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|  | **Camps, Excursions and**  **Incursions Policy** |

**Rationale:**

Coral Park camps, excursions and incursions are an integral part of the wider school program. The school ensures that excursions and incursions provide an enriching experience for our students and community members and are relevant to the current curriculum.

**Aims:**

* To give students a wide range of experiences beyond the classroom that will enhance, complement and extend their learning as well as develop their language and social skills.
* To develop student’s understanding that learning is not limited to the school environment and by providing them with opportunities to broaden their personal understandings and knowledge.

**Implementation:**

***Guidelines for Action***

* Staff wishing to organise an excursion must complete and lodge an Excursion / Incursion Approval Application, all excursions must be approved prior to running. Where an excursion proposal has not been submitted that excursion will not run unless special circumstances are pending. This decision will be made by the principal or their nominee.
* The Principal or nominee will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to [DEECD Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx" \l "mainContent)
* It is recommended that only one excursion or incursion be scheduled each term for each year level of the school. If more incursions or excursions are required in the term, consult the Principal.
* Where practicable, camps, incursions and/or whole school excursions are to be planned on a semester basis.
* It is highly recommended that excursions should not take place in the first week of any term. Ideally the excursion or incursion should take place on a day when specialist programs are least disrupted.
* School Council endorsement is required for all overnight stays and excursions involving adventure activities. The Principal is responsible for the approval of single day excursions.
* For local walking excursions e.g. to wetlands, to the mailbox to post a letter, parents and guardians will sign a permission form when students first enrol with the school that covers the students for the duration of their Coral Park Primary School Enrolment. Parents will always be notified in writing when teachers are planning a local excursion.

***Expectations***

* The Department’s requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
* The principal or nominee will ensure that full records are maintained regarding the camp/excursion/incursion.
* The principal or nominee will ensure adequate planning and preparation, including the preparation of students takes place.
* The emergency management process of the school will extend to incorporate all camps and excursions.

