



EAST PRESTON ISLAMIC COLLEGE

CAMPS AND EXCURSIONS POLICY

July 2023

Last Review: July 2023	Constructed / Reviewed by: East Preston Islamic College
Next Review: July 2025 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	Approval Required: Leadership Team
	Approval Date: May 2023

Statement of Context

As a school community we support students having the opportunity to go on Camps and Excursions to enhance their learning at East Preston Islamic College (the **College**).

We see that this will.....

- enrich the curriculum through a variety of experiences.
- develop an appreciation and concern for the environment.
- foster student/student/teacher relationships.
- provide opportunities for social skill development.
- enable students to develop responsibility, leadership skills and independent living skills.
- develop the students awareness of interrelationships between humans and their natural environment and implications of this on the environment.
- develop knowledge and skills in relation to outdoor life for later use whether for work, sport, recreation or survival.
- provide a variety of experiences which may not be available in the school environment, the local community or in the surrounding district.

Associated with the rights of students to attend camps and excursions are some responsibilities. These include:

- Having a safe, caring attitude towards themselves and others.
- Demonstrating responsibility for their own behaviour.
- Developing social skills that protect individual's rights.
- Being involved in planning and implementation of camps and excursions.

Participation in Representative School Events/Sports/Excursions/Camps

- a) Students, where school fees have not been paid or alternative arrangements made, will be precluded from camps, excursions, performances, sporting events. This will need to be checked when planning an activity.
- b) Students with a record of poor behaviour/performance may be precluded if:
 - Students have been suspended within a 10-week period of the event.

- Students have been suspended on several occasions throughout the year.
- The Principal or other senior staff member has reason to preclude a particular student to attend a camp/excursion.

Purpose

Because excursions are conducted off of the College’s premises, away from the usual protections of the College environment, they have the potential to present unique risks for the College, our students, our staff, and others involved. Accordingly, the College has developed the following policy to manage the risks of excursions, camps, and off-site events.

Scope

This policy applies to all excursions, camps and off-site events organised by the College (collectively referred to as **excursions** for convenience). For the purposes of this policy, excursions organised by the College (not including work experience) occur when students leave the College’s grounds to engage in educational activities.

Responsibilities

<p>Teacher in charge</p>	<ul style="list-style-type: none"> • Plan and coordinate the excursion. • Provide administrative staff with all details for the excursion, including a final student list of students attending and the arrangements for students not attending. • Ensure an alternative program is available for those students not attending the excursion. • Ensure that parents have provided informed consent for their child to attend the excursion and made payment by the required date. • Ensure copies of completed permission slips and student medical information is available via Compass at all times on the excursion. • Holds responsibility for ensuring a first aid kit (containing an auto-injector for general use), asthma kit, student medication and copies of Individual Anaphylaxis Management Plan (IAMP) for each student at risk of anaphylaxis are taken on the excursion, easily accessible throughout and returned to the College upon the conclusion of the excursion. For further information, refer to the Anaphylaxis Policy. • Ensure clear communications are issued to staff, students and parents regarding the excursion (including in relation to permission, travel arrangements, departure times etc) • Ensure the duty of care owed by teachers and the College to students is met. • Know the exact location of all students on the excursion, at all times during the event • Maintain appropriate documentation for the excursion (including permission slips, approval documentation, emergency contact information etc)
<p>Staff</p>	<ul style="list-style-type: none"> • Assist the Teacher in Charge with the responsibilities outlined above. • Understand the purpose of the excursion and its connection to student learning

	<ul style="list-style-type: none"> • Perform their responsibilities and duties to the highest possible standard
Volunteers	<ul style="list-style-type: none"> • Assist staff and the Teacher in Charge with the responsibilities outlined above. • Satisfy the required checks outlined in the Student Safety Recruitment and Selection Policy. • To act in accordance with the College's Islamic faith, rules, expectations and standards (and particularly those set out in the College's student safety framework) as if they were a member of staff, at all times during their engagement.
Students	<ul style="list-style-type: none"> • Are expected to act in accordance with the College's Islamic faith, rules, expectations and behavioural standards (including those set out in the Student Code of Conduct) at all times during their enrolment.

