## Attachment 1: Excursion, incursion and regular outing plan

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| **Excursion/incursion/regular outing name** |  |
| **Purpose** |  |

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| **Date(s)** |  | **Destination** |  |
| **Departure/arrival times from service** |  | **Proposed duration** |  |

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| **Location of pick up and drop off(s)** | *List each location travelled to and from as part of the excursion.* |
| **Proposed route** | *Attach map or image of route to be taken.* |
| **Proposed activities** | *List all activities that will take place during the excursion.* |

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| **Means of transport** |  | Have requirements for seat belts or safety restraints been met? | Y/N  Comment: |
| **Water hazards on the proposed route?** | Y/N  Comment: | Water activities during the excursion, including any identified risks | Y/N  Comment: |

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| Name and contact details of excursion coordinator |  |
| Number of children involved in the excursion/incursion/regular outing |  |
| Full names, contact details and first aid qualifications (where applicable) of each adult involved in the excursion |  |
| Number of educators/parents/volunteers to provide supervision |  |

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| Educator-to-child ratio | *Include whether this excursion warrants a higher ratio and/or an adult with specialised skills.* | Explain how the ratio was determined. |  |
| Adult-to-child ratio | *Include whether this excursion warrants a higher ratio and/or an adult with specialised skills.* | Explain how the ratio was determined. |  |

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| Describe the process for entering and exiting the service premises and pick up locations or destinations. | *Include an outline pf how each child will be accounted for at location changes.* |
| Describe procedures for embarking and disembarking the vehicle used for transportation (if applicable). | *Include how each child is accounted for in embarking and disembarking.* |
| List items/resources to be taken on the excursion. | *For example:*  *• a list of children attending the excursion*  *• a list of all educators, staff members and other adults attending the excursion, including their mobile phone numbers*  *• first aid kits*  *• medical management kits for children with a medical condition*  *• sunscreen*  *• mobile phone/other means of communicating with the service and emergency services*  *• any other items required specifically for the excursion (e.g. water, food, nappies, wipes).* |
| Provide a proposed excursion budget. | *Detail all costs associated with the excursion, including those proposed to be covered by families.* |

Source: Excursions, Incursions and Regular Outings Policy and Procedures