WELLBEING POLICY: CONNECT







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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.



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. <u>Risk Management Process and Proforma</u> 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 <u>Sport and Physical Activity in Schools</u>, <u>Safe Conduct Guidelines</u>.

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.



- 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 excluded10.3. 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



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

HS COPERITATI SPECTO

Excursion Procedures

	Supported by	Recommended By	Approved by
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

5 weeks +

- •Discuss excursion with HT
- •Check calendar for a possible date then see HT Admin
- •HT Admin enters excursion on whole school calendar as to be confirmed (TBC) pending paperwork submitted as per below procedure

4 weeks

- Excursion Coordinator submits Application for Excursion paperwork
- •HT Admin advises Excursion Coordinator of approval status
- •SASS to invoice students as per class list provided (mandatory)

3 weeks

- Permission notes disseminated to students
- •Office collects payments, consent and medical forms
- •LAST DATE for payment and notes is **ONE WEEK** before the excursion

1 weeks before

- •Admin Office generates a list of students who have paid
- •Excursion Coordinator and HT decides if excursion proceeds
- •Excursion Coordinator confirms with HT Admin teaching staff on excursion

1 day before

- •Excursion Coordinator provides Admin Office with final list of students no later than 12pm
- Excursion Coordinator compiles folder with student list/roll and all consent/medical forms
- •Collects medical kits

Excursion day

- Excursion Coordinator collects: school phone (if required), student medicine (if required)
- •BY 10AM Excursion Coordinator notifies Admin Office to confirm student attendance/absences

Day after excursion

- Excursion Coordinator provides marked roll to Admin Office
- •Returns all medical kits
- Provides excursion folder, with all relevant documentation, to Admin Office for filing

Appendix 3: Overnight Excursion Planning Procedures



- Discuss excursion with HT
- Pre-approval from Principal prior to any organisation commencing
- Check calendar for a possible date then see HT Admin
- HT Admin enters excursion on whole school calendar as to be confirmed (TBC) pending paperwork submitted as per below procedure

6 weeks

- Excursion Coordinator submits Application for Excursion paperwork
- HT Admin advises Excursion Coordinator of approval status
- SASS to invoice students as per class list provided (mandatory)

- Permission notes disseminated to students
- Office collects payments, consent and medical forms
- \bullet LAST DATE for payment and notes is $\underline{\text{TWO WEEKS}}$ before the excursion

2 weeks before

- Admin Office generates a list of students who have paid
- Excursion Coordinator and HT decides if excursion proceeds

before

- Excursion Coordinator confirms with HT Admin teaching staff on excursion
- Excursion Coordinator provides Admin Office with final list of students no later than Friday 12pm
- Excursion Coordinator compiles folder with student list/roll and all consent/medical forms

1 day before

• Collects medical kits

- Excursion Coordinator collects: school phone (if required), student medicine (if required)
- BY 10AM on first day Excursion Coordinator notifies Admin Office to confirm student attendance/absences

- Excursion Coordinator provides marked roll to Admin Office
- Returns all medical kits
- Provides excursion folder, with all relevant documentation, to Admin Office for filing

Interstate Excursion Planning Procedures Appendix 4:

HS PROSPERITATI SPECTO

Excursion Procedures

6 months +

- Discuss excursion with HT
- Pre-approval from Principal prior to any organisation commencing
- Check calendar for a possible date then see HT Admin
- HT Admin enters excursion on whole school calendar as to be confirmed (TBC) pending paperwork submitted as per below procedure

5 months +

- Excursion Coordinator submits Application for Excursion paperwork
- HT Admin advises Excursion Coordinator of approval status
- SASS to invoice students as per class list provided (mandatory)

1 months -

- Permission notes disseminated to students
- Office collects payments, consent and medical forms
- \bullet LAST DATE for payment and notes is $\underline{\text{TWO MONTHS}}$ before the excursion

2 months before

- Admin Office generates a list of students who have paid
- Excursion Coordinator and HT decides if excursion proceeds

