



School Excursions Checklist

Template for Schools



St. Michael's Primary School, Ashburton is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This checklist is designed as a prompt and tool to support compliance and best practice. It is not designed as a substitute for the Excursions, Camps and Travel Policy or the associated procedures. These documents must be read in conjunction with this checklist.

School: Click or tap here to enter text.

Excursion: Click or tap here to enter text.

Date and Time: Click or tap here to enter text.

Teacher in Charge: Click or tap here to enter text.

Procedure Reference	Action	Y/N or NA	Date	Comment
1	Risk Assessment completed including clear communication plan and actions for Emergency or Critical Incidents			
1.10	Excursion information placed into Student Activity Locator			
2.1–2.7, 4.4, 4.10–4.20	The venue is appropriate for the safety and accessibility of all students			
2	All relevant 3rd party provider and venue requirements have been addressed			
3	Informed consent sought and obtained for all students attending			
3.1, 4.18	All additional requirements – clothing, footwear, food, sun protection etc. have been communicated to both students and parents/guardians/carers			

4.1	Updated medical information sought from parents/ guardians/carers			
4.2–4.4	All excursion staff are familiar with the medical status of students, particularly with respect to epilepsy, diabetes, asthma, anaphylaxis, and heart conditions			
4.2, 4.18–4.20	All excursion staff are familiar with students who may require additional supports, including students with behavioural issues, and are aware of the support strategies for these students			
1, 2.4	All excursion staff and 3 rd party providers are familiar with risk management on the excursion			
4.3–4.5	Sufficient staff attending have appropriate first aid and/or CPR qualifications and/or water qualifications			
4.2.1	Staff attending excursion have immediate access to medical information			
4.2.2	Relevant staff remaining at school have immediate access to medical information			
4.6	Appropriate First Aid kit(s) and student medication taken			
4.13, 4.19, 4.20	The accessibility needs of all students and staff have been conducted and reasonable adjustments made and documented.			
1.2–1.7, 2.4, 4.7, 4.11, 4.14–4.17	Staff and volunteers aware of purpose of excursion, their roles and responsibilities, risk assessment and mitigation strategies (including attendance checks)			

1.6, 2.3, 4.8	All volunteers have been trained as per CECV Guidelines for Engaging Volunteers in Catholic Schools and comply with the Working with Children Check Policy			
4.12–4.13	Supervision ratios are appropriate			
4.12	Students have all been briefed on expectations, organisational arrangements, safety and emergency procedures, the roles, and responsibilities of staff.			
5	Review has been undertaken			