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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)* |