



Excursions Policy

(Off-School Site Activities)

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1. POLICY

- 1.1. An excursion is any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of the teaching staff employed by the Ministry of Education or managing authority and has gained the appropriate approval(s).
- 1.2. The minimum level of approval for all excursions is that of the Principal or Head Teacher. For an international excursion, the additional level of approval required is that of the relevant Deputy Secretary and the Minister for Education
- 1.3. Parents or guardians of students must be given clear and comprehensive details of the excursion and their consent for the participation of their children must be obtained before the excursion.
- 1.4. Principals and Head Teachers are responsible for ensuring that the management plan for an excursion addresses the risk factors that may exist for both students and supervisors.

2. BACKGROUND

2.1. RATIONALE

- 2.1.1. The Ministry of Education recognises that the experiences of students outside the school grounds contribute to the development of their understandings, skills and attitudes. The provision of opportunities for students to learn from the wider community builds on and reinforces the school curriculum. Excursions are an important means of providing such opportunities.
- 2.1.2. The Ministry of Education encourages schools to conduct well planned off school site activities that are integrated with learning programs. Activities conducted outside the relatively protective environment of the school site involve greater risk. Therefore particular attention must be given to ensuring the safety and welfare of all excursion participants.

2.2. DEFINITIONS

2.2.1. BILLET

Students being accommodated overnight in the homes of volunteer host families during an excursion

2.2.2. CONFIDENTIAL DECLARATION

A declaration signed by an adult, who is not an employee of the Ministry of Education but wishes to participate in an excursion, which indicates whether or not she/he has any convictions or whether or not any circumstances or reasons exist which might preclude him/her from working with or near children.

2.2.3. EXCURSION

Any student-learning activity conducted off the site of the school, at which the student is enrolled, that is organised or managed by a member of teaching staff employed by the Ministry of Education and has gained the appropriate approval(s).

2.2.4. EXTERNAL PROVIDER

- A business/individual paid by the school to provide a venue, service and/or expertise appropriate to a particular school activity; or
- A staff member of a College or a University who delivers an educational program, or part thereof, to students.

2.2.5. GUIDELINES

Advice and examples of good practice for implementing policy. Guidelines are not compulsory.

2.2.6. INTERNATIONAL EXCURSION

An excursion that involves travel overseas and requires the approval of the Minister for Education.

2.2.7. NATIONAL EXCURSION

An excursion that involves travel within Fiji and requires the approval of a Divisional/District Education Officer.

2.2.8. PRIVATELY ARRANGED ACTIVITIES

An activity for which the appropriate approval has not been obtained and therefore the Ministry of Education, including the school, does not hold any responsibility for the conduct of the excursion.

2.2.9. PROCEDURES

Detailed specification of steps and processes to be observed in system-wide management. Contravention of a procedure may constitute a breach of discipline pursuant to Education Act.

2.2.10. SCHOOL SITE

The school at which the student is enrolled.

2.2.11. SUPERVISOR

An adult who acts in a designated supervisory capacity.

2.2.12. SUPERVISORY TEAM

All adults who have a supervisory role on an excursion.

2.2.13. TEACHER-IN-CHARGE

The member of the teaching staff who is authorised by the Principal or Head Teacher to manage an excursion.

2.2.14. TEACHING STAFF

All teachers, head teachers, principals, executive teachers employed by the Ministry of Education or management authority.

2.2.15. VENUE

The building, grounds and facilities, external to the school, where planned activities occur during an excursion.

2.2.16. VOLUNTEER

An adult or organisation who/which offers services for school activities but receives no remuneration from the school for the services provided.

2.3. RELATED POLICIES, PROCEDURES AND GUIDELINES

The following Ministry of Education policies and procedures are related to the Excursions policy:

- OHS Manual

3. RELEVANT LEGISLATION

- Occupational Safety and Health Act

- Education Act

4. PROCEDURES

The Principal or Head Teacher must authorise a teacher to be in charge of an excursion and approve the management plan for the excursion.