***- Teacher responsibilities***

* Prior to conducting a camp or excursion, the Department’s requirements and guidelines relating to camps or excursions will be observed. This includes Safety, Emergency & Risk Management (including bushfires), student medical information and safety guidelines for education outdoors.
* On days of extreme fire danger or total fire ban, the principal or nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **Risk assessment documentation must be completed.**
* The organising teacher needs to ensure that the Excursion / Incursion checklist is completed and followed during the organisation and planning of an excursion / incursion.
* Excursion/Camp coordinators should visit all sites where excursions will take place to familiarise themselves with the layout of the area and its facilities, assess any possible risks and discuss programs/issues with the organisation.
* All excursions and paid incursions require parental or guardian permission. Students are unable to be taken out of the school grounds without a signed permission form from parents.
* All excursion notes must be approved by the principal, will be generated through Cases 21 by office staff and distributed to students at least six weeks prior to the event. For school camps at least a term’s notice should be given to parents.
* The coordinator will notify the Office Manager of the excursion or incursion prior to the notices being distributed to students. This will enable details of the excursion to be added to CASES 21.
* All money and excursion forms must be sent to the office for processing. Any parent wishing to apply for the Camps, Sports & Excursion Funding (CSEF) must apply for it by filling out the required form and providing a copy of their Health care card. These forms need to be completed and returned by the end of term 2. Teachers cannot approve CSEF payments.
* All endeavours will be made to not exclude students from excursions for financial reasons. Parents experiencing financial difficulty, who wish their child to attend an excursion will be required to discuss their individual situation with the Principal. Decisions regarding alternative payment arrangements will be made by the Principal on a case by case basis.
* Sufficient time (at least 6 weeks- see parent payment policy) will be given for parents make payments for excursions/incursions. Reminders will be provided to remind them of the final payment date. Children whose payments have not been finalised by this date may not be able to attend the excursion/incursion unless other arrangements have been made with the Principal.
* Only students who have displayed behaviour in accordance with our School Values at school will be invited to participate in school excursions. Parents will be notified in advance if their child is behaving in such a way that means it would be too dangerous or unpredictable to allow their child to participate in an excursion. Risk assessments will be completed, and then the decision to exclude a student from an excursion will be made by the Principal in consultation with the classroom teacher. If a student must be excluded from an excursion/incursion, alternative arrangements must be made by the school for the student at school for the duration of the excursion.
* If an incursion or excursion needs a cheque on or before the day, submit a request to the Business Manager one week prior to excursions/incursions.
* The excursion/incursion coordinator is responsible for writing details in the office diary and adding the incursion/ excursion to schools events calendar on Sentral and placing a photocopy of the approved Excursion or Incursion Request Form in the Excursion Folder in the Office with any relevant documentation and organisation.
* Yard duty must be swapped. Teachers can organise specialist swaps on excursion days, but joint agreement must be reached by consultation with other staff members and the specialist concerned. An amended specialist timetable may need to be created. All swaps must be emailed to the Assistant Principal/Daily org staff member to place on Sentral.
* Satisfactory arrangements must be made by classroom teachers for students not attending excursions.
* Where a whole school excursion leaves the school unoccupied, the regional office must be contacted by telephone.
* **Relevant details of approved excursions should be provided to the Department using the Student Activity Locator using the online notification form available at <https://partner.eduweb.vic.gov.au/sites/sal#/> This notification should be provided at least three weeks prior to the activity.**
* All excursion groups must be accompanied by at least two adults (1:20). In addition to teachers employed by the Department of Education or the school council, excursion staff may include other adults on a volunteer or paid worker basis such as parents/guardians, school services officers, community members, specialist instructors, campsite staff and trainee teachers. All approved excursion staff can be included in the staff–student ratio.
* Parents selected to attend excursions must have a current Working with Children Check.
* The staff/student ratio for school camps is (1:10) – For additional information on student:adult ratios please see the department’s Staffing and Supervision Policy <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>
* All excursions must have a first aid trained staff member
* Ensure all students have name tags.

***Responsibilities on the day***

* Excursion organiser needs to ensure that the office has a complete excursion/incursion information sheet (this includes details of the venue and all required contact details of staff attending) and a copy of any other documentation. This includes a class lists of students attending, arrangements for students not attending.
* The class teacher must mark the roll before going on an excursion and send the roll and a detailed class list to the office.
* All teachers attending the excursion must have a copy of their class list, excursion rolls are to be printed from Sentral, and these include relevant Medical information for each student attending.
* The following must be taken by the teachers on an excursion;
* Permission notices which have been signed by parents or guardians. (A doctor will need to sight this in case of an emergency procedure on a student). No students are allowed to go on an excursion without a signed consent form.
* Teachers should carry original permission slips and personal / medical information of the students that are in their group for the duration of the excursion.
* Mobile phone. Please remember to turn on the mobile phone and ensure the excursion co-ordinator has the correct number listed on the Excursion Information Sheet.
* A first aid kit including asthma medication and any other personal medication of a student (this can be located in the first aid room with the child’s name on it).
* All teachers should have the Coral Park Primary School phone number **9702 8398** in their mobile phones.
* Count the students going on the excursion before leaving the school.
* Count the students before boarding and after getting off the bus or train to ensure that all students are present. Roll calls should be conducted at regular intervals throughout the day.

