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**Excursions**

**procedureS**

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**Excursions Procedures**

This procedure must be read in conjunction with Excursions Policy

EXCURSIONS PROCEDURES

This procedure must be read in conjunction with [*Excursions* Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/excursions/excursions-policy)

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1. Overview
	1. These procedures cover the requirements for planning school excursions.
	2. School excursions are all structured learning experiences provided by, or under the support of, the school which are conducted away from the [school site](#SchoolSite).
	3. All activities conducted away from the approved school site must follow Excursions Policy and Procedures
2. Rationale
	1. The ACT Education Directorate recognises that excursions form an important function in; developing student wellbeing, supporting curriculum delivery and contributing to a positive school culture.
	2. The Directorate is committed to the implementation of excursions whilst ensuring the utmost care in managing the health and safety of students, staff, and all others involved. This procedure must be adhered to by all schools, principals, teachers, external providers, and all others involved in the planned excursion.
	3. The excursion process as a whole (see flow chart) is important to facilitate excursion opportunities for students whilst doing everything possible to maintain the safety and wellbeing of all involved. Equal consideration must be given to all aspects of the planning and delivery including; qualifications, training, reconnaissance, student capability and medical details, along with documentation.
3. Definitions
* **Accompanying adult:** includes teachers, school support staff, parents, activity leaders, and volunteers.
* **Duty of care:**a duty to, so far as is reasonably practicable, ensure the health, wellbeing and safety of persons who are under the school’s care and charge (including workers and volunteers) while on the excursion.
* **Dynamic risk assessment:** a continual process of assessing newly identified risks and changes to previously identified risks, and the modification of the management arrangements accordingly.
* **External Provider:** An organisation or individual that the school has engaged to assist in the facilitation of a physical activity both onsite and/or offsite as part of an excursion. This external provider may be used to meet the qualification requirements to lead an activity where applicable.
* **Hazard:** a potential source of harm.
* **Parent:**is a person having parental responsibility for the child under [the Children and Young People Act 2008](http://www.legislation.act.gov.au/a/2008-19/default.asp) including a carer appointed under that Act.
* **Personal Locator Beacon (PLB):** a transmitter that aids in the detection and location of boats, aircraft and people in distress, or similar device.
* **Principal:** Designated as a School Leader A (SLA) in the [Enterprise Bargaining](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1405750/ACTPS-Education-Directorate-Teaching-Staff-Enterprise-Agreement-2018-2022.pdf)[Agreement](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1405750/ACTPS-Education-Directorate-Teaching-Staff-Enterprise-Agreement-2018-2022.pdf) and as referred to under the [Delegations](https://index.ed.act.edu.au/governance/delegations.html) function to approve excursions.
* **Physical Activities:** are structured and planned learning activities involving movement that deliver skills, knowledge, understanding, fitness and/or personal and social capability as the primary pedagogy to achieve outcomes for students.
* **Remote:** a location that is one or more of the following:
	+ more than 20 minutes from vehicle access; or**,**
	+ greater than one hour from access to professional medical assistance in all foreseeable weather conditions.
* **School Site:** Adocumented area, formally approved by the Executive Group Manager, Service Design and Delivery in consultation with Risk, Security and Emergency Management. School sites can include areas within or adjacent to the school, that do not require a road to be crossed and are regularly serviced by the ACT Government. Playground equipment not managed by schools and nature reserves would be considered off site. The documented area can be found at [Approved School Sites](https://actedu.sharepoint.com/sites/Intranet-Education/Shared%20Documents/Approved%20School%20Sites%20for%20the%20Purpose%20of%20Excursions.pdf?web=1).
* **Teacher in Charge:** Designated as a Classroom Teacher or higher classification in the [Enterprise BargainingAgreement](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1405750/ACTPS-Education-Directorate-Teaching-Staff-Enterprise-Agreement-2018-2022.pdf) and is nominated by the Principal as the teacher in charge.
* **Trigger Points****:** A particular circumstance or situation that requires an immediate dynamic risk assessment of the current excursion that may result in a change to the planned activity, for example, an unanticipated storm or a malfunction or absence of a piece of equipment.
1. Excursion Planning Flowchart