The teacher-in-charge must prepare an Excursion Management Plan for the proposed excursion which will provide an account of the:

- risks relevant to the:
 - environment;
 - transport arrangements;
 - students' capacity in relation to activities;
 - capabilities of the supervisor/supervisory team; and
 - involvement of external providers.
- supervision strategies;
- means of identifying excursion participants;
- information to be provided to parents/guardians for their consent;
- communication strategies;
- emergency response planning; and
- briefing for excursion participants

The teacher-in-charge must complete the checklist at Appendix A and submit it to the Principal or Head Teacher for endorsement.

4.1. ASSESS RISKS

In the Excursion Management Plan, the teacher-in-charge is to conduct a risk analysis of the:

- environment;
- transport arrangements;
- level of each student's capacity in relation to activities to be conducted;
- capabilities of the supervisor/supervisory team; and
- involvement of external providers.

4.1.1. ASSESS THE ENVIRONMENT

4.1.1.1. The teacher-in-charge must determine the suitability of the venue relative to the students' skills and experience, the planned activities and the supervision required.

4.1.1.2. When a venue selected for an overnight stay does not have smoke detectors, the school must provide them.

4.1.1.3. Where billeting is a component of an excursion, the teacher-in-charge must:

- advise the parent/guardian in the host family of their responsibilities;
- receive a statement from the parent/guardian in the host family giving an assurance to provide a safe and secure home environment for each billeted student including undertakings that:
 - the household members do not have criminal convictions that may preclude the host family from billeting a student;
 - the accommodation includes:
 - a private bedroom or one shared with a student of the same

- gender;
 - private bathing and toilet facilities;
 - the student will not be exposed to passive smoking; and
 - a nominated member of the supervisory team will be notified of any travel by the student involving an overnight stay during the period of the billet.
- ensure that a nominated member of the supervisory team:
 - is contactable for the duration of the billet;
 - contacts the student(s) regularly during the period of the billet; and
 - has access to transport in order to visit the student(s) at short notice.

Guidelines

The Teacher-in-Charge may make inquiries about venue conditions by contacting: the district education office closest to the venue(s);

- the local government authority's environmental health or building services department;
- Police;
- the tour organiser(s).

It is recommended that commercial buildings used for an overnight accommodation have illuminated exit points.

The food preparation areas should be clean and the sleeping areas well ventilated.

A sufficient number of well maintained toilet facilities should be available.

In the case of billeting the authorising Principal or Head Teacher should make contact with the Principal or Head Teacher of a school in the locality where the billeting is to occur. Information should be sought regarding the propriety of host families and the billet arrangements.

4.1.2. ASSESS TRANSPORT ARRANGEMENTS

- 4.1.2.1. The teacher-in-charge must ensure that arrangements for the safe transport of excursion participants have been made.
- 4.1.2.2. The consent form must indicate to parents/guardians the details for transporting students to and/or from the school/venue(s).
- 4.1.2.3. All bus drivers must have an appropriate driving license.
- 4.1.2.4. Where parents/guardians have given approval for their child to make their own transport arrangements to and/or from a venue, a nominated member of the supervisory team must acknowledge the arrival and approve the departure of the student from the venue.
- 4.1.2.5. The use of private and commercial vehicles must comply with the requirements of the *Land Transport Authority* (LTA).
- 4.1.2.6. Transport by air must be confined to recognised commercial operators.
- 4.1.2.7. If a student is required to leave an excursion prior to the scheduled time, a nominated member of the supervisory team must be satisfied that appropriate

arrangements are in place for the student to safely reach their destination.

Guidelines

In the case of bus travel, it is recommended that at least one supervisor travel on each bus.

The maximum number of school students on a bus engaged to transport students should not exceed the number of passengers that the vehicle is licensed to carry.

Vehicles driven by students should only be used to transport other students where no other option exists.

It is recommended that private vehicles used for transporting students have comprehensive motor vehicle insurance.

In exceptional circumstances, such as in the case of an emergency, the teacher-in-charge may exercise discretion pertaining to the use of private vehicles.

