# TEMPLATE 2: LOCAL AREA EXCURSION: 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 date and times;
* venue/s;
* transport details including seatbelt availability and use of seatbelts on buses;
* planned activities;
* supervisory team;
* costs;
* any additional information regarding special clothing or item requirements, food; 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 over 18 years of age have been provided with full details of the excursion and have signed a *Local Area Excursions Participation Agreement*.