1. Implementation Procedures
* Numbers corresponds to the Excursion Planning Flowchart.
1. Induction (Policy and Procedures)

It is the *Education Directorate’s* responsibility to ensure that:

* All Directorate staff involved in or signing off excursions are [inducted into the Policy and Procedures.](https://forms.gle/8TKtKzGZqU6TKX3J6)
* Staff are required to complete the [induction](https://forms.gle/8TKtKzGZqU6TKX3J6) and submit the completed correct answer sheet to the Principal along with the [Induction sign off form](#Induction), to be kept on file.
1. Planning
* The [Principal](#Principal) has [delegation](https://index.ed.act.edu.au/governance/delegations.html) to approve all domestic excursions.
* Schools must give equal consideration to all aspects of the planning and delivery including; qualifications, training, reconnaissance, student capability and medical details, along with planning and documentation.
* The excursion, including planning processes is to be fully documented and records need to be kept and maintained in accordance with the Directorate’s [records management policies](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy). This includes a signed hard copy of the approval to conduct the excursion. Any changes to the approved excursion require evidence of delegate authorisation.
* The excursion must have educational value and provide students with the opportunities to meet the identified outcomes.
* Consideration of student age, maturity, specific needs, anticipated behaviours, and current curriculum content delivery are used to inform decisions including the activities delivered, staffing, and venues or locations utilised.
* The individual needs of all students including those with medical conditions need to be carefully considered in the planning process of any excursion. Where reasonable adjustments are required, [parents](#Parent) and, if practicable the student should be consulted to inform the process.
* Alternative arrangements need to be made for any students unable to participate in an excursion ensuring activities and/or strategies with similar learning outcomes are available.
* All Excursions must include, documented authorisation from a parent, and the following:
* the child’s name;
* the reason the child is to be taken outside the school site;
* the date(s) the child is to be taken on the excursion (unless the authorisation is for a regular outing);
* a description of the proposed destination for the excursion;
* the method of transport to be used for the excursion;
* the proposed activities to be undertaken by the child during the excursion;
* the period the child will be away from the school site;
* the anticipated number of children likely to be attending the excursion;
* the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion;
* the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
* a completed risk assessment, available at the school.
* If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.
* Minimum excursion paperwork includes the following implementation documents:
* [Teacher Induction](https://docs.google.com/forms/d/e/1FAIpQLSf331gfTwKeJXfBsazUapuegECv3LKqZ6MfPbjIfF-T_pFuEg/viewform?usp=sf_link) + [Induction Sign-Off](#Induction)
* Excursion Information for Parents
* Excursion Permission Note for Parents
* [Proforma letter - Medical Information Consent](https://actedu.sharepoint.com/%3Aw%3A/r/sites/Intranet-Education/Shared%20Documents/4%28g%29%20Proforma%20letter%20-%20Medical%20information%20consent.docx?d=w3595c53651cd40868def3938dfd55c52&csf=1&web=1&e=X8EqCW)
* [Medical Information and Consent Form](https://actedu.sharepoint.com/%3Ab%3A/r/sites/Intranet-Education/Shared%20Documents/4%28e%29%20Medical%20information%20and%20consent%20form.pdf?csf=1&web=1&e=b604WT)
* [Known Medical Condition Response Plan](https://actedu.sharepoint.com/%3Ab%3A/r/sites/Intranet-Education/Shared%20Documents/4%28b%29%20Known%20medical%20condition%20response%20plan.pdf?csf=1&web=1&e=XRWfOK)
* [Risk Management,](https://actedu.sharepoint.com/sites/Intranet-Education/SitePages/Risk-Management.aspx)
* Excursions Approval
* For the purpose of excursions, Medical Information and consent, need only be completed once per year prior to the first excursion. Schools must ensure that parents are provided with the opportunity to update student medical information as required. All information must be accessible by the [Teacher in Charge](#TiC) for the duration of any excursion.
* All excursions must include contingency planning. Contingency plans may be activated when [trigger points](#Trigger) are reached. This must be reflected in the risk management plan. Parents must provide authorisation that alternative locations, dates, and activities may be used to meet the outcomes of the excursion.
1. Travel
