# 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](https://www.education.wa.edu.au/article/28r27w) 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_