

# Excursion Checklist/Request form for Bushwalks and Camps



**FREE REFORMED  
SCHOOL ASSOCIATION**

*My heart I offer to You Lord - promptly and sincerely*

School			
Date of Excursion			
Year level / group		Number of Students	
Departure Date & Time		Return Date & Time	
Program attached?	Yes	No	N/A
If no, when?			
Teacher in Charge			
Educational Benefit / Justification			
Destination			
Map of Route attached?	Yes	No	
Has approval been received from relevant authorities?	Yes	No	N/A
If no, when?			
Contact Details of authority			
Environment well known?	Yes	No	
<b>Supervision Details</b>			
<p><b>IMPORTANT NOTE:</b> If the location is remote or isolated, ie, where outside assistance is more than 1 hour away, then at least one supervisor must have advanced first aid qualifications. (For more details read the Camp and Excursion Policy) <i>Supervision must comply with the adventure activity standards; see <a href="http://www.outdoorswa.org.au/Industry/aas">http://www.outdoorswa.org.au/Industry/aas</a></i></p>			
<b>Bushwalking Excursion and Camps</b>			
<p><i>Two supervisors for every 22 students or part thereof. One MUST be qualified. One additional supervisor for every additional 11 students. A minimum of 2 supervisors with one qualified supervisor in all cases This does not include helpers for Special Needs students Final approval of number of supervisors to be made by the Principal</i></p>			
<b>Water-based component at Excursion / Camp?</b>	Yes	No	
<p><b>Closed water:</b></p> <ul style="list-style-type: none"> <li>• One qualified supervisor for every 32 students or part thereof, and,</li> <li>• For every 12 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).</li> </ul> <p><b>Open Water:</b></p> <ul style="list-style-type: none"> <li>• One qualified supervisor for every 16 students or part thereof, and,</li> <li>• For every 8 students or part thereof, there will be one supervisor (inclusive of the qualified supervisor).</li> </ul> <p><i>This does not include helpers for Special Needs students Final approval of number of supervisors to be made by the Principal</i></p>			
Minimum supervision requirements met?	Yes	No	

<b>NOTE: WWCC is required for all overnight excursions</b>		
Number of Supervisors		WWCC #
Name of Qualified Supervisor(s)	Mobile #	
Name of Supervisor 1	Mobile #	
Name of Supervisor 2	Mobile #	
Name of Supervisor 3	Mobile #	
<i>If there are more supervisors, provide names and details on back of form, or on separate list.</i>		
Have all supervisors been briefed as per Camp & Excursion Policy?    Yes                      No		
If no, when?		
Has the supervisory team been briefed on what to do when someone is lost as per Policy?		
Yes                      No		
If no, when?		
Have supervision strategies been established that ensure the safety and well-being of students?		
Yes                      No		
If no, when?		
Will students be informed of the supervision strategy?                      Yes                      No		
If no, when?		
What is the minimum number of head counts that you intend having?		
Have you read "Supervision strategies" of the Camp & Excursion Policy?    Yes                      No		
<b>Emergency Response Planning</b>		
Has an emergency response plan been produced?	Yes	No
<i>Please attach to this document.</i>		
Are contingency plans in place of an emergency?	Yes	No
<i>Please attach to this document.</i>		
Do all participants know what the emergency signal is?	Yes	No
Do you have a list of names of participating students and their parent/guardian contact numbers?		
<i>Please attach to this document.</i>		
	Yes	No
<b>Communication Strategies</b>		
Do you have the means to make contact with on-site and off-site support services?		
	Yes	No
What are the means?		
Contact Name		
Contact Phone Number(s)		

Transport arrangements			
Bus	Hire Bus(es) / Charter Bus(es)	Yes	No
Name / Driver			
Train		Yes	No
Private Vehicles		Yes	No
<i>If yes: attach signed Private Vehicle Use Declaration Forms</i>			
<b>IMPORTANT NOTES REGARDING PRIVATE VEHICLE USAGE:</b>			
If using private vehicles, drivers must have a current license and sign the Private Vehicle Use Declaration form. Completed forms and a copy of the driver's license must be attached to this form.			
<ul style="list-style-type: none"> <li>• Each student must be seated in a seat belt</li> <li>• Students 7 years and under must sit in an approved booster seat.</li> </ul>			
<i>Go to <a href="http://www.ors.wa.gov.au/Documents/Seat-Belts/ors-child-car-restraints-faq.aspx">http://www.ors.wa.gov.au/Documents/Seat-Belts/ors-child-car-restraints-faq.aspx</a> for the current laws on child car restraints.</i>			
Students			
Have parents been notified about the excursion / activity?		Yes	No
If no, when will they be notified?			
Have parents given written consent?		Yes	No
If No, when?			
Number of 'Yes' Students		Number of 'No' Students	
Arrangements for 'no' students:			
<i>Please collect and store consent in a safe place.</i>			
When will you brief the Students on:			
<ul style="list-style-type: none"> <li>• Safety</li> <li>• Teacher Expectations</li> <li>• Acceptable Behaviour</li> </ul>			
Any Special Education students coming?		Yes	No
If yes, who?			
What extra care has been taken for them?			
Are there any student health needs that need particular attention?		Yes	No
<b>NOTE:</b> Copies of Health Alerts are to be taken on all excursions.			
If yes, list their names below, and what you will take ( <i>if there are more, please list on separate piece of paper and attach to this form</i> )			
1			
2			
3			

4		
5		
6		
<b>Staff</b>		
Are there any health alerts of staff or volunteers attending this excursion that need particular attention? (eg allergic to beestings:)		
	Yes	No
If yes, list name/s, health alert, and actions necessary in case of emergency:		
_____		
_____		
<b>NOTE: Ensure colleagues know what to do in case of medical emergency</b>		
<b>First Aid</b>		
Are you aware you must take a first aid kit?		
	Yes	No
I have checked the contents of the first aid kit.	Yes	Date checked
<b>Impact on Rest of School</b>		
Does your class' absence impact on other staff and/or students?		
	Yes	No
Do you have the agreement and co-operation of teachers/classes affected?		
	Yes	No
Who?		
Briefly outline yard duty arrangements: <i>(if applicable)</i>		
_____		
<b>Signatures</b>		
Teacher-in-charge		
_____		
Principal / Head of School		
_____		
Date		
_____		

For additional information, the link to the Department of Education excursions policy is below:  
[http://det.wa.edu.au/policies/detcms/cms-service/download/asset/?asset\\_id=18644629](http://det.wa.edu.au/policies/detcms/cms-service/download/asset/?asset_id=18644629)

**Excursion Risk Management Plan**

Risk Matrix						
Consequence						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	Moderate	High	High	<b>Extreme</b>	<b>Extreme</b>
	Likely	Moderate	Moderate	High	<b>Extreme</b>	<b>Extreme</b>
	Possible	Low	Moderate	High	High	<b>Extreme</b>
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Risk Assessment					
Activity	Hazard Identified	Risk assessment (use matrix)	Elimination / control measures	Who	When

**Excursion Risk Management Plan**

<b>Risk Assessment (cont)</b>					
<b>Activity</b>	<b>Hazard Identified</b>	<b>Risk assessment (use matrix)</b>	<b>Elimination / control measures</b>	<b>Who</b>	<b>When</b>