# TEMPLATE 2: INTERNATIONAL EXCURSION: PLAN

*To be prepared by the authorised excursion leader* ***at least four months prior*** *to excursion and submitted to Principal for endorsement and subsequently submitted to the Director of Education for final approval that the excursion planning complies with the Excursions in Public Schools Procedures.*

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| **School:** |  | | |
| **Class/Year groups:** |  | | |
| **Excursion to:** |  | **No. of students attending:** |  |
| **Departure date and time:** |  | **Is any activity in the excursion water based?** | **Yes/No** |
| **Return date and time:** |  | | |
| **Excursion leader:** |  | | |
| **Documents attached:** | *International Excursion: Application for Approval* which has been endorsed by the Minister for Education | | |
|  | Names, addresses (home and away) and contact details  of students, supervisors and emergency contacts | | |
|  | Up-to-date student health care plans and information | | |
|  | Parent/carer/guardian consent to participate forms | | |
|  | Detailed itinerary and accommodation details | | |
|  | In-country and emergency contact details (Appendix I  of the [*Official Travel*](http://det.wa.edu.au/policies/detcms/navigation/finance-and-administration/travel/) *Policy and Procedures*) | | |
|  | International Travel Checklist (Appendix F of the [*Official Travel*](http://det.wa.edu.au/policies/detcms/navigation/finance-and-administration/travel/)  *Policy and Procedures*) | | |
|  | Evidence of student insurance documents | | |
|  | Additional documents (please list): | | |
| **Educational purpose of excursion**  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. | | | |
| Details: | | | |

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| **Educational benefit of excursion**  The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done through a non-international excursion or in the classroom/school environment. |
| Details: |
| **Approval from Minister for Education**  Approval for this international excursion was given by the Minister for Education on (DATE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Risk assessment**  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.  Refer to Section A.14.1 of [*Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements*](https://www.education.wa.edu.au/dl/o47eq1o) for risk management plan requirements and templates. |
| Details. The risk assessment considers and documents:  * the procedures to be followed in the event a student’s participation on the excursion is terminated; * the number of students, their age range, and the students’ experience, capacity and behaviour; * the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue; * the method of transport to the excursion venue and all activities, including details of seatbelt availability and use of seatbelts on buses; * issues that might arise due to the length of time of the excursion and/or possible weather events; * additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with the [*Recreation and Outdoor Education Activities for Public Schools Procedures*](https://www.education.wa.edu.au/article/mx1dz18); * any medical or behavioural conditions that need to be managed; and * any special clothing or required items that should be taken on the excursion by students and supervisors. * Refer to Section A.14.1 of [*Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements*](https://www.education.wa.edu.au/dl/o47eq1o) for risk management plan requirements and templates. * Refer to Section A.14.2 of [*Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements*](https://www.education.wa.edu.au/dl/o47eq1o) for emergency response plan requirements. |
| **DFAT travel warnings have been reviewed**  (State the [DFAT level](https://smartraveller.gov.au/countries/Pages/default.aspx) and on what date it was checked): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Approvals**  All approvals as required under the [Official Travel Policy](http://det.wa.edu.au/policies/detcms/navigation/finance-and-administration/travel/) and from principals of any other school(s) attended by participating students have been obtained. (Forms attached) |
| Details: |
| **Students’ capacity**  Participating students have the capacity to undertake the excursion as evidenced by the student health care plans and information and as attested to by principals of any other participating school. |
| Details: |
| **Supervisory team**  An appropriately qualified supervisor and suitable excursion leader and supervisory team, supervision strategies and system for identifying excursion participants have been established.  *Supervision strategies have been established with the supervisory team.*  *Systems for identifying excursion participants have been established.* |
| Details: |
| **Communication strategy**  An appropriate communication strategy has been established and communicated to all those attending the excursion. |
| Details: |
| **Transport arrangements**  Arrangements have been made for the safe transport of excursion participants, including details of seatbelt availability and use of seatbelts on buses.  All travel arrangements have been made in adherence to the *Official Travel Policy.* |
| Details: |
| **Accommodation**  Safe and secure accommodation arrangements have been made. |
| Details: |
| **Students who are billeted**  Host families have completed an *Undertaking to Provide a Billet* form.  Risk management processes are in place for students who are billeted.  Records are kept including name, address, contacts of homesteads used on billet, which may be requested on notice. |
| Details: |
| **Briefing students and supervisors**  All relevant information about respective responsibilities and obligations have been  communicated to students and supervisors. The excursion leader has confirmed, in writing, during the consent seeking process, that parents/carers/guardians are fully aware of all supervisory arrangements throughout the excursion. |
| Details: |
| **Emergency response planning**  An emergency response plan (including full contact details for school and supervising staff) has been developed and provided to the relevant Education Regional Office, and retained by the principal of the school.  Refer to Section A.14.2 of [*Recreation and Outdoor Education Activities for Public Schools Procedures, Appendix A: General Requirements*](https://www.education.wa.edu.au/dl/o47eq1o) for emergency response plan requirements. |
| Details: |
| **Working with children checks**  There is a valid WWCC for each supervisor/adult travelling on the excursion where required. |
| **Detailed cost of excursion**  The excursion has been properly costed, with details of staff costs including expenses and teacher relief.  *The excursion has been properly costed.*  *Parents/carers/guardians have been informed of all fundraising provisions.*  *Parents/carers/guardians have been informed that any fundraising monies that will remain with the school in case of cancellation.* |
| *Anticipated cost of staff participation*  Airfare: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accommodation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher relief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  This costing is the **same as/ different** to International Excursion: Application for Approval. If different, Why? |
| **Insurance cover**  Travel insurance for students has been arranged through the Department and information has been provided to parents/carers/guardians. |
| Specify monies collected by school from parents/ guardians for insurance cover and state in which account funding is held. For example,  *30 x students x $75 allocated to account XXXX regarding the international excursion to XYZ.* |
| All documents have been retained and appropriately stored. |
| **Information to parents/carers/guardians for their consent to participate** |
| Parents/carers/guardians have been provided with full details of the excursion including mode of transport, details of seatbelt availability and use of seatbelts on buses, and have provided signed, informed consent to participate. |
| Students who are over 18 years of age have been provided with full details of the excursion and have signed an Excursions Participation Agreement (*if applicable*). |
| There are clear procedures to be followed in the event a student’s participation on the excursion is terminated. |

***Authorised* E*xcursion Leader Date***

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| **Principal** | I confirm that all sections of the International Excursion: Plan have been completed in accordance with the *Excursions in Public Schools Procedures* and *Official Travel Policy.* | | | | |
| Endorsed | | | | Date | |
| **Education Regional Office use only** | | | | | |
| *Director of Education* | | | | | |
| I have considered the *International Excursion: Plan* and **do not give approval** to proceed. | | | I have considered the *International Excursion: Plan* and give approval to proceed. | | |
| Signed | | Date | Endorsed | | Date |