



Spencer Park Primary School CLASS EXCURSION/CAMP PRINCIPAL DECLARATION FORM

E4

DECLARATION BY PRINCIPAL

PROPOSED EXCURSION TO _____

I, _____, Principal of SPENCER PARK PRIMARY SCHOOL declare that I have sighted all relevant documentation and confirm that:

- the proposed excursion has a clear educational purpose;
- all approvals as required under the *Official Air Travel* policy and from principals of any other school attended by participating students 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 principals of any other participating school;
- a suitable supervisory team, supervision strategies and system for identifying excursion participants have been established;
- an appropriate communication strategy and information about respective responsibilities and obligations has been established and communicated to all those attending the excursion;
- arrangements have been made for the safe transport and accommodation of excursions participants;
- where external providers are engaged, they have proper and current insurance cover and staff responsibilities have been established;
- an emergency response plan has been developed and a copy has been provided to the relevant Regional Education Office or retained by the principal of the independent public school;
- the excursion has been properly costed; and
- as appropriate, travel insurance has been arranged by parents for all students;
- parents have been provided with full details of the excursion and have provided signed consent.

Excursion approved by:

Principal's Name

Signature

Date