

EXCURSION CHECKLIST

Excursion/program name:	Date(s):
The educational purpose of the program has been established and is relevant to the school's curriculum.	✓
The exact location of the excursion participants at all times has been documented, including during travel.	
The Teacher-in-Charge for the excursion is _____ and their relevant contact details are _____ available to the 24 hour school contact person.	
The Teacher-in-Charge has informed me that staff have been briefed on their roles and responsibilities during the excursion. All staff have been given a copy of the emergency phone numbers of DEECD, CFA and local authorities if necessary.	
External providers, if used, are appropriate for the activity have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the MMS Transport Policy.	
Activities conducted on public lands, such as State Forest or National Parks, comply with current permit and access requirements.	
_____ with appropriate qualifications has been designated as being responsible for First Aid.	
A 24 hour school contact person _____ has been designated and provided with a briefing about their role and the necessary information to enact their responsibilities.	
Excursion staff who are not registered teachers have received a satisfactory Police Check and/or a Working with Children Check .	
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	

<p>Copies of the following completed documents will be lodged with the Principal (or nominee) and the designated school contact, before the program commences.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed, informed consent from parents/guardians <input type="checkbox"/> Completed medical form for all and staff <input type="checkbox"/> Detailed itinerary, with specific locations and contact numbers <input type="checkbox"/> If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used <input type="checkbox"/> Staff and student equipment & clothing lists including fire proof clothing if necessary. <input type="checkbox"/> Group equipment list(s) if necessary <input type="checkbox"/> A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) <input type="checkbox"/> Completed staffing details pro forma <input type="checkbox"/> Risk management plans for all adventure activities <input type="checkbox"/> Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person <input type="checkbox"/> Bushfire Plan which is specific to the area being visited 	
<p>The completed <i>Proforma for excursions and activities requiring Board approval</i> has been approved and minuted at a Board Meeting.</p>	
<p>The Notification of School Activity has been submitted to DEECD THREE WEEKS prior to the excursion via online reporting. https://www.edu.vic.gov.au/forms/school/sal/ User ID & Password from Admin Staff.</p>	

Teacher in Charge

Full Name:

Date:

Signature: