Lighthouse Christian Church

SC051 Excursion Checklist

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| Name Of Activity |  | | |
| Program |  | Date of Activity |  |
| Location Of Activity |  | Time of Activity |  |

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| --- | --- | --- |
| 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 | * Have you determined all excursion costs for church and per child? * 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 | * Does your Excursion form/letter include: * 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? |  |
| First Aid | * + Do you have a suitably qualified first aid person attending the excursion? |  |
|  | * + Do you have an adequate first aid kit for use during the excursion? |  |
| Critical Incident | * Do you have a Critical Incident Response Plan in place to use during the excursion? |  |
|  | * Have you notified all people identified in Critical Incident Response Plan about the excursion? |  |
| Supervision | * Have all leaders/ helpers completed relevant forms and Working with Children screening checks? |  |
|  | * Have you provided guidelines to all non-leader adult helpers including:   + 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 | Have you gained permission from senior church leadership to proceed with the excursion? |  |

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| Approval given by; | |  |  |
| Head of Department |  | Signature |  |
| Ministry Coordinator  (If applicable) |  | Signature |  |
| Date Approved |  | | |