1 month before

- Excursion Coordinator confirms with HT Admin teaching staff on excursion
- Excursion Coordinator provides Admin Office with final list of students no later than Friday 12pm
- Excursion Coordinator compiles folder with student list/roll and all consent/medical forms

1 day before

• Collects medical kits

Excursion

- Excursion Coordinator collects: school phone (if required), student medicine (if required)
- BY 10AM on first day Excursion Coordinator notifies Admin Office to confirm student attendance/absences

Day after excursion

- Excursion Coordinator provides marked roll to Admin Office
- Returns all medical kits
- \bullet Provides excursion folder, with all relevant documentation, to Admin Office for filing

Appendix 5: Application for Approval of Excursion

Dungog High School

Application for Excursion

HS COPENTATI SPECTO

Excursion Procedures

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

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	
What is the	
educational	
value of the	
proposed	
excursion?	
	Is there a signed
	excursion consent
	form, with medical
	information, for each
Consent	student? If
Forms	incomplete why?
1011113	Evidence that parents
	have been informed
	in writing of all
	details is attached?
	(permission note)
	Has a risk assessment been conducted?
	Is a risk management plan attached?
	Are there any unsupervised activities? If
	yes, what are they?
	Is a list of teachers accompanying the
	students attached?
	Have parents/caregivers been provided
C	with details of supervision and risk
Supervision	reduction strategies?
	Will a teacher with CPR and emergency
	care be present?
	Are parents/caregivers/volunteers going?
	If yes, has they undergone the Work With
	Children Check with the Administration
	Office? Have child protection issued been
	addressed?
	What is the cost per student?
	Is the Excursion Budget template
	completed and attached? If no, why not?
	Have any gratuities, donations or subsidies
	(including free airline tickets) been
	received? If yes, how have these been
C+-f	applied?
Cost of	Is the school fundraising to support the
Excursion	students? If yes, how?
	Are there strategies in place to support
	students who cannot afford the
	excursions? Provide details of those
	strategies.
	Are there alternate activities for non-
	attendees?

Other	Have the staff and the Principal checked	
Other	against the current Excursion Policy?	



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

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

Authorising Person	Signature	Date
	I have verified all documentation for this excursion	
Excursion Coordinator		
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	



Dungog High School						
	Consent Form	– Da	y Excur	sion (no wate	er activ	ity)
Excursion to						
Date/s						
Educational value						
Staff (* indicates staff with current CPR	Excursion Coordinat	or				
qualifications)	Accompanying staff					
Cost of excursion	 FINAL DATE FOR PAYMENT is					
	Depart from:				At:	
Travel arrangements	Return to:				At:	
	Travelling by:					
Insurance	In the case of injury insurance coverage		•			
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 Cool	Excursion Coordinator Principal					



EXCURSION CONSENT FORM (no water activity)

dent Name								
r	Roll Call							
ursion to								
e/s								
ment method (circle)	Cash / Cheque EFTPOS POP – Rec No.							
I do / do not conser	nt to my student participating in the above excursion							
My son / daughter relevant medical de	has the following special needs (please provide full details and include any							
reievant medicai de	etalis):							
Lundarstand that m	by shild will resolve medical treatment in the case of an emergency							
I understand that m	ny child will receive medical treatment in the case of an emergency.							
	ny child will receive medical treatment in the case of an emergency.							
Emergency Contac	ct Name & number:							
Emergency Contaction IMPORTANT NOTE:	ct Name & number:							
Emergency Contact IMPORTANT NOTE: When a medical pro-	ect Name & number: actitioner has prescribed medication (including emergency medication) that will							
Emergency Contact IMPORTANT NOTE: When a medical pro-	ct Name & number:							
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Dungog High School						
	Consent Form	n – Day Excursion (wate	r activit	ty)		
Excursion to						
Date/s						
Educational value						
Staff (* indicates staff with	Excursion Coordinat	or				
current CPR qualifications)	Accompanying staff					
Cost of excursion	 FINAL DATE FOR PAYMENT is					
Water or swimming activities - advice	swimming activities: These activities will ta The school will provide	ke place at the following flotation devices to the assistance in the water:				
Travel arrangements	Depart from:		At:			
Travel arrangements	Return to: Travelling by:		At:			
Insurance		, students are only covered for an is required please visit www.stud				
Department of Education f this information any medic required by law / voluntary be able to participate in th Excursion Coordinator on 4	or educational and medical personnel for the purple. It will be stored secure is excursion. You may co	obtained for the purpose of this excurcal purposes only. Other persons and pose of medical treatment, if necessally. If you do not provide all or any of rrect any personal information provide by:	d/or ager ary. Provi this info	ncies that will be provided with ision of this information is rmation then your child will not		
Excursion Coordinator Principal						