Planning Camps, Excursions and Off-site Events

Generally

As different types of excursions involve different types of risks separate policies have been developed to manage the risks associated with each type of excursion.

When planning an excursion, the following considerations are to be taken into account:

- the relevance of the excursion to the College's educational program;
- age/stage appropriateness for students;
- the appropriateness of the venue or location;
- adequacy of student supervision (including with regard to supervision ratios);
- student capacity and medical information;
- outcomes and value to be derived by the students;
- the College's commitment to inclusivity and need to take into the needs of all students, so that they are able to meaningfully participate;
- provisions made for the care, safety and welfare of students and staff;
- emergency and risk management;
- transport arrangements;
- timing – particularly to ensure that excursions do not interfere with exams; and
- cost.

Proposing an Excursion

Staff who wishes to put forward a proposal for an excursion may do so by sending a written submission to the Vice Principal with regard to the considerations outlined above.

In the event that the Principal (or their delegate) provides preliminary approval, the staff member who proposed the excursion will need to prepare a risk assessment.

The risk assessment will then need to be submitted to the Principal or their delegate. The risk assessment must be submitted at least four weeks prior to the proposed date for the excursion.

Staff need to be aware that the Principal has absolute discretion when considering to approve or refuse a proposed excursion.

Final approval for an excursion may only be given by the Principal (or their delegate) upon satisfaction that the risks posed by the particular excursion have been appropriately identified and appropriate risk mitigation strategies have been developed which will be implemented effectively.

Staff are not to make bookings or arrangements until the Principal has approved the proposal.

Approval is given by the Principal signing and dating a copy of the risk assessment.

The Principal or their delegate shall then notify the Teacher in charge once the excursion has been approved, or alternatively shall provide reasons if approval has not been granted.

Risk Assessment

A risk assessment is a written document which is used to identify risks posed by a particular excursion, and to assess those risks having regard to mitigation strategies that have been developed.

The College has developed a risk assessment template to assist staff seeking approval for a particular type of excursion. Where similar excursions have been conducted in the past, staff are encouraged to review and take guidance from previous risk assessments.

In developing the risk assessment, staff are to:

- consult with key stakeholders (including staff, students and parents) and where appropriate, external providers regarding any potential hazards or risks which may be associated with the excursion;
- have regard to the general excursions and camps considerations outlined above;
- have regard to supervision requirements; and
- consider the risk of bushfire in the location of any excursion and ensure appropriate controls are in place to address bushfire risks, with regard to this policy, the Emergency Management Plan and the *Guidelines to the Minimum Standards and Requirements for School Registration*.

Further information can also be found in the College's Duty of Care Policy.

Excursion Briefings

Prior to every excursion, the Teacher in Charge is required to complete a briefing with staff who attended the excursion.

The briefing will address:

- all aspects of the excursion, including with regard to the risk assessment;
- the responsibilities of staff, students, parents and volunteers in attendance;
- the needs of students who will be in attendance (including with regard to first aid, anaphylaxis behavioral needs etc – for further information, refer to the Anaphylaxis Policy);
- the College's student safety framework (including the need to ensure that staff, volunteers, and visitors have satisfied the required checks outlined in the Student Safety Recruitment and Selection Policy.

At the conclusion of every excursion, the Teacher in Charge is required to complete a debrief with staff who attended the excursion.

Staff debriefings following excursions provide an excellent opportunity to identify successful practice, areas of risk not previously considered, as well as areas for improvement.

PROCEDURES FOR EXCURSIONS (NON-ADVENTURE)

Staff contemplating taking their students on a day excursion or outing not involving adventure activities should consider the following guidelines/steps.

