**CDS Excursion Paperwork and Saving Procedure**

**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 planning sheet
* Excursion Information and Permission note for Parents
* [Proforma letter - Medical Information Consent](https://actedu.sharepoint.com/:w:/r/sites/Intranet-Education/Shared%20Documents/4(g)%20Proforma%20letter%20-%20Medical%20information%20consent.docx?d=w3595c53651cd40868def3938dfd55c52&csf=1&web=1&e=X8EqCW)
* [Medical Information and Consent Form](https://actedu.sharepoint.com/:b:/r/sites/Intranet-Education/Shared%20Documents/4(e)%20Medical%20information%20and%20consent%20form.pdf?csf=1&web=1&e=b604WT)
* [Known Medical Condition Response Plan](https://actedu.sharepoint.com/:b:/r/sites/Intranet-Education/Shared%20Documents/4(b)%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)
* [Principal](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)

**All excursion notes are to be saved in:**

G:\CHWP\Administration\Excursions and Incursions\Excursions

**Once the permission note has been proof read and approved by exec, ask office to print. At this point, office staff will save the permission note in:**

G:\CHWP\Administration\Notes Home

Pre-Excursion Briefings (Staff and Student Induction)

* 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.

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.