity)

Student Name			
Year		Roll Call	
Excursion to			
Date/s			
Payment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.

I do / do not consent to my student participating in the above excursion

My son / daughter has the following special needs (please provide full details and include any relevant medical details):

I understand that my child will receive medical treatment in the case of an emergency.

Emergency Contact Name & number: _____

IMPORTANT NOTE:

When a medical practitioner has prescribed medication (including emergency medication) that will need to be administered during the excursion, parents are responsible for:

- Bringing this need to the attention of the school
- Ensuring that the information is updated if it changes
- Supplying the medication and any 'consumables' necessary for its administration in a timely way. The medication should be well within its expiry date.
- Collaborating with the school in working out arrangements for the supply and administration of the prescribed medication for the duration of the excursion. For some excursions the school will ask you to supply the medication in a different way to what has been already been agreed to by school. You may be asked to supply an additional adrenaline autoinjector (i.e. EpiPen® /Anapen®) for example.



Excursion Procedures

Water or swimming activities - response

In relation to the proposed water or swimming activities, I advise that my child is a: *(please tick one)*

strong swimmer average swimmer poor swimmer non-swimmer

I advise that my child requires the following flotation device to assist him/her in the water:

.....

I undertake to provide this device so that my child can participate in the excursion. Yes / No

I give / do not give permission for my child to participate in the water or swimming activities.

I understand that photographs will be taken during this excursion and may be used in the school newsletter, website, school's social media sites, annual magazine, community newspaper etc. Please tick this box if you **DO NOT** wish your child's photograph to be used by the school for publicity purposes.

Signature: _____ Date: _____



Excursion Procedures

Risk Management Plan

Dungog High School uses the NSW Department of Education Excursion Risk Management Plan Proforma that can be accessed via <https://education.nsw.gov.au/policy-library/policies/excursions-policy> (right hand side of screen, listed under *Related Documents*)

Excursion Risk Management Plan Proforma					
Name of school: Name of principal: Description and location of excursion: Date(s) of excursion:			Group/class: _____ Number in group/class: _____ Name of excursion coordinator: _____ Contact number: _____ Accompanying staff, parents, caregivers, volunteers:		
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Venue and safety information reviewed and attached: Yes / No					
Plan prepared by:		Position:		Date:	
Prepared in consultation ¹ with:					
Communicated to:					
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					



Accompanying Teachers

Teacher	Role	CPR – current	Emergency Care – current
	Excursion Coordinator		



Excursion Procedures

Budget Template

All excursion MUST submit the Budget template which is located on Sentral in Documents/Excursions/Excursion Budget Template.

1		DUNGOG HIGH SCHOOL - EXCURSION BUDGET					Incl Subsidies	
2	DP Approval						Exp Subsidies	XXX.
3								
4	Excursion Name				Date of Excursion		TIC Signature	
5	No of Students	Faculty		Teacher In Charge		HT Signature		
6								
7		COSTS: This section must be completed. Include all costs associated.						
8		NB Excursions of more than 30 students must include the cost of employing a casual teacher						
9								
10		Cost	Cheques Payable to Name:	No of Stud/Tchrs	(A) Cost each Including GST	(B) GST =(A) /11	(C) Cost Each Ex GST = A-B	(D) Chargeable Cost = (C) x No of Stud
11		Entry Fee 1				-	-	-
12		Entry Fee 2				-	-	-
13		Entry Fee 3				-	-	-
14		Transport				-		-
15		Accomm'n				-	-	-
16		Food				-		-
17		Cas Tchr	1 teacher per 30 students					-
18		Other				-	-	-
19		GST Exempt						-
20		GST Exempt						-
21								
22		1.	Total cost			-		-
23		2.	Less- Subsidies from (name)				(Amount)	
24								-
25		3.	Cost per student = <small>Cost of Exc divided by no of paying students</small>					
26								
27				No of Paying Students =			#DIV/0!	
28								
29		NB If parents or non students are attending they should be charged @student charge + 10% GST						
30								



Excursion Procedures

Appendix 6: Student Excursion Special Consideration Request form

STUDENT EXCURSION SPECIAL CONSIDERATION FORM

Student Name			
Year		Roll Call	
Excursion			
Date/s			

Please indicate why you have been excluded from the above excursion:

<input type="checkbox"/>	Faculty Monitor	<input type="checkbox"/>	Whole School Monitor	<input type="checkbox"/>	Suspension
--------------------------	-----------------	--------------------------	----------------------	--------------------------	------------

Please state why you believe you should be permitted to attend this excursion:

Signature: _____

Date: ____ / ____ / ____

PRINCIPAL USE ONLY

Request Approved: YES NO

Signature: _____

Date: ____ / ____ / ____