***Special Notes***

* Where teachers have Principal permission to use their own cars/private buses to carry students, a “Car/Bus Excursion” form is to be given to students and signed by the parent/guardian and returned to organising teacher prior to departure. Such vehicles MUST HAVE FULL COMPREHENSIVE INSURANCE cover that is indemnified with the Crown.
* No students are allowed to go to the toilets by themselves.
* If a class teacher is absent on the day of the excursion another class or specialist teacher may replace this teacher.
* Students must be closely supervised. Try to foresee possible dangers and warn students.
* No student is to be dismissed in transit. All students must return to school with the teacher after the excursion. Teachers are responsible for students until they are dismissed from school at 3.30 pm or when signed out by a parent or guardian if prior arrangements have been made for students to be picked up before 3:30.
* If a student is missing or is injured, or in the event of an emergency or there is any other emergency ring the school (Principal) and then emergency management as advised to do so by the Principal. The Principal will ring the parent if necessary.
* Any excursion may be cancelled at the discretion of the Principal after consultation with teachers concerned if a class teacher is absent. If the excursion is re-scheduled please fill in a new request form and send a new form to parents with the revised date.

***After***

* If accidents or injuries occur on excursion or camps, comprehensive reports must be completed and filed promptly.
* All permission notes should be sent to the **school office** for archiving.

**Appendixes**

* Excursion/Incursion Approval Application
* Excursion/Incursion Risk Assessments
* Excursion protocols (checklist & Information sheet)
* Incursion protocols (checklist & Information sheet)
* Local Excursion Permission form

**Reference**

The Government Schools Reference Guide (GSRG) has been referenced throughout this policy. Any updates of this guide in reference to excursions, incursions and camps supersede this policy.

The guide can be found on Department’s website at [DEECD Excursion Policy](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx" \l "mainContent)

**Evaluation**

This policy will be reviewed every three years and in accordance to the Department of Education & Early Childhood Development policies.

**Endorsement**

This policy was endorsed by staff and School Council March 2020.

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| b&w | Excursion and Incursion  Approval Application |

To be submitted to School Council or the school for approval as required by DEECD.

|  |  |  |  |
| --- | --- | --- | --- |
| Excursion, Activity, Camp: | | | |
| Day and date of excursion /activity/camp:: | | | |
| Destination / Details of excursion : | | | |
| Purpose of Excursion: | | | |
| Estimated Cost: | | | |
| Organising staff member: | | | |
| Grade(s) involved: | | | |
| Number of Students to Attend | | | |
| Proposed arrangements for children not attending: | | | |
| Proposed staff attending | | | |
| First Aid Person/s attending: | | | |
| Proposed Parent helpers going: | | | |
| Signed Approval |  | Date: |  |

Teachers wishing to conduct excursions are required to provide the following information so that their application may be considered. This must be done AT LEAST ONE MONTH before the date of the proposed excursion.

|  |  |
| --- | --- |
| b&w | Risk Management  Assessment Form  **Environment Emergency Management Assessment** |

**Venue Assessed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for **month** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

|  |  |  |
| --- | --- | --- |
| * Bushfires * Severe storms and flooding * Earthquake * School Bus Accident/Vehicle Incident | * Missing Student * Medical Emergencies * Incidents * Aggressive student behaviour | * Intruders * Internal fires and smoke * Snakes and other wildlife * Other relevant to camp area |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Very High** |  |  |  |  |
| **High** |  |  |  |  |
| **Moderate** |  |  |  |  |
| **Low** |  |  |  |  |
|  | **Low** | **Moderate** | **High** | **Very High** |
|  | **Impact** | | | | |

|  |  |  |
| --- | --- | --- |
| **Environmental Emergency** | **Event** | **Risk Management Strategies** |
| **Very high or high likely-hood / very highor high impact** |  |  |
|  |  |
|  |  |
| **Very high, High and moderate likelihood /Very high, high or moderate impact** |  |  |
|  |  |
|  |  |
|  |  |
| **Very high, High, Moderate or Low likelihood / High and Very High Impact** |  |  |
|  |  |
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| b&w | Risk Management  Assessment Form  **General Excursion Risk Assessment** |

This form is to be completed as part of the planning process for excursions.

