

APPROVAL CHECKLIST FOR EXCURSION MANAGEMENT PLAN



	Teacher Check	ADMIN Check
PURPOSE OF THE EXCURSION		
The educational purpose of the excursion is described.	<input type="checkbox"/>	<input type="checkbox"/>
1. ASSESS THE RISKS		
1.1 Assess the environment		
The site has been assessed and is considered to be appropriate for the excursion.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Assess transport arrangements		
Arrangements have been made for the safe transport of excursion participants.	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Assess the students' capacity		
Excursion activities are suitable for the students' capacity.	<input type="checkbox"/>	<input type="checkbox"/>
Provision has been made for any student with special needs.	<input type="checkbox"/>	<input type="checkbox"/>
Up to date information regarding student health care maintenance and/or intensive health care needs has been obtained.	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Assess the capabilities of the supervisory team		
Collectively the supervisory team has the skills to:		
o identify and establish a safe activity environment	<input type="checkbox"/>	<input type="checkbox"/>
o effect a rescue and/or render emergency care	<input type="checkbox"/>	<input type="checkbox"/>
o monitor weather and environmental conditions before and during activities	<input type="checkbox"/>	<input type="checkbox"/>
o monitor the physical well being of the students	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Assess the involvement external providers		
Competence of external providers is established.	<input type="checkbox"/>	<input type="checkbox"/>
External providers conducting activities with students have a current national police certificate.	<input type="checkbox"/>	<input type="checkbox"/>
Staff responsibilities of the school and venue have been established.	<input type="checkbox"/>	<input type="checkbox"/>
External providers hold the appropriate level of public liability insurance.	<input type="checkbox"/>	<input type="checkbox"/>
2. ESTABLISH SUPERVISION STRATEGIES		
Supervision strategies have been established.	<input type="checkbox"/>	<input type="checkbox"/>
3. DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS		
Systems for identifying excursion participants have been established.	<input type="checkbox"/>	<input type="checkbox"/>
4. PROVIDE INFORMATION AND SEEK CONSENT		
Parents/guardians of student participants have been provided with full details of the excursion.	<input type="checkbox"/>	<input type="checkbox"/>
Student participation is subject to receipt of the signed consent form.	<input type="checkbox"/>	<input type="checkbox"/>
5. DEVELOP COMMUNICATION STRATEGIES		
Appropriate methods of communication, including emergency signals, mobile phones ,have been developed.	<input type="checkbox"/>	<input type="checkbox"/>

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6. COMPLETE EMERGENCY RESPONSE PLANNING		
A copy of the school's "Emergency Response Management Plan – Incident Away from School" has been obtained.	<input type="checkbox"/>	<input type="checkbox"/>
Advice about the venue's emergency management plan has been obtained	<input type="checkbox"/>	<input type="checkbox"/>
The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and any relevant health information of supervisors.	<input type="checkbox"/>	<input type="checkbox"/>
7. BRIEF STUDENTS AND SUPERVISORS		
Students and supervisors have been / will be fully briefed on responsibilities and obligations.	<input type="checkbox"/>	<input type="checkbox"/>
8. EXCURSION RECORDS – PROVIDED AND RETAINED		
All relevant excursion details are attached. a. Excursion Management Plan b. Parental Information c. Parent consent form d. Other (please signify)	<input type="checkbox"/>	<input type="checkbox"/>
9. GAIN APPROVALS		
All appropriate approvals have been obtained.	<input type="checkbox"/>	<input type="checkbox"/>

Teacher-in-charge _____	Date _____
<i>I am satisfied that the management plan for this excursion meets the requirements of the Excursions policy. I approve this excursion.</i>	
Principal _____	Date _____