Excursion Planning Checklist

1. The Teacher in Charge of the excursion must send a written submission to the Principal proposing the excursion.

The proposal should consider the general considerations outlined on page 4 of this policy and also set out the:

- Contact details of venue/staff/instructors.
- Available dates and times.
- Activities available eg. Museum tours, Ten Pin Bowling, Rafting, etc.
- Availability of food and facilities and any other consideration the Teacher in Charge believes is relevant.

2. The Teacher in Charge of the excursion must conduct a risk assessment using the risk assessment template and taking into account the considerations outlined in this policy. This risk assessment must be approved by the Principal.

3, Once the risk assessment has been approved, the Teacher in Charge of the excursion must confirm dates and organise staff for the excursions. This is to be done by completing the excursions form on Compass.

(Refer to Appendix B)

The Teacher in Charge should as soon as possible:

- Place the excursion on Compass.
- Notify any staff that will be affected in their absence e.g. School canteen if large numbers of students are involved
- Arrange with the Finance, so that payments for the event or excursion can be organised as required.

NOTE: For more expensive trips, ensure that instalment payments are available to parents. Eg. Deposit to gauge numbers followed by a FINAL payment or a series of payment schedule.

- Arranging staff for excursion with Daily Organiser.
- Providing relevant teachers with information.

4. Once the excursion form has been completed on Compass, the Teacher in Charge of the excursion is to book the transport, venue and any planned activities.

5. The Teacher in Charge of the excursion must also prepare an Excursion indemnity form to be sent to parents to explain the purpose of the outing and clearly indicate the following:

- | | |
|---------------------------|-----------------------------------|
| - cost | - method of transport |
| - type of accommodation | - the organising staff contact |
| - dates and times | - location |
| - activities included | - itinerary outline |
| - spending money required | - clothing and other requirements |

(Refer to Appendix C)

NOTE: *If an unauthorised student suffers an accident while on an excursion, the teacher concerned could be held responsible in case of legal action if no consent form is returned.

6. The Teacher in Charge of the excursion is to prepare a list of students going on the excursion, this list, containing emergency contact numbers for guardians, will be available on Compass.

(Refer to Appendix D)

7. The Excursion event details will be available to all administration and teaching staff for contact purposes Contact phone numbers, mobile numbers etc are available via Compass.

(Refer to Appendix E)

8. The Teacher in Charge of the excursion and relevant staff should discuss with students the proposed activities, expectations of behaviour and consequences whilst off the school grounds and behavioural expectations in the lead up to the event or excursion.

9. Prior to the excursion, the Teacher in Charge of the excursion along with the relevant staff and volunteers are to conduct an excursion briefing and address the considerations outlined at page 6 of this policy.

For First aid- staff must plan an emergency First Aid procedure that ensures all adults are given a responsibility and that there is still also supervision for all students. It is also handy to have a separate case/container to store student's medications in etc. that is under your supervision at all times. Eventually when you do depart and parents give you medication ask that clear instructions are given and that bottles etc. are clearly labelled.

10. The Teacher in Charge of the Excursion must take a mobile phone.

PROCEDURES FOR CAMPS/EXCURSIONS (Adventure)

Camps and Adventure Excursions Planning Checklist

Staff contemplating taking their students on a camp, day excursion or outing involving adventure activities must consider the following guidelines/steps.

1. The Teacher in Charge of the excursion must send a written submission to the Principal proposing the excursion. The proposal should consider the general considerations outlined in this policy and also set out the:

- Contact details of venue/staff/instructors
- Available dates and times (ensure the camp/excursion does not clash with activities planned on the school calendar)
- Any financial considerations when taking into account school procedures.
- Appropriate Year Level and other teachers to consider combining classes for a particular camp or coincide outings with other groups.
- Activities available eg. Museum tours, Ten Pin Bowling, Rafting, etc.
- Availability of food and facilities
- Any other consideration the Teacher in Charge believes is relevant.