|  |  |  |
| --- | --- | --- |
| Class Group: | Date: | Supervising Teacher: |

|  |  |  |
| --- | --- | --- |
|  | **Dangers**  Factors which could lead to each inherent risk eventuating | **Risk Management Strategies**  Strategies to reduce risks |
| **People**  Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |  |
| **Equipment**  Resources that impact on the activity e.g. clothing, footwear, teaching equipment |  |  |
| **Environment**  Factors that impact on the activity e.g. Weather, terrain, water |  |  |
| **Critical incident management** (emergency procedures) – contact the school for assistance.  **If a student is lost – ensure all other students and staff are safe.** Confirm with all other staff that the student remains unlocatable. If every avenue has been exhausted, call a member of leadership at school on 9702 8398 and tell them what has happened. They will call Incident Support and Operations centre on 1800 126 126. ISOC will inform the school what steps to take, and the school will inform the teacher in charge at the excursion.  **If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance in needed. Contact the school. Complete forms upon return to school. | | |

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| b&w | Risk Management  Assessment Form Incursion Risk Assessment Form |

**Duty of care resides with teachers for the period of the event:**

🞏 Presenter/s-contractor/s has/have WWWC

🞏 Activity complies with External Providers Policy guidelines \_\_\_\_\_\_\_\_\_\_\_

This form is to be completed as part of the planning process for all incursions.

|  |  |  |
| --- | --- | --- |
| Class Group: | Date: | Supervising (Duty of Care) Teacher: |
| Details of area to be used and safety initiatives if required. | | |

|  |  |  |
| --- | --- | --- |
|  | **Dangers**  Factors which could lead to each inherent risk eventuating | **Risk Management Strategies**  Strategies to reduce risks |
| **People**  Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number |  |  |
| **Equipment**  Resources that impact on the activity e.g. clothing, footwear, teaching equipment |  |  |
| **Environment**  Factors that impact on the activity e.g. Weather, terrain, water |  |  |
| **Critical incident management** (emergency procedures) – contact the Principal for assistance.  **If a student is lost – ensure all other students and staff are safe.** If every avenue has been exhausted, call a member of leadership at school on 9702 8398 and tell them what has happened. They will call Incident Support and Operations centre on 1800 126 126. ISOC will inform the school what steps to take, and the school will inform the teacher in charge at the excursion  **If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance in needed. Contact the Principal. l. | | |

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| b&w | Coral Park Primary School  Excursion Checklist |

Listed below are the essential tasks that **must** be completed when planning an excursion.

**If a team member other than the Team Leader is planning the excursion, It is the Team Leader’s responsibility to make sure all tasks are completed.**

|  |  |
| --- | --- |
| Excursion Name: | Year Level: |
| Person in Charge: | |

|  |  |
| --- | --- |
| Initial Panning | 6 weeks to go |
| * Complete and submit an Excursion/ Incursion Approval Application * Check School diary and add excursion * Complete risk management assessment – if high risk fill out risk management assessment forms * Book venue (visit venue where appropriate & check facilities such as toilets) * Book Buses – ensure that they have seat belts * Use Excursion / Incursion Fee planner to work out cost (discuss with Business Manager and ensure they have a copy) * Finalise date and cost with PLC Leader, Business Manager and Principal * Add to office diary and Sentral Calender * Create Excursion in Sentral – for rolls and medical information on the day (See your PLC Leader, Digi Tech Leader or Assistant Principal) | * Work with office staff to generate permission notices * Send notice home * Register the excursion with the DEECD   *https://www.eduweb.vic.gov.au/forms/school/sal/EnterActivity.asp*   * Organise staffing for excursions with Principal or AP   + First aid   + Teachers   + ES staff   + Parent helpers   + Make suggestions for any timetable changes needed. * Fill out necessary order forms |
| 1 week to go | The day before |
| * Complete excursion information sheet * Make necessary yard duty swaps * Notify affected specialist staff * Confirm all bookings (buses, venue etc) * Check all money and permission forms are returned with the office, including EMA needs. Send out reminders if needed. * Organise arrangements for non-participants * Finalise staff and parent helpers attending the excursion * Check all students name tags * Create a running sheet / timetable for the excursion (include all required phone numbers and copy for each adult attending) * Ensure Excursion group for the excursion is created on Sentral if not done in initial planning (See your PLC Leader, Digi Tech Leader or Assistant Principal) * Notify the canteen (if necessary) | * Provide / email a copy of the excursion Information sheet to the office and principal * Provide the office with class lists indicating which students & staff are going on the excursion * Finalise groupings and running sheet / timetable. * Sort permission/medical forms into groups (they should go with the staff member looking after each student) * Ensure office have mobile contact numbers of all staff attending (fill out on the incursion information sheet) * Ensure the school excursion phone is charged if needed * Notify the office of first aid kits required * See Linda L or office manager to create bulk absences on Sentral class rolls   PTO |