Student Name

Excursion Procedures

EXCURSION CONSENT FORM (water activity)

Year		Roll Ca	II	
Excursion to		·		
Date/s				
Payment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.	
	it to my student particip nas the following special tails):	-		nd include any
I understand that m	y child will receive medi	ical treatment	in the case of an eme	ergency.
Emergency Contac	t 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.



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 newspaper etc.
Signature: Date:



	I	Dungog High S	School		
Co	nsent Form – C	Overnight Ex	cursion (no	water d	activity)
Excursion to					
Date/s					
Educational value					
Staff (* indicates staff with	Excursion Coordinat	or			
current CPR qualifications)	Accompanying staff				
Cost of excursion	Parent Online Po Students who ha	ds: Cash / Cheque ayments (located ave not paid BEFC e that non-payme	at DHS website). ORE the excursion	will not	igh School) / EFTPOS / t be permitted to attend. that students cannot attend
	Depart from:			At:	
Travel arrangements	Return to:			At:	
	Travelling by:				
Accommodation details					
Insurance	In the case of injury insurance coverage		•		
Privacy advice					
NSW Department of Edu be provided with this inf Provision of this informa of this information then information provided at	cation for educationa ormation any medical tion is required by law your child will not be any time by contacting	I and medical pur personnel for the I / voluntary. It w able to participate g the Excursion Co	poses only. Othe e purpose of med ill be stored secu e in this excursion	r persor lical trea rely. If y n. You m	ou do not provide all or any nay correct any personal
Excursion Coo	has been approved	ωy.			



EXCURSION CONSENT FORM (no water activity)

r		Roll Call		
ursion to		-		
e/s				
ment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.	
My son / daughter h relevant medical der	nt to my student particip nas the following special tails):	l needs (please p	provide full details an	
IMPORTANT NOTE: When a medical pra	actitioner has prescribed			
need to be administ	tered during the excursion	•		nedication) that will
 Ensuring that th Supplying the m The medication Collaborating wi the prescribed m ask you to suppl 	ed to the attention of the information is update nedication and any 'cons' should be well within it it the school in workin medication for the durately the medication in a dig be asked to supply and	on, parents are references sumables' necesses expiry date. gout arrangemention of the excurifferent way to v	sary for its administr ents for the supply a sion. For some excu what has been alreac	ration in a timely way. Ind administration of rsions the school will by been agreed to by
 Ensuring that th Supplying the m The medication Collaborating wi the prescribed m ask you to suppl school. You may *) for example. I understand that photo website, school's social 	ne information is update nedication and any 'cons should be well within it it the school in workin medication for the durately the medication in a di	on, parents are references school ed if it changes sumables' necesses expiry date. If you arrangement of the excurifferent way to wadditional adrenum this excursion at azine, community	sary for its administrents for the supply a sion. For some excuphat has been alread aline autoinjector (i.e., and may be used in the newspaper etc. Please	ration in a timely way. nd administration of rsions the school will been agreed to by e.e. EpiPen® /Anapen