* Travel is a necessary component in all excursions.
* The type of travel may require consideration under the Physical Activities Policy.
* Students and parents must be informed of the transportation arrangements (including, walking or private vehicle) and give informed consent.
* School and self-hire buses may be used provided they comply with all Directorate requirements and transport legislation - including but not limited to the [*Heavy Vehicle National Law (ACT*](https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2012-hvnlq)*),* [Public Passenger Services Act 2001](https://www.legislation.act.gov.au/a/2001-62) *(updated 1 January 2011)* and the [Road Transport (Road Rules) Regulation 2018](http://www.legislation.act.gov.au/sl/2017-43/default.asp).
* When a private bus is used an [accredited bus operator](https://www.accesscanberra.act.gov.au/s/article/bus-service-accreditation-in-the-act-tab-accredited-bus-operators) must be engaged.
* Where staff are using their own vehicle the following transportation arrangements must be in place:
* the owner and/or driver must provide documented evidence to the school of licence, registration, and insurance; and
* staff should follow all [Private Vehicle Application](https://index.ed.act.edu.au/sites/default/files/folders/BSO_Documentation/Motor_Vehicle_Forms/BSO-Use-of-Private-Vehicles-Application.doc)[, Vehicle Running Sheet and Claim form](https://index.ed.act.edu.au/sites/default/files/folders/BSO_Documentation/Motor_Vehicle_Forms/BSO-Vehicle-Running-Sheet-and-Claim-Form.xls) and [Vehicle Allowance Overview](https://index.ed.act.edu.au/sites/default/files/folders/BSO_Documentation/Motor_Vehicle_Forms/20160907-Vehicle-Allowance-Overview.pdf) or negotiate alternative cost reimbursement arrangements with the delegate prior to approval.
* A student’s vehicle should only be used if the driver has a current driver’s licence and be over the age of 18. If a student driver has not attained the age of 18 years, parents of the driver must consent in writing to the vehicle being used to transport other students.
* All Student passengers also require written permission to travel in another student’s car regardless of age.
* The Directorate does not provide insurance cover for private vehicles.
* Taxi and ride sharing arrangements are permitted provided;
* [duty of care](#DutyofCare) is maintained by the school,
	+ - This can be achieved with written authorisation from a parent for these arrangements.
* the taxis and/or ride sharing adheres to industry standards and,
* must be documented in the permission and risk management process.
* **Total Fire Ban**, excursions may continue to non-vegetated areas (urban) with direct access to reliable travel. This does not include the use of bikes as transport.
* Travel must **not** occur to or through a district under **Extreme** or **Catastrophic** fire danger days:
* If an excursion has commenced, and the travel is in a district rated **Extreme** or **Catastrophic,** immediate action is required in consultation with Risk, Security and Emergency Management. This may include evacuation.
* Except for Canberra based excursions to non-vegetated areas.
* The activity leader should contact the local authorities (for example, National Parks Ranger) to obtain current information related to the area the day before and on the day of the excursion.
* For all [remote](#Remote) excursions a satellite phone and [PLB](#PLB) must be carried and used where necessary.
1. Environment
* Planning of excursions must incorporate environmental [hazards](#Hazards).
* Planning and decision options must be documented in the planning with contingency plans in the risk assessment. Where weather may play a significant role, the Teacher in Charge must consider organising alternative activities and locations which must then be included in the authorisation from parents.
* The weather up to and during the planned activity must be monitored.
* Managing the impact of the weather on the excursion must be documented in the trip planning and risk assessment.
* [Weather guide for land-based outdoor adventure activities](http://www.bom.gov.au/weather-services/WeatherGuideLand.pdf) is a Bureau of Meteorology weather guide and the Teacher in Charge should be familiar with it prior to facilitating an excursion.
* The Teacher in Charge must make every effort to be aware of any potential or emerging weather warnings/events and is responsible for enacting any contingency plans. The following links can assist:
* [National Warnings](http://www.bom.gov.au/australia/warnings/index.shtml) Summary
* <https://www.rfs.nsw.gov.au/>
* <https://esa.act.gov.au/>
* [http://www.bom.gov.au/australia/flood](http://www.bom.gov.au/australia/flood/)/
