

3.5.2 Excursion Checklist

| On Excursion Day | Required/ Not Required ✓/✗ | Person Responsible | Completed | Actions |
|---|----------------------------------|---|-----------|---|
| Parent/carer permission form returned | | Responsible Person/ Co-ordinator | | The RP will check leading up to the excursion that all permission slips have been signed and returned |
| Swimming ability form returned (if required) | | Responsible Person/ Co-ordinator | | |
| Emergency contacts for Educators (Volunteers and children) | | Responsible Person/ Co-ordinator | | Educator's emergency contacts are in both work phones, contact lists in backpacks |
| First aid kit | | Responsible Person/ Co-ordinator | | Added to educator's backpacks |
| Medication | | Responsible Person/ Co-ordinator | | Added to educator's backpacks |
| Sunscreen | | Responsible Person/ Co-ordinator | | Added to educator's backpacks |
| Mobile phones | | Responsible Person/ Co-ordinator | | Added to educator's backpacks |
| Injury/illness/trauma forms | | Responsible Person/ Co-ordinator | | Added to educator's backpacks |
| Transport ✓ Notice of service details for display on bus ✓ Seat belt check ✓ Risk assessment on display ✓ Signage on doors with proposed route, mobile number and approximate time of return to service ✓ Educator checking bus following disembarkment at venue and service | | Responsible person/ Coordinator/ All Educator's Name & Signature | | Prior to departure Arrival at venue Arrival at service |
| Appropriate Headwear - Children | | All Educators | | Prior to excursion |
| Appropriate Footwear - Children | | All Educators | | Prior to excursion |
| Roll Call | | Responsible Person/ Co-ordinator | | Prior, during and at the end of the excursion |
| Code of Conduct explained to educators and children | | Responsible Person/ Co-ordinator | | Prior to excursion |
| Emergency procedures explained to educators and children | | Responsible Person/ Co-ordinator | | Prior to excursion |
| Master list of all attending excursion to be given to each group | | Responsible Person/ Co-ordinator | | Prior to excursion |
| Children with special needs ✓ Anaphylaxis. Check venue for possible allergens ✓ Educator's in attendance with anaphylaxis training ✓ Mobility. Does venue have suitable access? ✓ Other- Is there an action plan in place and are staff trained to carry out any procedures if necessary. | | Responsible Person/ Co-ordinator | | Prior to excursion |