	[Dungo	g High So	hool		
C	onsent Form –	Over	night Ex	cursion (vater a	ctivity)
Excursion to						
Date/s						
Educational value						
Staff (* indicates staff with current CPR	Excursion Coordinat	or				
qualifications)	Accompanying staff					
Cost of excursion	Parent Online PoStudents who ho	ds: Cash ayments ave not p that no	/ Cheque ((located a paid BEFOR	DHS website, E the excursio). n will no	- High School) / EFTPOS / ot be permitted to attend. s that students cannot attend
Water or swimming activities - advice	The excursion will invo swimming activities: These activities will ta The school will provide students who may req	ke place	at owing flotati	on devices to		
	Depart from:				At:	
Travel arrangements	Return to:				At:	
	Travelling by:					
Accommodation details						
Insurance			•			e travel. If additional <u>er.com.au</u> to arrange.
Privacy advice						
this information any medica required by law / voluntary, be able to participate in this Excursion Coordinator on 49	or educational and medical personnel for the purple. It will be stored secures excursion. You may co	ical purpo pose of m ely. If you rrect any	oses only. Of nedical treat do not prov	her persons and ment, if necessing ide all or any of	d/or ager ary. Prov this info	ncies that will be provided with ision of this information is rmation then your child will not
	has been approved	υy.		Oringinal		
Excursion Cool	iuiilalui			Principal		



EXCURSION CONSENT FORM (water activity)

Student Name				
Year		Roll Cal	I	
Excursion to				
Date/s				
Payment method (circle)	Cash / Cheque	EFTPOS	POP – Rec No.	
My son / daughter hrelevant medical de	t to my student particip las the following special tails):	needs (please	provide full details a	

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

Emergency Contact Name & number: _____

- 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.



Water or swimming activity	ties - response		
In relation to the proposed one)	water or swimming a	ctivities, I advise that m	y child is a: (<i>please tick</i>
strong swimmer [average swimmer	poor swimmer	non-swimmer
I advise that my child requ	ires the following flota	tion device to assist hin	n/her in the water:
I undertake to provide this	device so that my chil	d can participate in the	excursion. Yes / No
I give / do not give permiss	ion for my child to par	ticipate in the water or	swimming activities.
I understand that photographs website, school's social media <u>DO NOT</u> wish your child's pho	sites, annual magazine, c	ommunity newspaper etc.	Please tick this box if you
Signature:		Date:	



Risk Management Plan

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

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





Accompanying Teachers

Teacher	Role	CPR – current	Emergency Care – current
	Excursion Coordinator		



Budget Template

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

									Inc Subdiss	
DP Approval		DL	INGOG HI	SH SCHOO	L - EXCUF	RSION E	BUDGET		Exp Subdiss	XXX.
Excurs	ion Name					Date of	of Excursion		TIC	Signature
No of	Students		Faculty			Topoh	er In Charge			
100 01	Students		Faculty			reach	er in Charge		Н	Signature
			COSTS: Th	s section must b	e completed. In	clude all co	sts associated.			
	NE	B Excurs	sions of more t	nan 30 students	must inloude t	he cost of	employing a casu	ual teacher		
		Chec	ues Payable to	No of	(A) Cost each	(B) GST	(C) Cost Each	(D) Chargeable Cost		
	Cost		Name:	Stud/Tchrs	Including GST	=(A) /11	Ex GST = A-B	= (C) x No of Stud		
	Entry Fee 1					-	-	_		
	Entry Fee 2					-	-	-		
	Entry Fee 3					-				
	Transport					-		-		
	Accomm'n					-	-	-		
	Food					-		-		
	Cas Tchr	1 teach	er per 30 studer	its				-		
	Other					-	-	-		
	GST Exempt							-		
	GST Exempt							-		
		1.	Total cost			-		-		
		2.	Less- Subsidie	from (name)			(Amount)			
	,	3.	Cost per studer	t = Cost of Exc divided by	ne of paying students					
					No of Paying Stud	lents =		#DIV/0!		
	NB If parents	or non st	udents are atten	ding they should	be charged @st	udent charg	ge + 10% GST			





Students

Student Name	Gender	Yr	Student Name	Gender	Yr



Appendix 6: Student Excursion Special Consideration Request form

STUDENT EXCURSION SPECIAL CONSIDERATION FORM

nt Name				
		Roll Call		
ion				
s				
Please indicate why	you have been e	excluded from the a	above excur	rsion:
Faculty Monito	or	Whole School Mon	itor	Suspension
Signature:		Dat	e:/	/
PRINCIPAL USE ONLY				
Request Approved:	YES	NO		
Signature:			Date:	/ /