

Excursion - Nominated Supervisor

NQS 2.2.1 Supervision

NQS 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Well before excursion

A risk assessment has been completed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
If a regular outing, the risks involved have not changed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
There is an itinerary and timetable for the excursion	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
At least 48 hours' notice of the excursion has been given to parents (much longer where possible)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Children will have access to shaded areas	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
The excursion is consistent with the requirements/exclusions of our Public Liability Insurance Cover	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Parents have signed a permission form for the excursion and any specific activity during the excursion. (Regular outings can be covered by one form for 12 months)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Educator to child ratios are met	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Additional adults are organized to help supervise children if required	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

About to go on excursion

A list of children attending the excursion is left at the service and a copy carried by the Supervisor	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All children are clothed appropriately eg jumpers, sun hats, appropriate footwear	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
All children are wearing sunscreen if the UV index is or will be 3 or higher	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
The following items will be taken on the excursion			
A fully stocked first aid kit	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Each child's current emergency contact numbers/details	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
A charged mobile phone	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medication and medical management plan for relevant children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Enough drinking water to last whole excursion if none available at venue	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

During Excursion

A designated educator directly supervises any child with a medical/health condition (eg allergy)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
The educator in the previous point holds the child's medication and management plan throughout the excursion	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
The attendance list is regularly used to check the presence of all children	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

After Excursion

Evaluation of excursion completed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Actions required