

3.5.2

Excursion Checklist Template

Excursion Activity/Location			Proposed Date	
Item	Person Responsible	Date Completed [or N/A]	Notes	
Preparation, Planning and Approval				
Discuss draft excursion ideas with Approved Provider	Nominated Supervisor			
Prepare Risk Assessment for approval, including identifying: <ul style="list-style-type: none"> • Purpose and rationale for the excursion • Transport method, route and other relevant consideration for using transport (seatbelts, procedure for embarking & disembarking) • Associated water hazards and other relevant risks • Any specialist required • Ratio and number of adults attending • Duration of excursion • Any items that should be taken on excursion 	Nominated Supervisor			
Submit to Approved Provider for approval (one month prior to excursion). Copy of risk assessment kept in OSHC office for parent viewing.	Nominated Supervisor			
Where risk assessment identifies the need, visit excursion site assess: <ul style="list-style-type: none"> ✓ Access to shade ✓ Access to water and/or proximity water hazards ✓ Accessibility to toilets ✓ Relevant hazards ✓ Any other critical factor 	Nominated Supervisor			
Excursion authorised by the Approved Provider	Approved Provider			
Parent permission form developed (containing all required information) and distributed, where relevant, <i>Swimming Ability Form</i> included.	Nominated Supervisor			
Organise transport and any other relevant bookings.	Nominated Supervisor			
Authorisations, Records and Equipment				
Confirm parent permission forms completed in full	Nominated Supervisor			
Where relevant, confirm Swimming ability form returned and contain sufficient information/permission	Nominated Supervisor			
Assess relevant needs of children (i.e. medical needs). Develop plans as required.	Nominated Supervisor			

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Ensure emergency contact information is collated	Nominated Supervisor		
Inspect first aid kit for stock/supplies	Nominated Supervisor		
Day of Excursion			
Ensure the following items are packed:	Nominated Supervisor		
First aid kit			
Medication			
Health plans and risk assessments for individual children			
Mobile phones			
Walkie-talkies			
Sunscreen			
Details of transport company			
Details of Venue			
Roll (list of children attending)			
Child emergency contact information			
Attending Adults emergency contact information			
Pen and notepad			
Any other items listed on the risk assessment			
Each child will need:	Appointed Educator		
Drink Bottles			
Hat			
Shoes			
Sun-safe clothing			
Bag and food (morning tea/lunch)			
Wristband with contact information			
Debrief risk assessment with staff and confirm understanding of role and expectations.	Nominated Supervisor		
Debrief the following with children: <ul style="list-style-type: none"> • relevant risks and hazard, • excursion plan (itinerary for the day), • emergency procedures, and • expectations for behaviour 	Nominated Supervisor		
Headcount/roll call before leaving school site	Nominated Supervisor		
Attending Educators		Final Headcount	