4.1.3. ASSESS THE STUDENTS' CAPACITY

4.1.3.1. The teacher-in-charge must be satisfied that the excursion activities do not exceed the skill level of students.

4.1.3.2. The teacher-in-charge must be aware of student health care maintenance and/or intensive health care needs.

4.1.3.3. A reassessment of students' capacity must be undertaken if any circumstances surrounding the excursion activity change. This includes any change in the condition of the environment, or in the medical fitness (e.g. conditions such as asthma or epilepsy) or capacity of the students to undertake the activity.

4.1.3.4. Alternative activities or extra support must be arranged for those students who wish to take part in the excursion but do not have the prerequisite skills for the planned activity.

4.1.3.5. Alternative arrangements are to be made for any student who does not participate in an excursion.

4.1.3.6. In the planning and conduct of an excursion, the teacher-in-charge must take into account students' cultural requirements.

Guidelines

A sample Student Health Information Form is provided in Appendix B.

4.1.4. ASSESS THE SKILLS OF THE SUPERVISOR/SUPERVISORY TEAM

4.1.4.1. Each excursion must have a teacher-in-charge.

4.1.4.2. The teacher-in-charge must ensure that there is a supervisor/supervisory team with appropriate experience, knowledge and skills to identify and manage potential risks at any stage during an excursion.

4.1.4.3. Collectively, the supervisory team must have the skills to:

- identify and establish a safe activity environment;
- effect a rescue and render emergency care
- monitor and respond to weather and environmental conditions before and during excursion activities; and
- monitor and assess the physical well being of the students.

4.1.4.4. Where a member of the non-teaching staff, an external provider or a volunteer agree to perform tasks that require them to personally care for students in the absence of a member of the teaching staff, the teacher-in-charge must consider the suitability of that adult for the task being assigned taking into account the:

- number of students involved;
- age, experience and capabilities of the students;
- activities to be undertaken;
- characteristics of the venue; and
- health status, skills, and experience of the adult.

4.1.4.5. The role of supervisors will be determined by the teacher-in-charge.

Guidelines

Adults, who are not teachers, but who possess the appropriate experience, competencies and/or qualifications, can be supervisors.

Non-teaching staff, volunteers and external providers have a right to refuse a request to personally care for students and to have their decision respected by members of the teaching staff. However, a member of the non-teaching staff may have limited scope to refuse a request from a member of the teaching staff to personally care for students if, by reason of their Job Description Form, the request relates to a task that he or she is required to perform as part of his or her normal duties.

Volunteers may be requested to complete a Confidential Declaration (see Appendix C) indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children.

4.1.5. ASSESS THE INVOLVEMENT OF EXTERNAL PROVIDERS

4.1.5.1. Where an external provider is engaged, the teacher-in-charge must be satisfied that the external provider is competent.

4.1.5.2. The teacher-in-charge and the manager of the venue/external provider must clearly establish the respective responsibilities of their staff.

4.1.5.3. Excursions may involve use of the services of other government agencies or private companies. In such cases Ministry staff must not sign indemnities, disclaimers or other documents provided by the agencies or companies which absolve them from liability for their own negligent acts or omissions.

Guidelines

The suitability of an External Provider may be determined from the information they provide (via telephone, web-site or through correspondence) related to:

- recent experience (including maintained log books);

- current qualifications, accreditation and any other relevant training; and
- public liability insurance.

External Providers contracted to provide services for students on an approved excursion, other than staff members of a TAFE College or a University, are expected to have obtained national police certificates for all participating employees to ensure their probity. Other persons taking a supervisory role on the excursion in a voluntary capacity (including those assisting the external provider) may be asked to sign the Confidential Declaration form (see Appendix C)

4.2. ESTABLISH SUPERVISION STRATEGIES

4.2.1. Supervision strategies must ensure that the safety and well being of students is maintained at all times.

4.2.2. The teacher-in-charge is to determine the number of supervisors and the supervisory strategies.

4.2.3. Supervisory requirements for an excursion must be considered in accordance with the:

- age of the students;
- experience and ability of the students;
- student medical conditions or disabilities;
- supervisor(s) competence and experience;
- type of activity to be undertaken;
- nature of the environment;
- location of the activity; and
- weather.