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| --- | --- |
| On the Day | After the excursion |
| * Collect first aid kit/s * Check each staff member has original permission slips/ medical forms of the students in their group (excursion roles to be printed from Sentral) * Check each staff member has a time table/ running sheet for the day * Check office has list of students attending excursion and arrangements for non-participants. * Check office has a copy of all documentation * Ensure all students have name tags on and a jumper or hat as required, and are in school colours * If a day of extreme fire danger complete risk assessment documentation and determine fire safety precautions to be implemented. | * Return first aid kit/s – notify the office if any items need replacing * Ensure all permission slips are sent to the office * Write a newsletter article about the excursion for the following week * Write any required thank-you emails / cards for parent helpers etc * Ensure any accidents medical needs & welfare incidents are recorded |

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| b&w | Activity / Camp / Excursion Information Sheet |

To be handed to Principal and Office staff prior to departure, attached to a copy of the notice sent home to parents.

|  |  |  |  |
| --- | --- | --- | --- |
| Excursion, Activity, Camp: | | | |
| Day and date of excursion /activity/camp:: | | | |
| Organising teacher: | | | |
| PLC Leader: | | | |
| Grade(s) involved: | | | |
| Teachers going: | | | |
| First Aid Person/s attending: | | | |
| ES / Specialist Staff attending: | | | |
| Parent helpers going: | | | |
| Teachers not going: | | | |
| Number of children going: |  | Not going: |  |
| Arrangements made for children not going: | | | |

PTO

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Names of teachers going who are on yard duty / first aid / welfare: | | | | | | | |
|  | | | Swap with: | |  | | Swap with: |
| 1. | | |  | | 4. | |  |
| 2. | | |  | | 5. | |  |
| 3. | | |  | | 6. | |  |
| Departure time: |  | | | Return time: | |  | |
| Travel booking confirmed: YES / NO | | | | All orders written: | | YES / NO | |
| Name of venue/destination: | | | | | | | |
| Telephone number of destination: | | | | | | | |
| Address of venue destination: | | | | | | | |
| Mobile telephone numbers of staff attending: | | | | | | | |
| Number of buses (if required): | | | | | | | |
| Name of bus company: | | | | | | | |
| Telephone number of bus company: | | | | | | | |
| Are private cars being used YES / NO | | | | | | | |
| Driver | | Number Plate | | | License Number | | Name of Insurer |
|  | |  | | |  | |  |
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| b&w | Incursion Checklist |

Listed below are the essential tasks that **must** be completed when planning an incursion.

**If a team member other than the PLC Leader is planning the excursion, It is the Team Leaders responsibility to make sure all tasks are completed.**

|  |  |  |
| --- | --- | --- |
| Incursion Name: | | Year Level: |
| Person in Charge: | Incursion Date: | |

