

Excursion documentation

Below is a summary of the minimum requirements for documentation for each type of excursion. This table is intended to be used together with the [Excursions policy and guidance materials on PAL](#) where you will find detailed information.

	Local Excursion	Day Excursion	Overnight Excursion	Interstate*	Overseas	Adventure Activities
Local Excursions Annual Consent Form	X					
Notification of Local Excursions	X					
Reminder to update medical information	X	X				
Consent Form		X	X	X	X	X
Medical Information Form - Day Excursions involving Adventure Activities				If a day excursion involving adventure activities		X
Medical Information Form - Camps and Overseas Excursions			X	If a camp/overnight excursion	X	
Evidence of Risk Assessment Template	X					
Risk Register		X	X	X	X	X
Log Excursion on SAL	X	X	X	X	X	X
Staff Travel Application				X	X	
Excursions – Principal Approval Form			X	X	X	X

¹ Interstate travel is defined as any distance further than 100 kilometres over the Victorian border (refer to DE Travel Policy).

	Local Excursion	Day Excursion	Overnight Excursion	Interstate*	Overseas	Adventure Activities
Emergency Management Plan			X			
		X		X	X	X
Pre-Activity Check for outdoor Adventure Activities						X
Student Skills swimming and water-based activities template						For swimming and water-based activities
Communications Plan			Depending on location	Depending on location	X	Depending on location
Camps, excursions swimming and water-based activities checklist	X	X	X	X	X	X