

EXCURSION CHECKLIST¹

Please complete this checklist before undertaking an off-site activity (excursion)

Name of Activity			
Program		Date of Activity	
Location of Activity		Time of Activity	
Element	Details	Completed	
Feasibility	• Have you determined the aims of the excursion?		
	• Have you selected an appropriate excursion site?		
	• Have you determined the best time of year for the excursion?		
Costing	<ul style="list-style-type: none"> • Have you determined all excursion costs for church and per child? <ul style="list-style-type: none"> • Transport • Entry fees • Food & drink (if applicable) 		
Transport	• Have you arranged appropriate transport to the excursion?		
	• Have you determined any additional insurance requirements if using private transport?		
Bookings	• Have you booked the excursion site (if applicable)		
	• Was booking confirmed in writing?		
Preparatory Visit	• Have you visited the excursion site (if possible)?		
	• Have you identified hazards that may exist at the site?		
	• Have you determined what measures you may use to address any identified hazards?		
Ratios	• Have you determined the appropriate ratio of leaders/adults to children/young people for the excursion?		
	• Do you have adequate leaders/adults to effectively supervise the excursion?		
Excursion form/Letter to parents	<ul style="list-style-type: none"> • Does your Excursion form/letter include: <ul style="list-style-type: none"> • Name of ministry program • Name of activity • Venue • Departure and return times • Clothing requirements • Food & drink requirements • Emergency contact requirements • Travel arrangements • Costs for excursion • Parental consent (including medical treatment) 		
Emergency medical information	• Do you have emergency medical information for all leaders & children/young people attending the excursion?		
Risk assessment	• Have you completed a risk assessment for the excursion, including a Risk Action Plan?		

¹ Adapted from Head of Department Implementation Pack, ACC-NSW, 2008

Element	Details	Completed
First Aid	<ul style="list-style-type: none"> Do you have a suitably qualified first aid person attending the excursion? 	
	<ul style="list-style-type: none"> Do you have an adequate first aid kit for use during the excursion? 	
Critical Incident	<ul style="list-style-type: none"> Do you have a Critical Incident Response Plan in place to use during the excursion? 	
	<ul style="list-style-type: none"> Have you notified all people identified in Critical Incident Response Plan about the excursion? 	
Supervision	<ul style="list-style-type: none"> Have you provided guidelines to all non-leader adult helpers including: <ul style="list-style-type: none"> Areas of responsibility Appropriate response to challenging behaviours Who to contact when an issue arises (including critical incidents) First aid protocols Expected behaviours from children/young people during the excursion? 	
Permission	<ul style="list-style-type: none"> Have you gained permission from senior church leadership to proceed with the excursion? 	

Approval given by			
Ministry Co-ordinator		Signature	
Date approved			