# TEMPLATE 1: INTERSTATE EXCURSION: PROPOSAL

The authorised excursion leadercompletes the following information for the proposed excursion. Additional documents may be attached where required. The principal thoroughly checks each aspect of the proposal form before signing.

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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:** | Names, addresses (home and away) and contact detailsof students, supervisors and emergency contact |
|  | Up-to-date student health care plans and information  |
|  | Parent /Carer/Guardian consent forms  |
|  | Detailed itinerary and accommodation details  |
|  | Emergency contact details (Appendix J of the [*Official Travel*](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/official-air-travel.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3784850) *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/programs. |
| Details: |
| **Educational benefit of excursion**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. |
| Details: |
| **Venue/site for the excursion**The venue or site for the excursion is suitable for the student group. |
| Details: |
| **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. |
| DetailsThe risk assessment considers and documents: * 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.
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| **Approvals**All approvals as required under the [Official Travel Policy and Procedures](https://www.education.wa.edu.au/article/28r27w) and from principals of any other school 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 the principal of any other participating school. |
| Details: |
| **Supervisory team**An appropriately qualified supervisor, a suitable supervisory team, supervision strategies and a 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](https://www.education.wa.edu.au/article/28r27w)*.* |
| Details: |

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| **Accommodation**Safe and secure accommodation arrangements has been made. |
| Details: |
| **Briefing Students and Supervisors**All relevant information about respective responsibilities and obligations has 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: |
| **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 use on billet, which may be requested on notice. |
| Details: |
| **Emergency response planning**An emergency response plan (including full contact details for school staff) has been developed, provided to and retained by the principal of the school.Refer to Section A.14.2 [*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: |
| There are clear procedures to be followed in the event a student’s participation on the excursion is terminated. |
| **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 remain with the school in case of cancellation.* |
| *Anticipated cost of staff participation*Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher relief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Insurance cover**Travel insurance for students has been arranged through the Department and informationhas been provided to parents/carers/guardians. All documents have been retained andappropriately stored. |
| Details, for example*30 x students x $75 allocated to account XXXX regarding the international excursion to XYZ.* |
| **Waivers** *No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.* |
| **External providers**Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established.Refer to Part B of [Appendix D: External Providers Checklist](https://www.education.wa.edu.au/dl/lxge3pz) in the [*Recreation and Outdoor Education Activities in Public Schools Procedures*](https://www.education.wa.edu.au/article/mx1dz18) for emergency response plan requirements.  |
| Details: |
| All documents have been retained and appropriately stored. |
| **Information to parent/carer/guardian for their consent** |
| 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, and 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)*. |
| ***Authorised* *Excursion Leader Date***  |