



Excursion Nominated Supervisor

NQS Element 2.2.1 Supervision

NQS Element 7.1.2 Management systems

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

Well before excursion/OUTING

| | | | |
|--|---------------------------|--------------------------|--------------------------|
| 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 | | | |
| 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 at the service and on excursion | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| At least one educator at the service (if children at service) and attending excursion/outing has current first aid/asthma/anaphylaxis qualifications | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Additional adults are organised to help supervise children if required | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

About to go on excursion/OUTING

| | | | |
|--|---------------------------|--------------------------|--------------------------|
| 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 and food to last whole excursion if none available at venue (or food not suitable) | <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 |
|-----------------------------------|---------------------------|--------------------------|--------------------------|



Actions required