

Committee: PAC

Paper No: 1-1 Date: 22/5/20

Tabled By: Gunn

Excursion Application - Category A and B

School	<NAME>		
Destination	<NAME>	Category	A or B
Class/Year Level		Ages	to

Teacher in charge	<NAME>
Rationale	Summarise the rationale for the excursion.

Proposed date/s	/ / to / /
Proposed time/s	: AM/PM to : AM/PM

Number of students	Male	Female	Total number of students
Number of adults	Male	Female	Total number of adults

Mode of transport	Choose an item. If other, please identify:
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Education Program

Please outline the anticipated Educational Program, demonstrating links to the:
Early Years Learning Framework | Australian Curriculum (T-10) | NTCET Years 11-12 | Vocational Education and Training
| Career Education

Program Details

Date	Program	Links
	•	
	•	
	•	
	•	

Costs

Parent contribution:	\$	Third-party contribution (sponsorship, grant, etc):	\$
School budget:	\$		
Fundraising:	\$	Provided by:	

Travel Details (add more rows if required)					
	Destination/Location	Date	Time	Carrier/Company	Driver Name/Number
Depart:					
Arrive:					
Depart:					
Arrive:					

¹ Please ensure time noted reflects the *destination/location* time

Accommodation #1 (add more rows if required)			
Name:		Arrival date:	
Address:		Departure date:	
Booking ref:		Contact number:	

Daily Itinerary		
Date	Destinations/Locations	Activities

Risk Management

**** NOTE: For preschool excursions please complete and attach the [ACECQA Excursion Risk Management Plan template](#).**

Aquatic activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes: <ul style="list-style-type: none"> identify how student swimming ability (for banding) will be assessed e.g. swimming lesson data or Water Survival Challenge assessment. Refer to the Swimming and Water Safety Guidelines. Attach Swimming Forms
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Special comments, e.g. safety precautions	e.g. students with notified medical conditions – treatment plans, student/accompanying adult gender ratio not meeting policy/guidelines requirements, swimming ratio including holders of, first aid certification and bronze medallion, not meeting policy/guidelines requirements
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Potential Risk	Risk Level (Refer to matrix)	Response	Action Officer
e.g. physical injury (sprained wrist)	Low	e.g. two of the accompanying adults are senior first aid trained.	e.g. Jack Jones (Teacher in charge)
Students/staff health risk – Coronavirus (COVID-19)	Low likelihood + moderate consequence = Medium level of risk	Teacher in charge, School Principal and all accompanying adults to be knowledgeable and remain up to date of the latest COVID-19 advice from the NT and Commonwealth governments. Consider the appropriateness of the excursion destination and purpose, and review all venues' COVID-19 Safety Plan. If required by the venue, complete any necessary additional venue plans, checklists and risk assessments and attach to this form.	Teacher in charge – First Aid Officer – All accompanying adults-

		<p>Ensure all participants understand and practice safe hygiene and physical distancing.</p> <p>All participants to carry their own water bottle (shared bubblers not appropriate for use except to refill water bottles).</p> <p>All participants to have access to and regularly use handwashing facilities and/or hand sanitiser.</p> <p>Liaise with parents and students to ensure parental consent and that all attendees are well prior to excursion.</p>	

Staff and accompanying adults					
Name	Position	Gender	Ochre card number	Ochre card expiry	Contact number

Students					
Name	Year Level	Age	Date of Birth	Gender	Medical Y/N

Attachments checklist:	
Category A Local Area and Regular Outings	<input type="checkbox"/> Att A - Parental consent forms <input type="checkbox"/> Att B - Swimming forms (if applicable) <input type="checkbox"/> Att C - Self-Inspection Checklist
Category B Beyond Local Area and overnight	<input type="checkbox"/> Att A - Parental consent forms <input type="checkbox"/> Att B - Swimming forms (if applicable) <input type="checkbox"/> Att C - Self-Inspection Checklist <input type="checkbox"/> Movement Requisition Form (all DoE employees on one form)

