



PLEASE ENTER NAME OF CHURCH OR ORGANISATION

## Excursion Planning

Name of Activity			
Program		Date of Activity	
Location of Activity		Time of Activity	
Leader for Excursion			

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"> <li>• Have you determined all excursion costs for church and per person?               <ul style="list-style-type: none"> <li>• Transport</li> <li>• Entry fees</li> <li>• Food &amp; drink (if applicable)</li> </ul> </li> </ul>	
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"> <li>• Does your Excursion form/letter include:               <ul style="list-style-type: none"> <li>• Name of ministry program</li> <li>• Name of activity</li> <li>• Venue</li> <li>• Departure and return times</li> <li>• Clothing requirements</li> <li>• Food &amp; drink requirements</li> <li>• Emergency contact requirements</li> <li>• Travel arrangements</li> <li>• Costs for excursion</li> <li>• Parental consent (including medical treatment )</li> </ul> </li> </ul>	
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?	

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

Approval given by			
Ministry Co-ordinator		Signature	
Date approved			