* This includes daily checks of weather warnings and trends where applicable. If technology does not allow this, a daily phone call must be made to a backup person to receive any warnings.
* For any activity involving water, the Teacher in Charge must ensure that areas where water may be contaminated or polluted are avoided.
* Procedures must be put in place to ensure that there is adequate potable water access for the activity.
* Appropriate drinking water purification techniques must be used when water quality is not known to ensure all potability.
* All Excursions must comply with all relevant minimal impact practices/codes and cultural protocols. This includes complying with the requirements of;
* the land manager/s (e.g. National Park)
* and the relevant Aboriginal and Torres Strait Torres Strait Islanders councils/organisations or community Elders. See link below for more information <https://www.creativespirits.info/aboriginalculture/selfdetermination/aboriginal-land-councils#List_of_Aboriginal_land_councils_in_Australia> ;
1. Duty of Care
* Adequate arrangements must be in place to provide for the safety and wellbeing of staff, students, parents and others participating in the excursion. This must include the provision of first aid.
* First Aid can be provided by a currently qualified accompanying teacher, accompanying adult, employee of external excursion service provider/venue, or other school staff member.
* For all travel or activities in a [remote](#Remote) location, at least one adult must have a current remote area or wilderness first aid certificate.
* The activity, qualifications and experience of staff members combined with knowledge of the students and their specific needs must be considered when assessing [duty of care](#DutyofCare).
* At a minimum there must be at least one teacher in charge per class group for each excursion. A class group is as specified per the [Class Size Policy](https://index.ed.act.edu.au/our-people/employment-agreements/enterprise-agreement-implementation.html).
	+ Preschools must ensure compliance with Australian Children’s Education & Care Quality Authority (ACECQA) educator to child ratios.
* [Accompanying Adults](#Accompanyingadults) may be used to support excursions and may contribute to supervision ratios.
* [Parents](#Parent) must be informed of supervision arrangements.
1. Risk Management
* Risk Management must be an integral part of facilitating excursions. Excursions should maximise educational opportunities whilst reducing risk to a level that is acceptable to the Directorate.
* A written risk assessment must be completed for every excursion.
* The Directorate’s approach to risk management can be found [here](https://index.ed.act.edu.au/governance/risk-management.html).
	+ Preschools can find additional risk assessment support and exemplar forms from ACECQA.
* Equal consideration must be given to each components of the excursion planning process For example, the completion of a risk management plan is as critical as ensuring that all medical notes are up to date and available on the excursion.
* [Dynamic risk assessments](#Dynamic_RA) provide the opportunity to constantly evaluate the risk if a [trigger point](#Trigger) is activated by a particular circumstance or situation that requires an immediate assessment of the current excursion that may result in a change to the planned activity.
* As part of the risk management process all [First Aid Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/health/first-aid/First-Aid-Policy) requirements must be followed.
1. Financial
* Where the cost of an excursion might exceed the Principal delegation level as per the Director General’s Financial Instructions an appropriate level officer must provide delegation.
* Ensure all Directorate requirements for financial planning and accounting for monies are met.
* Financial risks (including cancellations or inadequate student numbers) must be noted and managed within a Risk Management framework.
* Parents should be informed that any costs associated with the student returning from an excursion early due to illness or serious misdemeanour are the responsibility of the parent.
* Business Managers and Principals must approve all excursion costs within the [School Finance](https://index.ed.act.edu.au/school-services/school-finance.html) and [Director General’s Financial Instructions](https://index.ed.act.edu.au/school-services/chief-executives-financial-instructions/chief-executives-financial-instructions.html).
* Students and parents should be advised of equity funding available to support their participation in excursions where a financial burden may make it difficult for them.
1. Accompanying Adults/External Provider
* Non-teaching staff including, non-Directorate adults and external providers, may be used to assist in meeting Directorate policy and procedures.

