

## STUDENT FORM FOR

# EXCURSION AND FIELD TRIP

**Introduction**

All Kaplan Business School students undertaking an excursion or a field trip as part of their course work must read and understand this form and tick the Acknowledgement Form, prior to going on their first field trip.

Kaplan Business School (represented by its staff co-ordinating the excursion or field trip) has an obligation to provide a safe and healthy environment for its students.

A Kaplan Business School student also has a responsibility to herself/himself and other students to take reasonable care, to comply with all instructions, to behave sensibly and to provide for her/him all necessary materials and equipment while on field trips and excursions.

**Equipment needed for your safety**

The following guidelines are for your personal safety.

- Footwear appropriate to conditions
- Clothes appropriate to conditions
- Hat
- Personal ID
- Sun-block lotion
- Required medications
- Water container

For a field trip requiring one or more overnight stays, you will be advised about the requirement for camping and other equipment. A compass, and a whistle and mirror, may also be useful safety equipment.

**Safe behaviour**

The following guidelines are for your personal safety. You will be expected to observe all of them.

- Wear adequate footwear
- Wear suitable clothing for any possible weather conditions prevailing
- Obey directions from field supervisors
- Behave in an orderly manner
- Safety vests are required to be worn when near road and for leaders in charge of a group
- Safety glasses must be worn when required
- Do not leave the group or campsite without obtaining permission from the supervisor
- Stay clear of unprotected cliff edges, mine shafts, quarry faces and open slopes
- Be mindful of passing traffic when making a roadside stop
- Rolling or tossing rocks, e.g. down inclines or off cliffs, is forbidden
- Do not enter wave-washed platforms along the coastline

You will be advised verbally or in writing of some or all of the following information before the date of the field excursion or trip:

- Dates and times
- Transport arrangements
- OH&S policies and procedures
- Student responsibilities
- First Aid information
- Essential safety equipment
- Catering details
- Accommodation details
- Smoking rules
- Alcohol rules
- Cost Involved

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## STUDENT FORM FOR EXCURSION AND FIELD TRIP

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

### Personal details

Title Mr Ms Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Full address	
City	Postcode
State	Country
Program	

### Emergency contact details

(This is for Kaplan Business School's information only)

Family name	
First name(s)	Male Female
Relationship to student	
Telephone (home/mobile)	
Full address	
City	Postcode
State	Country

### Medical practitioner

(This is for Kaplan Business School's information only)

Name
Telephone
Full address
City

### Medical information

(This is for Kaplan Business School's information only)

Do not have any ongoing medical conditions and take regular medication? No Yes. Please specify:
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### Food requirements

(This is for Kaplan Business School's information only)

Do you have any special food requirements? No Yes. Please specify:
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### Acknowledgement

This form is an acknowledgement for the excursion or field trip undertaken in the course indicated below by the student. For students under 18 years of age, your parent or guardian must sign this form.	
Parent's or Guardian's signature	Date
<p>A student who disrupts the field activity can be dismissed. If that student is a minor the parents will be summoned to the field activity to remove the student. Other students will be sent home at their own cost.</p> <ul style="list-style-type: none"> <li>I acknowledge that the information supplied is correct and complete</li> <li>I acknowledge that I have read the Student Safety on Excursion and Field Trip form and shall not intentionally cause any concern regarding my health and safety, or that of fellow participants. I give my permission to receive medical treatment from the nearest doctor at my expense should I be injured or become sick</li> <li>I understand that an excursion or field trip may involve some risks and I voluntarily accept all risks associated with any such activities.</li> </ul>	
Student signature	Date

**Privacy:** We recommend that you read Kaplan's Privacy Policy published on our website [www.kbs.edu.au/privacy](http://www.kbs.edu.au/privacy)

Return this form to your Kaplan Business School campus admissions office:

#### Adelaide

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Adelaide SA 5000

Tel: +61 (0)8 8215 4100

Email: [kbsadl.studentservices@kbs.edu.au](mailto:kbsadl.studentservices@kbs.edu.au)

#### Brisbane

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Spring Hill, Brisbane QLD 4000

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