4.2.4. Supervision strategies must address the circumstance where students are not in clear view of the supervisor(s).

4.2.5. For overnight and extended excursions, supervisory and accommodation arrangements are to be such that supervisors are not placed in a position where there is potential for allegations of improper conduct. In particular, sleeping and ablution arrangements must not place any supervisor in situations where the propriety of their behaviour could be questioned.

Guidelines

In water-based activities, consideration should be given to positioning, scanning and safety check systems as these activities are inherently more dangerous.

4.3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

- 4.3.1. The teacher-in-charge is to decide on a suitable system(s) of identification for excursion participants based on the assessment of the environment, students' skills, the type of activities to be undertaken, and the number of students.

Guidelines

Systems for identifying students include the wearing of:
school shirts, uniforms
school hats
name tags
neoprene armbands

Each identification system may be used in combination with others.

4.4. PROVIDE INFORMATION AND SEEK CONSENT

- 4.4.1. Parent/guardian consent is required for all excursions. Information must be provided to parents/guardians to enable them to make informed decisions about their children's participation in an excursion (see Appendix E)
- 4.4.2. Parents/guardians must be given information related to any proposed excursion well in advance of the date of the excursion. This information must include full details of:
- the purpose of the excursion;
 - date(s);
 - activities to be undertaken;
 - duration of activity(s);
 - location of activity(s) (including alternative venues);
 - student contact arrangements during the excursion;
 - transport arrangements;
 - cost;
 - supervision to be provided (number of supervisors and number of students);
 - staff action in case of student accident or illness on the excursion;
 - liability for loss or damage to student property and medical costs incurred in case of accident or illness; and
 - special clothing or other items required.
- 4.4.3. Students participating in an excursion must not be permitted to engage in additional or alternative activities for which parental approval has not been gained.
- 4.4.4. Parents/guardians must be reminded to provide information about any changes to their children's health or fitness prior to the commencement of an excursion.

Guidelines

A sample consent form is provided (see Appendix F).

Written parental consent is sought to ensure that parents or guardians make an informed decision about their child's participation. This provides them with the opportunity to exclude their children and helps protect school personnel because parents have been made aware of the nature of the excursion. While written parental consent is necessary, this consent does not indemnify the school nor relieve

supervisors of their duty of care responsibilities.

Where it is not possible to obtain parental/guardian consent because of the age or living arrangements of a student, consent can be sought from any other person considered appropriate by the Principal or Head Teacher. If no other person is available, the Principal or Head Teacher may exercise his/her discretion to allow the student to agree to the conditions pertaining to the excursion. The reasons for exercising such discretion must be exceptional.

Consent for recurring excursions to specified venues may be obtained at the beginning of the year or at the commencement of the particular unit of study to which the excursions are related. The teacher-in-charge should be mindful of the possibility of changes to students' health from one week to the next.

Where financial hardship is understood to be the reason for a student's non-participation, schools should endeavour to provide financial assistance.

The teacher-in-charge should ensure that parents and guardians of culturally and linguistically diverse students are provided with all necessary information regarding the excursion.

The use of the vernacular should be considered.

4.5. DEVELOP COMMUNICATION STRATEGIES

- 4.5.1. Excursion management planning must include the development of a communication strategy that enables regular communication amongst all members of the group. The strategy must clearly identify a signal for gaining the full group's attention.
- 4.5.2. An emergency signal must be selected and explained to all participants, and responses to it rehearsed both before and immediately prior to commencement of the excursion.
- 4.5.3. The communication strategy must enable contact with on-site and off-site support services.
- 4.5.4. An alternative mode of communication must be available in case of the failure of the primary communication method.

Guidelines

Communication strategies that enable regular communication amongst all members of the group may include public address systems, megaphones, air horns, whistles or, if necessary, scheduling regular group meetings.