Accompanying Adults:

* All accompanying adults including non-teaching staff must comply with:
* [*Working with Children and Young People- Volunteers and Visitors (interim) Policy*](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/working-with-children-and-young-people-volunteers-and-visitors-interim-policy); and
* Complete a [Volunteers Nomination form.](https://www.education.act.gov.au/__data/assets/word_doc/0006/810168/Working-With-Children-and-Young-People-Volunteers-Nomination-Form.docx)
* Accompanying adults should also complete a [*Medical Information and consent*](https://www.education.act.gov.au/publications_and_policies/implementation-documents/school-and-corporate-policies/school-activities/excursions/excursions-policy/attachment-4-medical-information-and-consent-form)[*form*](https://www.education.act.gov.au/publications_and_policies/implementation-documents/school-and-corporate-policies/school-activities/excursions/excursions-policy/attachment-4-medical-information-and-consent-form).
* Primary responsibility for the duty of care of all accompanying adults and students remains with the attending Directorate school teachers.

External Providers (including Birrigai):

* External Providers must comply with all relevant policy and procedures and the following must be documented:
* A certificate of Currency demonstrating insurance cover of $20 million Public Liability Insurance for any one event. Not required if another ACT Government provider.
* Documentation demonstrating compliance with [*Working with Vulnerable People (Background Checking) Act 2011.*](https://www.legislation.act.gov.au/View/a/2011-44/current/PDF/2011-44.PDF)
* Risk assessments for all activities.
* Documentation demonstrating compliance with any relevant qualification requirements.
* The use of an External Provider does not replace the school’s duty of care.
1. Interstate Travel
* There must be a minimum of two adults per class group and must include one teacher.
* Parents must be informed that the ACT Ambulance Service provides free ambulance transport for students who are injured or suddenly become ill at school or during school approved activities within the ACT only. There are no reciprocal arrangements with other States or Territory ambulance services. Jervis Bay school students do not receive free ambulance cover.
* Completed medical information and consent forms must be carried for each person on the excursion including teachers and accompanying adults.
* Planning for interstate travel should reflect the additional complexity that may be involved in managing the excursion. This could include;
* access to reliable communications, and
* access to first aid and medical contingencies,
1. Overnight Accommodation
* There must be a minimum of one adult per 20 students with a minimum of two adults per excursion.
* For overnight excursions schools must consider and respond to the diverse gender identities of students and take steps to accommodate their safety, comfort, and wellbeing.
* Schools should ensure the staffing composition for an overnight excursion reflects the needs of students attending the excursion.
* Planning for overnight accommodation should include consideration of:
* Supervision
* the ability to maintain duty of care in the overnight setting including staff fatigue.
* If the accommodation is in a district where a Total Fire Ban has been declared, the accommodation must be in a location with multiple access routes available with direct vehicular access by car.
1. Other Activities:
* In addition to the Excursions Policy where the excursion includes activities listed in the following policies all relevant policies and procedures must be strictly adhered to:
* Physical Activities Policy
* [Swimming and Water Park Aquatic Activities Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/swimming-and-water-based-activities/swimming-water-park-aquatic-policy/swimming-and-water-park-aquatic-activities-policy)
1. Pre-Excursion Briefings:
* Prior to the excursion all participants are briefed on all relevant aspects of the excursion. This includes:
* expectations of their behaviour, including conducting themselves respectfully at any sites of significance (e.g. Indigenous sites, war memorial, Cowra POW campsite);
* strategies available for support should concerns arise, such as adverse weather, for the duration of the excursion;
* risk management strategies consistent with the risk management plan, for eliminating and controlling risks, including first aid;
* activity, location, transport or other information as required;
* Acknowledgment of Country on which the excursion will be taking place including details of any significant sites the students will visit and protocols to be observed. Where possible, consult with local Aboriginal and Torres Strait Torres Strait Islanders council/organisation or community Elders to welcome the excursion and its participants to country and
* what to do in the event of a critical incident.
1. Post Excursion
* Refer to the schools Business Manager for archiving all paperwork as per the [Records Management Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/records-management/records-management-policy).
* Notes on Risk Management documenting any significant adjustments to the original excursion plan.
* Report any incidents using:
* [Serious Incidents in Schools](https://index.ed.act.edu.au/school-services/incidents-in-schools.html)
* [Riskman](https://index.ed.act.edu.au/our-people/whs/control/accident-incident-reporting-and-investigation.html) for staff/accompanying adults.
* Student Accident/Incident report on Sentral.
1. Contact
	1. For support contact the Universal School Support Branch on (02) 6205 9204 or EDU.UniversalSchoolSupportUSS@act.gov.au.
2. Complaints
	1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
* the school principal in the first instance; then if required
* the Family, Students Complaints and Feedback team on (02) 6205 5429.
* online at <https://www.accesscanberra.act.gov.au/app/forms/etd_liaison_feedback> ;
* see also the [Complaints Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/complaints/complaints-policy) on the Directorate’s website: <https://www.education.act.gov.auReferences>
1. References
	1. Related Policies and Documents - Link to related policies or other documents.