2. The Teacher in Charge of the excursion must conduct a risk assessment using the risk assessment template and taking into account the considerations listed in this policy. This risk assessment must be approved by the Principal.

3. Once the risk assessment has been approved, the Teacher in Charge of the camp/ adventure excursion must confirm dates and organise staff for the excursions. This is to be done by completing the excursions form on Compass.

The Teacher in Charge should as soon as possible:

- Place the camp/excursion on Compass.
- Notify any staff that will be affected in their absence e.g. the Canteen if large numbers of students are involved
- Arrange with the Finance, so that payments for the event or excursion can be organised as required.

(Refer to Appendix A & B)

4. Once the camp/excursion form has been completed on Compass, the Teacher in Charge of the excursion is to book the transport, venue and any planned activities.

5. The Teacher in Charge of the camp/excursion must then prepare a letter or indemnity form to be sent to parents to explain the purpose of the outing and clearly indicate the following:

- cost
- type of accommodation
- dates and times
- activities included
- spending money required
- method of transport
- the organising staff contact
- location
- itinerary outline
- clothing and other requirements

(Refer to Appendix C)

6. The Teacher in Charge of the camp/excursion is to arrange a due date for both the money to be paid and the consent forms to be returned. This date must be at least two days before the proposed excursion. For camps this must be at least one week before departure date.

NOTE:* If an unauthorised student suffers an accident while on an excursion, the teacher concerned could be held responsible in case of legal action if no consent form is filed. The consent form should be filed and retained until the end of term.

7. The Teacher in Charge of the camp/excursion is to prepare a list of students going on the excursion. This list, containing emergency contact numbers for guardians, will be available on Compass.

(Refer to Appendix D)

The camp/excursion event details will be available to all administration and teaching staff for contact purposes. Contact phone numbers, mobile numbers etc are available via Compass.

(Refer to Appendix E)

8. The Teacher in Charge of the camp/excursion is to ensure staff have copies of the Event handbook and list those students who have a medical illness and that require medication or precautions. Check any Dietary requirements. This is **confidential information** and should only be made known to the adults/supervisors accompanying them on the camp/outing etc. Carry at all times. Ensure **MEDICARE** numbers are shown on the handbook.

(Refer to Appendix F)

9. The Teacher in Charge of the excursion and relevant staff should discuss with students the proposed activities, expectations of behaviour and consequences whilst off the school grounds and behavioural expectations in the lead up to the camp or excursion.

10. Prior to the excursion, the Teacher in Charge of the excursion along with the relevant staff and volunteers are to conduct an excursion briefing and address the considerations outlined at page 6 of this policy.

For First aid- staff must plan an emergency First Aid procedure that ensures all adults are given a responsibility and that there is still also supervision for all

students. It is also handy to have a separate case/container to store student's medications in etc. that is under your supervision at all times. Eventually when you do depart and parents give you medication ask that clear instructions are given and that bottles etc. are clearly labelled.

11. The Teacher in Charge of the Excursion must take a mobile phone.

Parent responsibilities for camps:

- Prompt return of all forms relating to the camp. Particular attention to be paid to Medical Information.
- Advise any change of circumstances to the teacher as soon as possible, early pick up from camp etc.
- Ensure deposits and money's are paid by due date.
- Label all clothing and ensure student responsibility for valuables and belongings.

Transport

The school bus must be booked through the Bus Manager. The cost will be determined according to duration and/or purpose. Staff members are encouraged to use the school bus before hiring private operators.

Medical information

All parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to the Teacher in Charge, may present a heightened risk to their child.

Where a student is considered at higher risk because of an existing medical condition, appropriate mitigation strategies will be implemented.

Medical forms for each student, a medical kit and a school mobile phone must be taken by staff on excursions and available to access at all times.

For further information about the College's approach to anaphylaxis during excursions can be found in the Anaphylaxis Policy.

Duty of Care and Supervision

The designated Teacher in charge has ultimate responsibility for all students in their care during excursions. The duty of care cannot be delegated.

