

Incursions/ Excursions Policy

14-36 Lesdon Avenue Cranbourne 3977
Email: rangebank.ps@edumail.vic.gov.au

Tel: 5996 8900
Website: <http://www.rangebankps.vic.edu.au/>

RATIONALE:

The school's incursion/excursion program enables students to further their learning and social skills development in an extra curricula and non-school setting. Incursions/excursions complement, and are an important aspect of the educational programs offered at Rangebank Primary School.

AIMS:

1. To reinforce, complement and extend learning opportunities beyond the classroom.
2. To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

IMPLEMENTATION:

- An excursion is defined as any activity beyond the school grounds.
An incursion is defined as any activity, within the school grounds, that compliments the learning programs.
- School Council must approve all excursions (See Planning and Approvals Appendix). In doing so, School Council will endorse a schedule of excursions for the school year, will ensure that all incursions/ excursions are maintained at a reasonable and affordable cost, and comply with all DET requirements.
- Approval is sought at a scheduled meeting at least four weeks prior to the departure date. The information below will be provided by the Year Level Coordinator at least a week before the School Council meeting date.
 1. The educational aims and objectives of the excursion.
 2. The names of all adults attending and their expertise and experience.
 3. Travel arrangements and costs.
 4. Venue details and an itinerary of events.
 5. Risk analysis and procedures followed to ensure the safety of the children
- All endeavours will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
- All families will be given sufficient time to make payments for excursions. Parents will be sent notices before the excursion date reminding them of the excursion and the need to finalise payment.
- For excursions in the local and metropolitan area, belted buses must be used.
For camps and excursions outside the metropolitan area, seat belted buses must be used.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
- A designated 'Teacher in Charge' will coordinate each excursion.
- Prior to any child attending an excursion, parents/ guardians must have provided to the school a signed permission form, a signed "Confidential Medical Information for School Council Approved Excursions" form, and must have paid the costs involved.
- Information will be provided to all parents of non-English speaking families in a manner that allows them to provide an informed consent to their children attending excursions.
- The Teacher in Charge will ensure that all excursions, transport arrangements and excursion activities comply with DET guidelines.

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- Staff are to complete the online Students Activity Locator (SAL) for all camps and excursions at least three weeks before the activity commences so that the location and numbers of the staff and students on camps and excursions are available to the Department and the Emergency Services should an emergency arise.
 - To access the Student **Activity Locator** staff select the following link
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursionsafety.aspx>
 - Select the Safety, Emergency & Risk Management link.
 - **Under this section select Emergency notifications, i.e. Emergency notifications**
In the event of an emergency, to ensure information is provided to emergency services, schools must notify the Department of any approved school camp or excursion at least three weeks beforehand using the [Student Activity Locator online form](#).
 - Select the '[Student Activity Locator online form](#)' - a staff record number and edumail password is required to access this.
- The designated Teacher in Charge will adhere to the Staffing and Supervision Appendix in relation to appropriate student-teacher ratios.
- If an incursion/excursion includes any swimming, water safety or water associated activities, please refer to the Swimming and Water Safety Guidelines (Policy) and respective Appendix.
- Classroom teachers will be given the first option to attend excursions.
- A mobile phone and a first-aid kit will be taken for all excursions.
- Copies of completed Permission forms, and signed "Confidential Medical Information for School Council Approved Excursions" forms must be carried by excursion staff at all times.
- A senior staff member will be in attendance at school whilst the children are returning from any excursion. The Teacher in Charge will communicate with this person with regards the anticipated return time.
- Parents of children involved in excursions may be invited to attend excursions. When deciding on which parents will attend, the Teacher in Charge will take into account –
 1. Any valuable skills the parents have to offer. eg. bus licence, first aid etc
 2. The need to include both male and female adults.
 3. The special needs of particular students.
- Parents selected to assist with an incursion/excursion may be required to pay costs associated with the excursion.
- All parents attending an incursion/excursion will be expected to have an up-to-date "Working with Children Check". Such documentation will be photocopied and filed at the Office.
- Only children who have followed the School Code of Conduct, will be invited to participate in school excursions. Parents will be notified if a child is in danger of losing their invitation to participate in an incursion/ excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher and the Teacher in Charge.

Excursion venues must be assessed and selected on the basis of their safety and suitability for the activities proposed.

It is recommended that venues are selected based on the recent and first-hand knowledge (for example, through an inspection of the site) of at least one member of the planning and supervising staff.

EVALUATION:

Guidelines are updated annually and/ or as per DET recommendations.



