## Attachment 5: Template – Excursion and regular outing checklist and cover sheet

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| --- |
| Activity name:  Date: |

|  |  |
| --- | --- |
| Means of transportation: | Requirements for seat belts or safety restraints?  Y/N (circle)  Comments: |
| Pick-up location: | Drop off location: |
| Departure time: | Arrival time: |

|  |
| --- |
| Proposed route:  [Include written description and map or image of proposed route] |

|  |  |
| --- | --- |
| Number of children to be transported: | Names of educators or other responsible adults required to provide supervision: |

|  |
| --- |
| Are any other adults with specialised skills required? Y/N (circle)  [If yes, provide details] |

|  |  |  |
| --- | --- | --- |
| Risk assessment completed?  [Yes] | Date of completion: | Copy attached:  [Yes] |

|  |  |
| --- | --- |
| Name of supervising educator: | Mobile phone number: |
| First aid kit (tick box) | Name of staff member who is first aid, anaphylaxis and asthma trained: |
| Medical management plans (list applicable children): | Medication checked:  [Yes]  Signed by supervising educator: |
| Written authorisations received (initial): | Emergency contact phone numbers (either list or attach and initial): |

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| --- |
| Other items required:  [Document any other items needed that are unique to the excursion/regular outing/centre/children attending – for example, toilet training items, spare clothes, food] |

Use the form below to record a list of all children attending the excursion/regular outing, and to maintain a record of headcounts throughout the excursion/regular outing.

The form can be adjusted to suit the excursion: for example, add additional columns if the excursion will be for an extended period and it is expected that additional headcounts will be needed.

#### Child attending outing headcounts

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Child’s full name | Exiting service | Additional check | Arrival destination | Additional check | Departing destination | Additional check | Arrival service |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |
| 16. |  |  |  |  |  |  |  |
| 17. |  |  |  |  |  |  |  |
| 18. |  |  |  |  |  |  |  |
| 19. |  |  |  |  |  |  |  |
| 20. |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Roll checked by | Full name:  Position: | Signature |  | Date |
| Verified by | Full name:  Position: | Signature |  | Date |

Source: ELV Excursions, Incursions and Regular Outings Policy and Procedures