Form completed by	<NAME>
Signature	
Date	/ /

Approvals	
ENDORSED/NOT ENDORSED	
..... / /	
TEACHING PRINCIPAL	
<ul style="list-style-type: none"> Teaching Principal to endorse Category A & B Excursions and send to QSSS Regional Manager/Director for approval (Including Independent Public Schools) 	
APPROVED/NOT APPROVED	
..... / /	
NON-TEACHING PRINCIPAL	
<ul style="list-style-type: none"> Non-Teaching Principal to approve Category A & B Excursions and forward application and supporting attachments to QSSS Regional Manager/Director to note (Including Independent Public Schools) 	

APPROVED/NOTED

..... / /
DIRECTOR/MANAGER QSSS _____ REGION

- QSSS Regional Manager/Director approve Category A and B Excursions for Teaching Principals.
- QSSS Regional Manager/Director note Category B Excursions for Non-Teaching Principals.
(Including Independent Public Schools)

RISK MANAGEMENT MATRIX

POTENTIAL RISK

Identify potential risks that may occur on the excursion. These may include:

- People (leadership, skill level, experience, qualifications, fitness, medical emergency)
- Equipment and Resources (clothing, quality of equipment, availability of equipment, safety requirements, vehicles, transport)
- Environmental Factors (weather conditions, terrain, traffic considerations, political considerations)

LIKELIHOOD

Risk Level	Descriptor	
1	Rare	Exceptional circumstances
2	Unlikely	Not expected to occur
3	Possible	Could occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Expected in most circumstances

CONSEQUENCES

Risk Level	Descriptor	
1	Insignificant	Would not hinder program outcomes
2	Minor	Would threaten an element of program
3	Moderate	Would require significant adjustment to overall program
4	Major	Would threaten achievement of outcomes
5	Severe	Would stop achievement of outcomes

LEVEL OF RISK

Use the below risk analysis matrix to determine the level of risk.

Likelihood	Consequence				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (severe)
1 (rare)	Low	Low	Medium	High	High
2 (unlikely)	Low	Low	Medium	High	Extreme
3 (possibly)	Low	Medium	High	Extreme	Extreme
4 (likely)	Medium	High	High	Extreme	Extreme
5 (almost certain)	High	High	Extreme	Extreme	Extreme

EXCURSION RISK ASSESSMENT: POTENTIAL RISKS TO CONSIDER

****This list of sample items is not intended to be comprehensive. Risks specific to your planned excursion and activities should be included as required.**

<p>HEALTH</p> <p>Pandemic – current advice and local context</p> <p>Dehydration</p> <p>Hypothermia</p> <p>Location of hospital/medical centre</p> <p>Medical emergency (injury/illness/allergic reaction/disease/infection)</p> <p>Medical needs (asthma puffer, epipen, medications, 1:1 support etc)</p> <p>Mental wellbeing (homesickness/phobia/anxiety)</p> <p>Sunburn/heatstroke</p>	<p>TRAVEL</p> <p>Delayed coach arrival/drop off</p> <p>Loss of luggage</p> <p>Missed/delayed transport</p> <p>Motor vehicle incident/ Traffic hazards (ie boarding/d disembarking any vehicles)</p>
<p>ACTIVITIES</p> <p>Wildlife risks/contact with animals and potential harmful fauna/flora ie (crocodiles, snakes, insects, jellyfish, animal bite or scratch etc)</p> <p>Group activity risks (ropes course, rock climbing, skiing etc)</p> <p>Water activity/swimming incident/canoeing</p>	<p>OTHER</p> <p>Inappropriate behaviour</p> <p>Missing/lost students</p> <p>Personal property lost/stolen (wallet, ID, passport etc)</p> <p>Stranger danger/child protection/ochre card</p> <p>Other people (potential abuse, racism, foul language etc)</p> <p>Environmental factors (earthquake, volcano, cyclone, flood, fire, snakes, crocodiles, jellyfish etc)</p> <p>Terrorism</p>

CHECKLIST

CATEGORY A AND B EXCURSIONS

Definitions	
Category A – Local area excursions and regular outings	Involve movement either on foot or requiring transport within the local community but not involving absence overnight, e.g. repetitive day trips, visits to locations nearby to the school. <i>Category A excursions require the approval of the principal.</i>
Category B – Beyond local area or overnight excursions	Involve travel beyond the local community but within the Northern Territory and includes all overnight excursions. <i>Category B excursions require the approval of the principal and must be sent to Director/Manager QSSS for noting.</i>