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APPENDIX:

- Planning and Approvals
- Staffing and Supervision
- Approval Proforma for all Excursions and Activities for School Council Approval
- Principal Checklist

CERTIFICATION:

This policy was adopted at the School Council Meeting held at Rangebank Primary School,

on

Signed.....
School Council President

Signed.....
Principal

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PLANNING AND APPROVALS APPENDIX

Important: When undertaking excursion planning, principals, teachers, school counselors and others involved in school excursions (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

The excursion planning and approval process should take into account the following considerations:

- the educational purpose of the excursion and its contribution to the curriculum
- maintenance of full records, including documentation of the planning process
- venue selection:
 - the suitability of the environment and/or venue for the excursion
- safety, emergency and risk management:
 - assessment of excursion risks
 - procedures in the event of an emergency
 - arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions)
 - completion of an online notification of school activity form three weeks prior to the activity
 - first aid requirements
 - any other measures necessary for student and staff safety and welfare.
- staffing and supervision:
 - there are sufficient staff to provide appropriate and effective supervision
 - the experience, qualifications and skills of each staff member (including volunteers, instructors, etc) will allow them to provide effective supervision in general and for planned activities (as applicable)
 - there are appropriate levels of supervision in view of the activities undertaken and students involved
- informed consent from parents or carers
- adequate student and staff medical information
- student preparation and behaviour
- requirements for any adventure activities
- transportation requirements, noting that:
 - public transport should be used if practicable, where transport authorities should be consulted as to appropriate travel times and at least a fortnight's notice of travel provided
 - excursions that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs
 - information on student concession cards is available at: Metlink
- communication requirements
- that staff and students have appropriate clothing and personal equipment
- that group or technical equipment is in good condition and suitable for the activities undertaken
- that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
- any information which has been provided by specialists in the activities proposed
- requirements for interstate or overseas excursions
- that the excursion meets the requirements of any school-level policy or procedures

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Who approves the excursion

This table explains the approval required before the excursion occurs.

Excursion type	Then it must be approved by
<ul style="list-style-type: none"> • overnight excursions • camps • interstate and international visits • excursions requiring sea or air travel • excursions involving weekends or vacations • adventure activities. 	<ul style="list-style-type: none"> • the School Council, or • both School Councils when it is a joint activity involving another school and • the Safety Guidelines for Education Outdoors must be followed.
<ul style="list-style-type: none"> • day excursions (other than those referred to above that must be approved by the school council). 	<ul style="list-style-type: none"> • the Principal, or • both Principals when it is a joint activity involving another school.

Joint-school activities

The nominated co-ordinating principal or teacher ensures:

- planning and approval requirements are met
- parents or carers are informed that their children may be supervised by teachers and other approved adults from the other school.

Note: All schools involved in a joint excursion must complete an online notification of school activity form.

Required approvals for staff

This table describes the required approvals for teachers or principals who are to accompany excursions.

For an excursion that is	The accompanying	Must be approved by the
interstate	staff employed by the Department	Principal
	principal	SARP
overseas	staff employed by the Department	SARP

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STAFFING AND SUPERVISION APPENDIX

SUPERVISION RATIOS:

DET guidelines provide minimum requirements for staff-student ratios. Schools may need to enhance these measures to ensure student safety.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of students
- the ability and experience of the students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities
- any other relevant factors.

This table describes the minimum staff-student ratios for excursions:

Type of excursions One excursion staff member per

Day excursions	<ul style="list-style-type: none"> • twenty students.
Adventure activities	<ul style="list-style-type: none"> • specific guidelines for the activity.
Overnight excursions:	
Local and interstate tours	<ul style="list-style-type: none"> • fifteen students.

Further supervision requirements

This table outlines further supervision requirements

For	The excursion must
most excursions	<ul style="list-style-type: none"> • be under the direct control of a teacher employed by the Department or the School Council with at least one other excursion staff member present • have enough teachers employed by the Department or School Council to maintain appropriate control of the excursion and of each activity • have teachers comprising at least half of the excursion staff.
overnight stays for mixed gender groups	<ul style="list-style-type: none"> • include excursion staff of at least one person of each sex. <p>Note: In primary schools this requirement may be waived, where staff of each sex are not available.</p>
small group excursions in the local area	<ul style="list-style-type: none"> • with the approval of the Principal, be supervised by one or more excursion staff employed by the Department or School Council (for example, Education Support staff such as integration aides and teacher assistants).
unsupervised excursions	<ul style="list-style-type: none"> • be approved by the Principal only: <ul style="list-style-type: none"> - in a small number of instances - for secondary-aged students - for activities involving small groups of individual students • and the teacher responsible for the activity must maintain a formal record of:

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	<ul style="list-style-type: none">- a description of the activity, including locations- the names and ages of students involved- the time of leaving and returning to school.• In addition, Principals should ensure:<ul style="list-style-type: none">- a risk assessment of the activity is completed- their decision and the reasons for allowing the activity to proceed is documented.
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EXCURSION STAFF:

Excursion staff must be approved by the Principal or School Council.

