

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
<u>Local Excursions Annual Consent Form</u>	X					
<u>Notification of Local Excursions</u>	X					
Reminder to update medical information	X	X				
<u>Consent Form</u>		X	X	X	X	X
<u>Medical Information Form - Day Excursions involving Adventure Activities</u>				If a day excursion involving adventure activities		X
<u>Medical Information Form - Camps and Overseas Excursions</u>			X	If a camp/overnight excursion	X	
<u>Evidence of Risk Assessment Template</u>	X					
<u>Risk Register</u>		X	X	X	X	X
Log Excursion on <u>SAL</u>	X	X	X	X	X	X
<u>Staff Travel Application</u>				X	X	
<u>Excursions – Principal Approval Form</u>			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
<u>Emergency Management Plan</u>			X			
		X		X	X	X
<u>Pre-Activity Check for outdoor Adventure Activities</u>						X
<u>Student Skills swimming and water-based activities template</u>						For swimming and water-based activities
<u>Communications Plan</u>			Depending on location	Depending on location	X	Depending on location
<u>Camps, excursions swimming and water-based activities checklist</u>	X	X	X	X	X	X

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