* [Disability Standards for Education 2005](https://www.education.gov.au/disability-standards-education)
* [First Aid Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/health/first-aid/First-Aid-Policy)
* Physical Activities Policy
* [Responding to Student Accidents/Incidents: Support, Reporting and Insurance Arrangements Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/accidents-and-incidents/responding-to-student-accident-incidents-support-reporting-and-insurance-arrangements-policy)
* [Risk Management Framework](https://index.ed.act.edu.au/governance/risk-management.html)
* [School Management Manual](https://index.ed.act.edu.au/handbooks/school-management-manual.html)

* [Students with a Disability Meeting their Educational Needs Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/access-and-equity/disabilities/students-with-a-disability-meeting-their-educational-needs-policy)
* [Sun (UV) protection for Students](https://www.education.act.gov.au/__data/assets/word_doc/0017/811412/SunUVProtectionStudentsPolicyP.docx) Policy
* [Swimming and Water Park Aquatic Activities Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/swimming-and-water-based-activities/swimming-water-park-aquatic-policy/swimming-and-water-park-aquatic-activities-policy)
* [Working with Children and Young People – Volunteers and Visitors (Interim) Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/working-with-children-and-young-people-volunteers-and-visitors-interim-policy)
1. Implementation Documents:
* Excursion Information for Parents
* Excursion Permission Note for Parents
* [Proforma letter - Medical Information Consent](https://actedu.sharepoint.com/%3Aw%3A/r/sites/Intranet-Education/Shared%20Documents/4%28g%29%20Proforma%20letter%20-%20Medical%20information%20consent.docx?d=w3595c53651cd40868def3938dfd55c52&csf=1&web=1&e=X8EqCW)
* [Medical Information and Consent Form](https://actedu.sharepoint.com/%3Ab%3A/r/sites/Intranet-Education/Shared%20Documents/4%28e%29%20Medical%20information%20and%20consent%20form.pdf?csf=1&web=1&e=b604WT)
* [Known Medical Condition Response Plan](https://actedu.sharepoint.com/%3Ab%3A/r/sites/Intranet-Education/Shared%20Documents/4%28b%29%20Known%20medical%20condition%20response%20plan.pdf?csf=1&web=1&e=XRWfOK)
* [Risk Management,](https://actedu.sharepoint.com/sites/Intranet-Education/SitePages/Risk-Management.aspx)
* Excursions Approval
* [Excursion Acquittal](https://index.ed.act.edu.au/school-services/files-ss/excel/Excursion-Aquittal-Worksheet.xlsx) [Worksheet](https://index.ed.act.edu.au/school-services/files-ss/excel/Excursion-Aquittal-Worksheet.xlsx)
1. Induction Sign-off

**Induction Sign-Off**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Directorate staff member) have read and am familiar with the Excursions Policy and Procedures. I am aware that support is available to me.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_