



Spencer Park Primary School CLASS EXCURSION/CAMP PROPOSAL FORM

E1

(Please submit as early as possible prior to the date of the Excursion/Camp.)

The authorised Department employee in charge of the excursion completed the following information related to the proposed excursion (refer to Excursions Policy). Additional documents may be attached where required.

Name of Event

ATTENDANCE DETAILS	
Year Level _____ Excursion to _____ _____ Dates (inclusive) _____ Duration _____ days Times _____ Depart _____ Return Venue _____ _____ Travel Arrangements _____ _____ Cost per Student _____	Supervisory Team – Teachers _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> Supervisory Team – Parents/Volunteers _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> _____ <small>Name Phone Sex</small> Approximate No. of Students _____ G _____ B Approximate No. of SPESC Students _____ G _____ B

Note: Children do not pay GST on anything except food. Refer to MCS for assistance with GST.

MANAGEMENT CHECKLIST																																																							
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Spencer Park Primary School PROPOSAL for CLASS EXCURSION/CAMP

The authorised excursion leader completes 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.

School:	
Class/Year groups:	
Excursion to:	
No. of students attending:	Is any activity in the excursion water-based? <p style="text-align: center;">Yes No</p>
Departure venue, date and time:	Return venue, date and time:
Authorised Excursion leader:	
Documents attached:	
Names, addresses (home and away) and contact details of students, supervisors and emergency contact	<input type="checkbox"/>
Up-to-date student health care plans and information	<input type="checkbox"/>
Parent/Carer/Guardian consent forms	<input type="checkbox"/>
Detailed itinerary and accommodation details	<input type="checkbox"/>
Copy of insurance certificate(s)	<input type="checkbox"/>
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.	<input type="checkbox"/>
Details:	
Educational benefit of excursion	
The excursion will significantly enhance student outcomes and achievement in a manner that cannot be done in the classroom/school environment.	<input type="checkbox"/>
Details:	

Venue/site for the excursion The venue or site for the excursion is suitable for the student group.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Details: The risk assessment considers and documents: <ul style="list-style-type: none"> <input type="checkbox"/> the number of students, their age range, and the students' experience, capacity and behaviour; <input type="checkbox"/> the excursion venue/site and any potential hazards and risks associated with the proposed activities at that venue; <input type="checkbox"/> the method of transport to the excursion venue and all activities; <input type="checkbox"/> issues that might arise due to the length of time of the excursion and/or possible weather events; <input type="checkbox"/> additional risks and supervisory requirements associated outdoor education and recreation activities and strategies for student safety in accordance with <i>Recreation and Outdoor Education Activities for Public Schools Procedure</i> <input type="checkbox"/> additional risks and supervisory requirements associated with land-based recreational activities; <input type="checkbox"/> any medical or behavioural conditions that need to be managed; and <input type="checkbox"/> any special clothing or required items that should be taken on the excursion by students and supervisors. 	
Approvals All approvals as required, and from principals of any other schools attended by participating students, have been obtained. (forms attached)	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Details:	
Communication strategy An appropriate communication strategy has been established and communicated to all those attending the excursion.	<input type="checkbox"/>
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:

Transport arrangements

Arrangements have been made for the safe transport of excursion participants.
All travel arrangements have been made in adherence to the Official Travel Policy.

Details:

Intrastate air travel

A record of intrastate air travel has been kept.

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 use on billet, which may be requested on notice.

Details:

Emergency response planning

An emergency response plan (including full contact details for supervising staff) has been developed, provided to and retained by the principal of the school.

Details:

There are clear procedures to be followed in the event a student's participation in the excursion is terminated.	<input type="checkbox"/>
Details:	
Working with children checks	
There is a valid WWCC for each supervisor/adult travelling on the excursion, where required.	<input type="checkbox"/>
Details:	
Detailed cost of excursion	
The excursion has been properly costed, with details of staff costs including expenses and teacher relief. <i>The excursion has been properly costed.</i> <i>Parents/carers/guardians have been informed of all fundraising provisions.</i> <i>Parents/carers/guardians have been informed that any fundraising monies will remain with the school in case of cancellation.</i>	
<input type="checkbox"/>	
Anticipated cost of staff participation	
Expenses: _____	
Teacher relief: _____	
Other: _____	
Waivers	
<i>No waivers have been or will be signed, that absolve venues/external providers from liability for negligent acts or omissions.</i>	
<input type="checkbox"/>	
External providers	
Where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established. All documents have been sighted and attached.	
<input type="checkbox"/>	
Details:	

All documents have been retained and appropriately stored.	<input type="checkbox"/>
Information to parents/carers/guardians for their consent to participate	
Parents/carers/guardians have been provided with full details of the excursion and have provided signed, and informed consent to participate.	<input type="checkbox"/>
Students who are over 18 years of age have been provided with full details of the excursion and have signed an Excursions Participation Agreement, <i>(if applicable)</i> .	<input type="checkbox"/>
Authorised Excursion Leader _____ Date _____	
I confirm that all sections of the <i>Proposal for Local Area Excursions with Overnight Stay Including Camps</i> have been completed in accordance with the <i>Excursions in Public School Procedures</i> and <i>Local Area Excursions with Overnight Stay Including Camps Planning and Risk mitigation document</i> .	
Principal _____ Date _____	