# TEMPLATE 2: LOCAL AREA EXCURSIONS WITH OVERNIGHT STAY INCLUDING CAMPS: 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 should provide details of:

* purpose of the excursion and links to the curriculum;
* travel dates and time;
* venue;
* transport details;
* accommodation details;
* billeting details;
* planned activities;
* supervisory team;
* supervision roster;
* costs;
* any additional information regarding specific clothing or item requirements, food;
* travel insurance requirements; and
* water based excursion additional information.

Parents/carers/guardians need to provide informed consent to participate 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 an *Excursions Participation Agreement.*