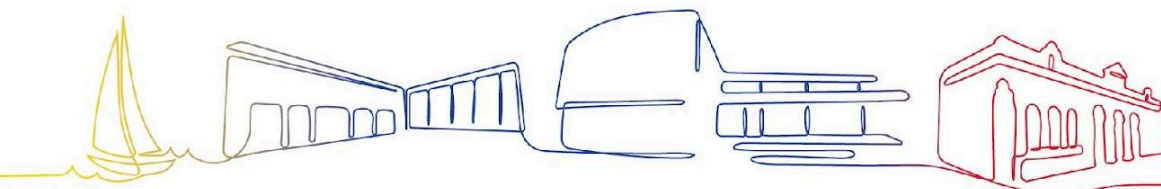




WILLIAMSTOWN
HIGH SCHOOL

Local Excursions Annual Consent

Review cycle	Annually
Department of Education DE requirement for local policy	N/A
Source of requirement	N/A
Consultation requirement	N/A
Approval requirements	Principal
Developed/Approved	1/11/2025
Due for review	1/11/2026



HOLD FAST

Local Excursion Annual Consent

1. Rationale

In 2026 Williamstown High School may take students outside of school grounds to undertake educational activities in the local area. Schools are able to seek consent annually for local excursions that are within walking distance of the school.

2. Purpose

The purpose of this form is to obtain parent/carer consent for local excursions during 2026. This form does NOT provide consent for excursions that go beyond the local area.

3. Implementation

Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Local excursions that your child may participate in throughout 2026 could include:

- walking to local reserves or ovals
- transition between campuses
- Jawbone Marine Sanctuary
- Williamstown Town Hall

The purpose of the local excursions will be to engage in educational activities within the local area (excluding Adventure Activities).

Notification of local excursions

Williamstown High School will NOT seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming local excursions through Compass Events.

For local excursions that occur on a recurring basis, Williamstown High School will notify parents/carers once only prior to the commencement of the recurring event, eg; weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

Students will be under the supervision of their teacher at all times and students will be expected to represent themselves appropriately and in accordance with the school's expectations whilst out in the community.

First aid and medical attention

Where necessary, school staff will administer first aid. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education and Training is liable in negligence (liability is not automatic).

Accident and ambulance cover

The Department of Education and Training does not provide student accident insurance or ambulance cover. Parents may wish to obtain this cover, depending on their health insurance arrangements and any other personal considerations.

Local Excursion Annual Consent

5. Specific Procedure

Parent/carer consent for local excursions in 2026

When providing annual consent via Compass Events for the 2026 local excursion consent, you are agreeing to have read all of the above information in relation to local excursions and understand that:

- to ensure the school has up-to-date health and contact information about my child, I need to inform the school if this information changes
- the school will notify me prior to a local excursion(s) taking place
- I may withdraw my consent for any/all local excursions at any time prior to the day of the excursion by contacting the school.

5. Evaluation and Review

This procedure will be monitored by the Principal team who will ensure:

- This procedure is included as an agenda item in term 4 in preparation for the following year.
- The procedure will be reviewed annually and updated (where appropriate).

6. Definitions and References

- The Department's Policy and Advisory Library: Excursions Policy

7. Consultative process

The policy was updated in line with DET's Policy Advisory Library and consultation undertaken to ensure accurate representation across both campuses by the Principals and administration team.