4.6. COMPLETE EMERGENCY RESPONSE PLANNING

- 4.6.1. The teacher-in-charge must develop or obtain a response plan that will ensure access to emergency support without compromising the safety and welfare of the group or of a casualty.
- 4.6.2. The teacher-in-charge is to ensure that emergency procedures, including emergency signals, are clearly understood by all students and supervisors.

- 4.6.3. All supervisors must be familiar with the evacuation procedures to be followed and, where appropriate, the location of emergency equipment.
- 4.6.4. During an excursion a nominated supervisor must have ready access to:
- a list of the names of participating students and their parent/guardian contact telephone numbers;
 - the Student Health Forms and Health Care Authorisations of those students who are known to have particular health requirements; and
 - relevant health information of supervisors.
- 4.6.5. A copy of all planning documents must remain with the school.
- 4.6.6. For excursions involving an overnight stay, the teacher-in-charge must ensure that a copy of the planning documents, including all Student Health Forms and Health Care Authorisations, are taken on the excursion, with a further copy being provided to the Principal or Head Teacher.
- 4.6.7. For excursions undertaken during school vacations, students' names, addresses (home and away), contact telephone numbers and the itinerary for the excursion are to be provided to the district education office.

Guidelines

Mobile telephones should not be relied on as the sole method of communication. In remote locations, consideration should be given to other means of emergency communication such as an Emergency Position Indicating Radio Beacon (EPIRB) or a satellite telephone.

For Excursions to rural locations, the emergency response plan may include:

- a map of the area/s to be used, showing the location of the nearest telephone, hospital, Police station, nursing station and other similar relevant information;
- access details (i.e. on-foot, 2WD and 4WD) including barriers;
- a list of the resources the group will have with it (i.e., first aid kits, number of staff and external providers with first aid qualifications, stretchers, number and type of vehicles, and other camping equipment);
- an estimate of the time it might take to raise an alarm and the amount of time that might elapse before appropriate support could be provided; and
- the communication medium that will be employed (i.e. fixed telephone, mobile telephone, satellite phone, radio, Emergency Position Indicating Radio Beacon (EPIRB)).

4.7. BRIEF STUDENTS AND SUPERVISORS

- 4.7.1. The teacher-in-charge is responsible for ensuring that all relevant information about respective responsibilities and obligations is clearly communicated to students and supervisors. Topics that must be included are:
- emergency procedures and signals;
 - methods of communication;
 - appropriate use of any equipment;
 - roles of supervisors;
 - the system for identifying students and supervisors;
 - areas demarcated specifically for identified student groups; and
 - standards of acceptable behaviour.

- 4.7.2. Special information sessions must be arranged for students who were absent from preparatory excursion briefings.
- 4.7.3. The consumption of drugs that will impair the judgement of supervisors during an excursion is prohibited.
- 4.7.4. The guidelines for the use of tobacco during an excursion must be consistent with those that apply in the school setting.

4.8. RETAIN RECORD OF EXCURSION(S)

- 4.8.1. Details relating to all excursions are to be retained by the school. Details of the Excursion are to include the:
- signed management plan;
 - names of planning and authorising staff;
 - names of participants; and
 - a brief description of the excursion.

Guidelines

It is recommended that the teacher-in-charge conduct a post-activity evaluation to assist with the planning of further excursions.

4.9. GAIN APPROVAL(S)

4.9.1. EXCURSIONS

- 4.9.1.1. The written endorsement of the Principals or Head Teachers of the schools attended by participating students must be obtained for an excursion to gain approved status.
- 4.9.1.2. Excursions involving international travel require the approval of the relevant Deputy Secretary, the Minister For Education and for staff, the Public Service Commission.
- 4.9.1.3. For international travel, the documentation provided, must include:
- a brief description of the purpose of the excursion;
 - an outline of the itinerary including accommodation details;
 - the source of funding for the excursion;
 - names, addresses (home and away), and contact details of students and supervisors;
 - relevant medical action plans for each student and supervisor undertaking the travel;
 - a copy of the Checklist for Excursions (see Appendix A) bearing the Principal or Head Teacher's signature;
 - a supporting statement from the Divisional Education Officer;
 - as appropriate, an air travel application form for each staff member; and
 - an out-of-hours (including holiday) contact telephone number of a member of the teaching staff (not on the excursion) who is familiar with the excursion participants and itinerary details.

