

Excursion Educators

NQS Element 2.2.1 Supervision

NQS Element 7.1.2 Management systems

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

	ED1	ED2	ED3	ED4	ED5
About to go on excursion/outing					
A risk assessment has been completed					
Each child has been authorised to attend					
Educator/child ratios will be met on the excursion and at the service AND there will be adequate supervision					
At least one educator at the service (if children at service) and attending excursion/outing has current first aid/asthma/anaphylaxis qualifications					
A list of children attending the excursion is left at the service and a copy carried by the Supervisor					
All children are clothed appropriately eg jumpers, sun hats, appropriate footwear					
All children are wearing sunscreen if the UV index is or will be 3 or higher					
The following items will be taken on the excursion					
<ul style="list-style-type: none"> A fully stocked first aid kit 					
<ul style="list-style-type: none"> Each child's current emergency contact numbers/details 					
<ul style="list-style-type: none"> A charged mobile phone 					
<ul style="list-style-type: none"> Medication and medical management plan for relevant children 					
<ul style="list-style-type: none"> Enough drinking water and food to last whole excursion if none available at venue (or food not suitable) 					
During excursion					
Educators follow the timetable and itinerary for the excursion					
All educators (and any additional adults) constantly supervise children					
The attendance list is regularly used to check the presence of all children					
A specific educator directly supervises any child with a medical/health condition (eg allergy)					
The educator in the previous point holds the child's medication and management plan throughout the excursion					
Educators follow service policies and procedures at all times eg not on Facebook or phone during excursion					
Children access shaded areas when available/appropriate					
After excursion					
Evaluation of excursion completed					

Actions required

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