The degree of supervision and staff:student ratios to be implemented on an excursion will vary according to:

The nature and particular risks of the activity (eg. single day excursion not involving adventure activities, high risk activities, water based activities, overseas activities);

- the age and maturity of the students;
- the size of the group; and
- the degree of risk involved in the environment in which the activity will take place.
- Further details can be found in the Duty of Care Policy.

Emergencies

On days of catastrophic fire danger or total fire ban where a Catastrophic Fire Danger Rating is declared:

If prior notice is given of the fire danger, the excursion will be cancelled, including with same-day notice.

- If a Catastrophic Fire Danger Rating is declared during the excursion, the activity will immediately be recalled and parents will be notified. The Teacher in Charge will take advice from local fire and emergency authorities, and will account for all students and staff in accordance with the College's policies and procedures. If instructed to evacuate, staff will follow instructions from local fire authorities, maintain regular communication with the College and keep accurate and contemporaneous records of student attendance.
- If required to shelter in a safe place off-site, staff must apply the principles outlined in the Emergency Management Plan.

Should an emergency eventuate during an excursion, staff must refer to the processes outlined in the Emergency Management Plan.

The College has implemented measures to ensure the key obligations under the Victorian Registration Standards are managed effectively.

Record Keeping

Copies of all records relating to an approved excursion will be kept in accordance with the College's Records Retention Policy.

Records to be maintained include:

- a copy of the Excursion Management Plan signed by the Principal and the Teacher in Charge;
- a copy of notes taken from the excursion briefings and de-briefing;
- names and contact details of the Teacher in Charge;
- names and contact details of all supervisors, including non-teaching staff and parents;
- names and contact details of all students;
- a copy of child protection declarations for non-teaching staff and parents (where required) who acted in a supervisory capacity during the excursion;
- a copy of any contracts that the College may have entered into with third party organisations;
- a copy of any risk assessments; and
- in the event that an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the particular incident.

Related Documents

Student Safety Framework


First Aid Policy

Emergency Management Plan

Duty of Care Policy

Anaphylaxis Policy

Appendix A & B EPIC Camp Plan / Form



Create Event
? X

Basic Details

Event Name:

Event Description:

Additional Details

This information is visible to parents, students attending the event

Additional Event Details:

Dress Code: Please click to view/edit content

eg. Full School Uniform, Sport Uniform, Neat Casual

Transport:

Consent/Payment Details

Consent: Parental consent is required for this event

Include current allergies/medication text box on consent form:

Enables the Medical/Surgical history and the further information on consent form:

Default Cost per-attendee:

Paper consent / payment forms returned to:

Consent / Payment: Due by 11:59PM on:

Online Processing: Parent can provide consent/pay online

Only Print Mandatory Questions: On paper consent forms, non-mandatory questions will be omitted

Opt-In Event:

Invite All:

Attendee Limit:

Allow Declines:

Action plan review: Parent will need to verify that the current Action Plans are correct before processing

Administration Details

This information is only visible to staff

Administration Details:

Roll Marking Mode:

Attendance Code when marked Present:

Create Chronicle entry when marked Present or Late:

Faculty/KLA:

Categories:

I have read and understood my school's excursion guidelines.

Session Details

Optional: Sessions can also be added and changed in the event dashboard

Start:

Finish:

Repeat:

Repeat pattern: Repeat every week(s) until

Repeat on days: Mon Tue Wed Thu Fri Sat Sun

Teaching Days Only:

Location:

Campus: **Room:**

Custom Location:

Preview Consent Form
Save
Cancel

Appendix C – Excursion Indemnity Form (Sample generated from Compass)



East Preston Islamic College

Boys 9/10 Camp Phillip Island (8/05/2023 to 9/05/2023)

Dear Parent/Guardian

An event, Boys 9/10 Camp Phillip Island, has been planned for Monday, 8 May 2023 to Tuesday, 9 May 2023.