- teachers employed by the DET or School Council
- other adults on a volunteer or paid basis such as:
 - parents or carers
 - Education Support staff
 - community members
 - trainee teachers
 - campsite staff
 - specialist instructors for excursion activities.

Important: school students cannot be used as excursion staff.

Excursion staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.

Where approved excursion staff who are not teachers employed by the DET or School Council are in attendance they can be included in the staff-student ratio:

- for the duration of a specific activity for which they have a designated supervisory responsibility; or
- for the overall staff-student for the program, where they are on duty and available on the same basis as other staff (usually a 24 hour basis).

Important: the specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc) must be clarified and understood by all staff and students prior to the commencement of the excursion.

SPECIALIST STAFF:

Schools must:

- ensure that where specialist instructors are employed they:
 - have the necessary skills or qualifications for the activity
 - have appropriate experience for the age and skill level of the students
- hold appropriate public liability insurance,
- while specialist instructors have the technical knowledge and expertise to instruct the students, the teachers have overall responsibility for the safety and welfare of the students, even where the teachers do not directly provide the actual instruction.

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Approval Proforma for all Excursions and Activities for School Council Approval



Department of Education and Training

Two types of excursions are listed here.

- For overnight activities or adventure activities all sections must filled in including 3a and 3b
- Excursions of a general nature will not require all sections e.g. 3a or 3b

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion. Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

* PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

1

Name of program:

Year level(s):

Location(s):

* Date(s):

Name of teacher-in-charge:

EDUCATIONAL PURPOSE

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PROGRAM DETAILS

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Program outline, including:

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

3a

Overnight accommodation

Type of accommodation

- Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

3b

Adventure activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--------------------------------------------------|--------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

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*** Transport arrangements**

Internal External Both

Type of transport and seating capacity:

Will a member of the supervising staff be driving students? Yes No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

5

<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees Other income:	Transport Food Accommodation Staffing Equipment Other expenditure:
Total income:	Total expenditure

STUDENTS AND STAFF

6

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

7

*** Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

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DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name	Signed	Date
------	--------	------

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name	Signed	Date
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Approved and minuted at a school council meeting on _____

School Council President:

Name	Signed	Date
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EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.



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Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

Rangebank Primary School No. 5232

To be handed to the office on the day before departure

A copy of the notice sent home to parents should have been given to the office at the time it is distributed to the children.

Excursion to:	
Day and Date of excursion:	
Teacher in charge:	
Grades involved:	
Staff attending (Including Aides):	
Parents attending (If part of the student/adult ratio):	
Number of children attending:	
Arrangements made for children not going:	
Do any children require daily medication (e.g. ADHA)	Yes / No
Have arrangements been made for yard duty swaps?	Yes / No
Please ensure these are written up on the day of the excursion	
Departure time:	Returning at:
Name and mobile phone contact for the excursion:	



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Costing: Bus per child:	Admission fee per child:
Name of bus company used:	
Signed (Teacher in charge):	

Principal checklist

This checklist should be used in conjunction with the *Proforma for activities requiring school council approval*.

Excursion/program name:	Date(s):
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	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.	
The exact location of the excursion participants at all times has been documented, including during travel.	
I have appointed a teacher-in-charge for the excursion and have made relevant contact details available to the 24 hour school contact person.	
The teacher-in-charge has informed me that staff have been briefed on their roles and responsibilities during the excursion.	
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the Schools Reference Guide 4.10 (Transport) and VicRoads regulations .	
Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
A 24 hour school contact person has been designated and provided with a briefing about their role and the necessary information to enact their responsibilities.	
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a Working with Children Check .	
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	



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<p>Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed, informed consent from parents/ guardians <input type="checkbox"/> Completed medical form for all students and staff <input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers <input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used <input type="checkbox"/> Staff and student equipment & clothing lists <input type="checkbox"/> Group equipment list(s) if necessary <input type="checkbox"/> A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) <input type="checkbox"/> Completed staffing details pro forma <input type="checkbox"/> Risk management plans for all adventure activities <input type="checkbox"/> Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person 	
<p>The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.</p>	
<p>The Notification of School Activity form has been submitted three weeks prior to the excursion.</p>	