|  |  |
| --- | --- |
| Initial Panning | The day before |
| * Complete and submit an Excursion/ Incursion Approval Application * Discuss with timetables for best day & location / staffing needs * Determine appropriate location in the school for incursion – book location if necessary * Use Excursion / Incursion Fee planner to work out cost (discuss with Business Manager and ensure they have a copy) * Finalise date and cost with PLC Leader, Business Manager and Principal * Check School diary, Sentral calendar and add incursion * Undertake any necessary risk assessment and complete documentation if required | * Email staff the timetable for the day * Give / email a copy of timetable and information sheet to the office * Check all money has been paid |
| 6 weeks to go | On the Day |
| * Work with office staff to generate permission forms. * Give notice to Principal for final approval (this needs to be at least **3** days before the notice needs to be sent home * Fill out necessary order forms | * Ensure venue for incursion is set up * Ensure all teachers and the office have a copy of the timetable for the day * Check office have a copy of all documentation * If a day of extreme fire danger complete risk assessment documentation and determine fire safety precautions to be implemented. |
| 1 week to go | After the incursion |
| * Make necessary yard duty swaps * Notify effected specialist staff * Confirm all bookings * Check all money and permission forms are returned. * Organise arrangements for non-participants * Create a timetable (if required) | * Ensure all permission slips are sent to the office * Write a newsletter article about the incursion for the next newsletter |

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| b&w | Incursion Information Sheet |

To be handed to Principal and Office staff prior the commencement of the incursion attached to a copy of the timetable for the day

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| --- | --- | --- | --- | --- | --- | --- |
| Incursion: | | | | | | |
| Day and date of incursion:: | | | | | | |
| Organising teacher: | | | | | | |
| PLC Leader: | | | | | | |
| Grade(s) involved: | | | | | | |
| ES / Specialist Staff attending: | | | | | | |
| Number of children attending: | |  | | Not attending: | |  |
| Arrangements made for children not attending: | | | | | | |
| Names of teachers going who are on yard duty / first aid/ welfare: | | | | | | |
|  | | Swap with: | |  | | Swap with: |
| 1. | |  | | 4. | |  |
| 2. | |  | | 5. | |  |
| 3. | |  | | 6. | |  |
| Start time: |  | | Finish time: | |  | |
| Travel booking confirmed: YES / NO | | | All orders written: | | YES / NO | |
| Name of provider | | | | | | |
| Telephone number of provider: | | | | | | |

|  |  |
| --- | --- |
| b&w | **CORAL PARK PRIMARY SCHOOL**  145 Coral Drive, Hampton Park 3976  Phone: 9702 8398 Fax: 9702 8498  Email: [coral.park.ps@edumail.vic.gov.au](mailto:coral.park.ps@edumail.vic.gov.au) |

**LOCAL EXCURSION PERMISSION AND MEDICAL CONSENT**

At times throughout the year, we like to take students on incidental excursions within the local area. These may include for example; down to the wetlands for a science discussion, to the post box located in front of the milk bar or to the pre-school next door. These are within the immediate vicinity of the school with no crossing of roads. We will notify parents in advance of excursions happening however, for convenience we believe it is easier to have one notice that covers your child at any time. If you agree to your child taking part in these local excursions, please complete and return the form below.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent /Guardian Name) agree to my child taking part in any local excursions that are within walking distance of the school.

I authorise the teacher in charge of the excursion to consent, where it is impractical to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

I understand that in the event of my son’s/daughter’s misbehaviour or behaviour that poses a danger to themselves or others during the excursion that I will be informed and their future consent revised.

I also understand that due to possible wet or hot weather, the excursion date of local visits may be changed slightly.

**Student’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_**

**Emergency contact name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*This confidential form asks for personal information about your child. The main purpose for collecting this information is so that Coral Park Primary School can allocate staff and it assists us to properly care for your child. The school depends on you to provide all relevant health information. Withholding some information may put your child’s health at risk. The school will use this information if your child is involved in a medical emergency. Parents must ensure the school is kept updated with any changes to medical conditions or requirements. Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education & Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to. All staff at Coral Park Primary School and the Department of Education and Training are required by law to protect the information provided on this form. All information is held in confidence. Emergency Contacts are people that Coral Park Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Coral Park Primary School.*