A summer camp program that provides a safe environment for selected male students to develop social skills, decision-making skills, and enjoyable outdoor experiences. Students will have the opportunity to participate in a one-night camp retreat, focusing on group activities and character-building. Students will stay at The Island Accommodation in Newhaven, Phillip Island. Activities include surfing or boogie boarding, ten-pin bowling, wildlife park visit, and many more fun attractions and activities. The accommodation and food are all-inclusive and free for our students. The camp offers students a chance to enjoy some quality time with peers and positive relationships.

Date/Time/Venue: Monday, 8 May 2023 (8:00 AM) to Tuesday, 9 May 2023 (3:00 PM), The Island Accommodation

Dress Code: Casual.

Transport: Charter Bus

Staff member in charge: [REDACTED]

Consent: Required, due by Friday, 7 April 2023

Consent can be provided online through your school's parent portal (<https://epic-vic.compass.education>), or alternatively by returning the form below to Administration Office.

Please Note: Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.

Please retain top section for your records.

East Preston Islamic College
Boys 9/10 Camp Phillip Island (8/05/2023 to 9/05/2023)



158169

Consent Form for [REDACTED]

I give permission for Elmedin Alagic to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Elmedin Alagic will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.



Details of allergies and/or medication currently being taken:

[Empty text box for allergies and/or medication]

Medical History:

Please also attach any relevant documentation and list below, for example, letter from treating practitioner, Student Health Support Plan, General Medical Advice Form or any other information that might be applicable

[Empty text box for medical history]

Any other diagnosed medical or mental health condition:

[Empty text box for other medical conditions]

Surgical History: Yes No

If yes, please provide more information including age of child at the time of surgery, nature of surgery

[Empty text box for surgical history details]

Further Information:

[Empty text box for further information]

Emergency Phone Numbers:

Parent A Phone Number _____ Parent B Phone Number _____ Guardian Phone Number _____

Parent/guardian signature (consent/agreement): _____ Date: ____/____/____

Due 7/04/2023



Generated at 02/05/2023 - 09:54 AM

Appendix D Student Attendance List

Boys 9/10 Camp Phillip Island, - 08/05 - 08:00 ... All Forms Add Chronicle Entry for... Photos View Save Roll Close

This Roll has not been marked 32 Present = 32 Total

Warning: This session is an Intelligent session - are you sure you want to mark this roll and change this session to a Normal Roll session?

Warning: This Roll is for a future session.

Student	Status	Detected Information	Comments
		9RC19A 9HUM9A see 8 more	(Intelligent) Present <input type="checkbox"/>
		10RC110B 10MAT10B see 7 more	(Intelligent) Present <input type="checkbox"/>
		10RC110B 10MAT10B see 7 more	(Intelligent) Present <input type="checkbox"/>
		10RC110B 10MAT10B see 7 more	(Intelligent) Present <input type="checkbox"/>

Appendix E – Office Notice Excursions

Email to Office Staff / Administration (Sample generated from Compass)

Event Notification: Secondary [REDACTED]



Compass Events <compass@compass.email>

To [REDACTED]



27/03/2023

If there are problems with how this message is displayed, click here to view it in a web browser.

This sender is trusted.

Compass



Secondary [REDACTED]

An event, Secondary ([REDACTED]), has been submitted in Compass School Manager.

[Click here to open the event](#)

Event:

[[Back to Events](#)]

[Dashboard](#) [Attendees](#) [Staffing](#) [Volunteers](#) [Costs Incurred](#) [Resources](#) [Risks](#) [Questions](#)

[Consent/Payment Forms](#) [Reports](#) [SMS/Push Notification](#) [Email](#) [Handbook](#) [Delete](#) [Duplicate](#) [Edit](#)

← Monday, 8 May at 08:00 AM (Upcoming Session) →

Session begins:
Monday, 08 May 2023 at 08:00 AM

Session ends:
Tuesday, 09 May 2023 at 03:00 PM

Location:
The Island Accommodation

Staff Attending:
5 staff attending

Students Attending:
32 students attending

[i](#) **Mark the Roll**

Description/Educative Purpose:

