Excursion Process

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| Step One | **Complete paperwork 6 weeks prior to the proposed excursion date and submit to the principal for approval (or AP in principal’s absence).**  **Forms can be found:**  The excursion policy suite has been updated on the [document centre](http://ed.ntschools.net/documentcentre/Pages/home.aspx?category=Teaching%20and%20learning&subcategory=Excursions) to include new and updated federal regulations.  Excursion forms should always be accessed from the document centre to ensure the most up to date version is used and submit to the appropriate delegate for approval and/or noting.  The principal sends all paperwork to QSSS for approval Please contact your regional QSSS office should you have enquiries. |
| Step Two | **Ensure you have enough helpers to meet minimum requirements, we do prefer lower adult to child ratios for excursions. All adults on excursions should have a current ochre card. (Principal can give permission for parents to attend without ochre card, overnight camps all must have ochre card.) You should have at least one person accompanying who has first aid training.**  Minimum Requirements   |  |  | | --- | --- | | Preschool | 1:11 | | Transition – Year 6 | 1:15 | | Overnight Camps | 1:15 in mixed gender groupings a male and female adult must be present. | | Swimming | As per swimming guidelines | |
| Step Three | |  |  | | --- | --- | | Local Excursions  6 weeks prior to excursion | Beyond Local Area- includes camps  8 weeks prior to excursion | | Excursion Application form including:   * Itinerary * Participant List * Parental Consent Form * Risk Management Plan * Self-Inspection Checklist | Excursion Application form including:   * Itinerary * Participant List * Parental Consent Form * Education program * Risk Management Plan * Movement Requisition Form * Self-Inspection Checklist | |
| Step Four | **Once approval has been given:**   1. Print permission form on pink to send home.(ask Admin to do this) 2. You will need to send home an accompanying information letter with permission form that parents can keep as a reminder. 3. Confirm bus booking with Administration Manager 4. If a car is required ensure notes stating this mode of transport are given out. 5. Ensure admin staff have a hard copy of the permission note on file 6. Add excursion date to portal calendar and calendar in staff room 7. Give all fully signed required documents to admin staff to put on excursion e-file. 8. Notify canteen of the excursion 9. Place a request on MO section of portal informing him of equipment required: eskies, coolers, shade cloths. |
| Step Five | **When excursion notes are returned:**   1. Make arrangements for students not attending to stay with colleagues- give admin team a copy of this list. 2. Prepare a medical list for students attending 3. Ensure your duties are covered |
| Step Six | **The day before the excursion:**   1. Get coolers and eskies ready |
| Step Seven | **On the day of the excursion:**   1. Give admin a copy of the actual attendance roll for the excursion- at the end of the day, this is scanned and added to the excursion e-file. 2. Get first aid kit from sick bay 3. Take sunscreen from sick bay 4. Upon return wash out eskies and coolers and make sure they are put away 5. Prepare a brief story with photos for newsletter and web page 6. Ensure the excursion is finalised following excursion to ensure all occurred as planned. |
| Step Eight | **Admin**   1. Ensure all notes relating to the excursion are on the e-file. These need to be kept for 2 years. Each excursion needs a new file: M:\Management\01\_SCHOOL FILING SYSTEM\EXCURSIONS\2016 2. Individual permission notes are only kept for one month by the teacher in charge. |