International travel has the following additional requirements:

- Travel arrangements must include medical and other insurances for all excursion participants.
- The teacher-in-charge must forward a detailed plan (regarding the travel,

accommodation and supervisory arrangements) to the school Principal or Head Teacher of each student. The information must include the procedures to be followed in the event of termination of a student's participation on an excursion.

- The Principals or Head Teachers of the schools attended by participating students must:
 - be satisfied that the plan appropriately addresses safety standards and duty of care responsibilities before forwarding the information to parents/guardians;
 - be satisfied that the teacher-in-charge has the appropriate skills and experience to organise the excursion and provide for the management of events that may arise during the excursion; and
 - attest in writing that the student(s) is sufficiently responsible and reliable to participate in the excursion.
- The consent form bearing the parent/guardian(s) signature must be returned to the school and subsequently, it (or a photocopy), forwarded to the teacher-in-charge. A copy must be retained by the school.
- The names, addresses and contact details of all participants must be lodged with the relevant District Office.

Guidelines

Police clearances are not required for external providers who reside and provide services overseas. However, the teacher-in-charge should indicate to the Principal or Head Teacher of participating schools the steps that have been taken to establish the propriety of such providers.

Similarly, the teacher-in-charge of an international excursion is not required to enquire as to the level of public liability insurance of external providers located overseas.

The state of the international political climate may lead to the decision to postpone or cancel an international excursion. The decision to proceed, postpone or cancel an international excursion should be made by the Principals or Head Teachers of participating schools in consultation with parents/guardians of the participating students and, where appropriate, the Department of Foreign Affairs and External Trade. The Teacher-in-Charge may take the precautionary measure of determining the conditions that provide for cancellation or deferment of air ticket purchases. Organisers, a day or so before the scheduled departure, should assure themselves that the chosen destination for the excursion is 'safe' by contacting the Department of Foreign Affairs. Similarly, organisers should obtain the telephone number of the Fiji Consulate in the country to be visited

Where the Department of Foreign Affairs does not deem the destination to be a risk to participants but parents/guardians do, their consent for their son/daughter to participate may be withdrawn. Similarly, supervisor's role may also elect to withdraw from the excursion.

The attention of organisers is drawn to Billeting (see page 7 this document).

Travel insurance must be attained for all international excursion participants.

Teachers who arrange excursions without ensuring Ministry policy is followed could be individually liable in the event of an accident. In such circumstances, staff may not be afforded the Ministry's protection under the principle of vicarious liability (i.e. where an employer bears the cost of damages resulting from an employee's negligence). Similarly, staff may not be covered by Workers' Compensation if they are injured while

involved in an excursion activity that does not have the official approval of the Principal or Head Teacher.

4.9.2. PRIVATELY ARRANGED ACTIVITIES

- 4.9.2.1. Principals or Head Teachers must ensure that staff and parents are aware of the distinction between approved excursions and privately arranged activities. In particular, Principals or Head Teachers must ensure that staff and parents/guardians are aware that privately arranged activities are not approved by the school and that, accordingly, neither the school nor the Ministry of Education will accept any responsibility for students or staff members who choose to participate. Rather, the responsibility for the activity will rest entirely with the individual who arranges the activity in his/her private capacity.

5. EFFECTIVE DATE 1 January 2006

6. REVIEW DATE 1 January 2007

7. KEY SEARCH WORDS

External provider, contractor, supervisor, qualified supervisor, supervising team, teacher-in-charge, venue, location, information and consent form, confidential declaration, activities, activity, alcohol, approval, camp, camps, charges, consent, drugs, duty of care, emergency, excursion, excursions, record, records, risk, supervision, tobacco, transport, travel, visit, visits, private excursions, insurance, Internet and excursions, billet, excursion.