A summer camp program that provides a safe environment for selected male students to develop social skills, decision-making skills, and enjoyable outdoor experiences. Students will have the opportunity to participate in a one-night camp retreat, focusing on group activities and character-building. Students will stay at The Island Accommodation in Newhaven, Phillip Island. Activities include surfing or boogie boarding, ten-pin bowling, wildlife park visit, and many more fun attractions and activities. The accommodation and food are all-inclusive and free for our students. The camp offers students a chance to enjoy some quality time with peers and positive relationships.

Additional event details:

Please Note: Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.

Administration details:

- All camps must be approved by the Board of Directors (via Principal).
- If using the School Bus for Camps please include the School Bus Hire of \$20 per student. Call Khamis Mohamed the Bus Manager to book the bus/es on 0432 392 221.
- Provide alternate program for students not attending below;
- Enter any other admin notes below to assist with approval of your event.

Opt-In Event:

Yes

Detect Clashes:

No

Attendee Limit:

40

Consent:

Required

Consent/Payment due by:

Friday, 07 April 2023

Default cost per attendee:

\$0.00

Dress Code:

Casual.

Transport:

Charter Bus

Attendance code when marked present:

Meeting

Online Processing:

Yes, parents can provide consent/pay online

Only Print Mandatory Questions:

No, all questions will be printed on offline consent forms

Faculty / KLA:

None

Category:

None

Risks:

Guidelines have not been flagged as read/understood

[+](#) Add Session(s) [✓](#) Selected Sessions ▾

All Sessions

<input type="checkbox"/>	Date/Time	Lesson Plan	Location			
<input type="checkbox"/>	08/05 - 08:00 AM > 09/05 - 03:00 PM	(None)	The Island Accommoda	i	✎	✖

Notification Chain

- Rayan, Masiha [!](#)
- [✓](#) Chehade, Noure [!](#)
- [✓](#) Ali, Majida [!](#)
- [✓](#) Rafei, Azzam [!](#)
- [✓](#) Avdic, Azra [!](#)
- [✓](#) Omar, Ifrah [!](#)
- [✓](#) Brown, Joanne [!](#)
- [✓](#) Hale, Daniel [!](#)

Appendix F Medical Brief for students

The medical brief is generated from Event Handbook from Compass.

The screenshot shows the Compass Event Handbook interface for an event titled "Event: Boys". The page has a green header with the event name and a "[Back to Events]" link. Below the header is a navigation bar with tabs for Dashboard, Attendees, Staffing, Volunteers, Costs Incurred, Resources, Risks, and Questions. A secondary navigation bar includes links for Consent/Payment Forms, Reports, SMS/Push Notification, Email, and Handbook. The Handbook link is highlighted with a red box, and a dropdown menu is open, showing options: A-Z, By Form (highlighted with a red box and a mouse cursor), By Year, By House, Volunteers, and Contact Details Export. The main content area displays event details: "Monday, 8 May at 08:00 AM", "Session begins: Monday, 08 May 2023 at 08:00 AM", "Session ends: Tuesday, 09 May 2023 at 03:00 PM", and "Location: The Island Accommodation". Below this is a table of medical details for attendees, with two rows visible. Each row includes a profile picture, name, and contact information. The first row shows "Consent From:" followed by "Mobile:", "BH Notes:", and "AH Notes:". The second row shows "Consent From:" followed by "Phone:", "Mobile:", "BH Notes:", and "AH Notes:". At the bottom, there is a section for "Medical details on consent form:" and "Medical details on file:" with the following text: "None", "Ambulance Subscriber: No", "Medicare No:", "Dr Details: Mohamed, (", "Medical Alert: ASTHMA", and "Asthma action plan provided, expires 20/8/23 Message sent to parents to sign risk management form on 7/3/23".