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| **Department of Education and Training**  Excursion attendance form for contact tracing |

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| * **An electronic or hard copy of this form should be provided to the excursion venue at the time of the excursion.** * Excursion venues are responsible for managing record keeping for contact tracing in line with current public health directives. * In the rare event that the excursion venue is identified as an exposure site, the Department of Health will contact individuals listed below to carry out contact tracing. * **A copy of this form must be kept on school file with the excursion checklist.** |

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| **Name of school** |  | |
| **Physical address of school** |  | |
| **School Principal contact details**  *(24-hr school contact)* | *Name* | |
| *Mobile is* ***required*** | |
| *Email* | |
| **Excursion organiser contact details**  *(Staff member who organised and attended excursion)*  **This person must also check-in individually at the venue on the day** | *Name* | |
| *Mobile is* ***required*** | |
| *Email* | |
| **Name of excursion venue** |  | |
| **Physical address of excursion venue** |  | |
| **Date(s) and time(s) of excursion** | *Day, month, year* | |
| **Arrival time:** | **Departure time:** |

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| **Attendance list** | |
| **Staff in attendance** (including volunteers and support staff)  **These persons must also check-in individually at the venue on the day** | |
| *Full name* | *Contact number (Mobile is* ***required****)* |
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|  | *Insert additional rows as required (Right click in row 🡪 Insert 🡪 Insert Rows Below* |
| **Students in attendance**  Students are **not required** to individually check-in at the venue on the day | |
| *Full name* | *Contact number (Phone number on school file)* |
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|  | *Insert additional rows as required (Right click in row 🡪 Insert 🡪 Insert Rows Below* |
| **ALL TOTAL:** | *(Staff + Students)* |