

EXCURSION CHECKLIST

Action	Considerations	Comments
First Step	Concept	
Name and position of the person conducting excursion:		
Campus Address:		
Contact Details:		
Where are you going?	What is the purpose of the excursion?	
	How relevant is it to the program?	
	What preparation has been done prior to going?	
	What do the children know about this venue?	
	Consider the age appropriateness of the excursion for the group. Is the excursion age appropriate?	

Before the Departure:	Planning <i>(For excursions requiring transportation, a minimum of two weeks planning time will be required)</i>	
Discuss the excursion with your Educational Leader or Campus Manager	Discuss Program Connect You will be provided with an excursion folder containing: <ul style="list-style-type: none"> <input type="checkbox"/> Excursion Checklist <input type="checkbox"/> Permission Slips <input type="checkbox"/> Risk Assessment Forms <input type="checkbox"/> Name Tag Template <input type="checkbox"/> Service Policies 	Campus Manager or Educational Leader Sign:
Explore who and how: <i>Discuss with Educational Leader, Assistant Campus Manager or Campus Manager</i> Complete Excursion Checklist, including the following:	Number of Children: [answer] <i>Plan the grouping of children according to friendship groups, compatibility, needs of particular children and educator/parent supervision.</i>	Campus Manager or Educational Leader Sign:
	Number of Adults Required: [answer] <i>(If travelling on any forms of transportation)</i> <i>Ratio Guide:</i> <ul style="list-style-type: none"> • 1 Adult to 3 children (over the age of 3) • 1 Adult to 2 children (under the age of 3) <i>Include adults depending on parent volunteers and placement student involvement</i>	Campus Manager or Educational Leader Sign:
	Arrange staff and parents: [answer] <ul style="list-style-type: none"> • <i>Have you considered the staffing needs of the group?</i> • <i>Staff availability/who needs to be covered?</i> • <i>Parents or volunteer adults - do parents know about the participation levy?</i> 	Campus Manager or Educational Leader Sign:
	Cost: [answer] Method of payment: [answer] Who is paying for this excursion? [answer] When is payment due? [answer]	Campus Manager or Educational Leader Sign:

	<p>If it is raining or the temperature is over 40°C degrees, will you cancel the excursion, reschedule or go regardless? [answer]</p> <p>If you intend to go, what strategies and measures will you put in place to manage the weather and ensure the safety and wellbeing of the children attending? <i>Include these strategies in the Risk Assessment Form</i> [answer]</p>	<p>Campus Manager or Educational Leader Sign:</p>
	<p>Method of Transport:</p> <ul style="list-style-type: none"> ● Mode of transport [answer] ● Cost involved [answer] ● Number of Myki [answer or N/A] ● Have you considered the risks involved with transport? [answer] ● Additional Notes: 	<p>Campus Manager or Educational Leader Sign</p>
<p>Undertake Risk Assessment</p>	<p>Complete the Risk Assessment Form</p> <p>Walking through travel route in advance</p> <p>When was the walk through of the travel route completed? [answer]</p> <p>Were there any hazards that you encountered that were not anticipated in the risk assessment? [answer]</p> <p>If walking, is the proposed walking route accessible and appropriate for the age group to walk? [answer]</p> <p><i>File risk assessment and all documents with this checklist</i></p>	<p>Campus Manager or Educational Leader Sign:</p>

1 Week Before	Implementation <i>(Once Excursion has been Approved)</i>	
Permission Forms	Have these been circulated and completed by all children attending the excursion? [answer]	Campus Manager to Sign once sighted:
Risk Assessment	Provide a completed copy of the Risk Assessment to all staff and parents attending the excursion: Response: [Yes / No]	Campus Manager to Sign once sighted:
Name Tags	Are name tags arranged for all children attending the excursion using the provided template? Response: [Yes / No]	Campus Manager to Sign once sighted:
Food Required	If necessary, has the Campus Chef been consulted about lunch and snacks? [Yes / No] Specific Dietary Requirements and Allergies: [answer] How will water/drinks be provided? <i>Individual drink bottles, water cups or is there a water fountain accessible at the location?</i> [answer] Will you require afternoon tea upon return to the service? [Yes / No]	Campus Manager to Sign once sighted: Campus Chef to Sign once confirmed:
Pram, Trolley and Backpacks	Children who require sleep during the day will require a pram. Is the home pram or service pram organised and in good working order? [Yes / No] Do you need a trolley/wagon or backpacks to carry the children's lunch, medication, snacks, first aid etc. [Yes / No]	Campus Manager to Sign once sighted:

1 Day Before	Preparation <i>(Once Excursion has been Approved)</i>	
<p>Notification Reminders</p>	<p>Speak to all families to remind them of the excursion and ensure they are aware of the departure time. Have they been reminded? [Yes / No]</p> <p>Are all families aware of the policy regarding excursion attendance? [Yes / No]</p> <p>Ensure all excursion forms are signed by families with contact and emergency contact phone numbers, and are accessible and prepared to be taken on the excursion. Has this been completed? [Yes / No]</p>	<p>Campus Manager to Sign once sighted:</p>
<p>Forms and Documents</p>	<p>All health and allergy documentation is prepared for children attending and required [Yes / No]</p> <p>Risk Assessment is accessible and able to take on excursion [Yes / No]</p> <p>This checklist is accessible and able to take on excursion [Yes / No]</p> <p>Additional Notes:</p>	<p>Campus Manager to Sign once sighted:</p>

On the Day of Excursion		
What to bring on the day	List of children attending the excursion including contact numbers [Yes / No]	Campus Manager to Sign once sighted:
	List of the adults attending the excursion including contact numbers [Yes / No]	Campus Manager to Sign once sighted:
	Excursion Forms completed and signed by families [Yes / No]	Campus Manager to Sign once sighted:
	Required documentation to support medical conditions, allergies, and anaphylaxis such as action plans [Yes / No]	Campus Manager to Sign once sighted:
	Allergy and Anaphylaxis Medication Bags containing medications [Yes / No]	Campus Manager to Sign once sighted:
	Mobile Phones accessible for adults attending <i>Switch off silent/do not disturb</i> [Yes / No]	Campus Manager to Sign once sighted:
	First Aid Kit [Yes / No]	Campus Manager to Sign once sighted:
	Tissues [Yes / No]	Campus Manager to Sign once sighted:
	Nappies and Wipes [Yes / No]	Campus Manager to Sign once sighted:
	Gloves and Plastic Bags [Yes / No]	Campus Manager to Sign once sighted:
	Activities <i>Such as packs of flash cards, drawing materials, books, etc in case there is a delay and the group needs to wait.</i> [Yes / No]	Campus Manager to Sign once sighted:
Children Name Badges <i>To contain the child's name, campus name and the mobile number of adult attending the excursion.</i> [Yes / No]	Campus Manager to Sign once sighted:	

	Specific Clothing such as hats, spare clothes, coats, enclosed shoes etc. [Yes / No]	Campus Manager to Sign once sighted:
	Additional Items:	Campus Manager to Sign once sighted:
Prepare the children	Before departing the service for the excursion, have a group time and discuss safety expectations with the children and adults attending <i>(educators, parent volunteers, student placement etc.)</i> [Yes / No]	

After the Excursion	Reflection <i>(to be completed after the excursion)</i>
After the excursion, what follow ups could emerge in the program?	

Checklist Completed By:	
Name:	
Signature:	
Date:	
Campus Manager Name:	
Signature:	
Date:	