

**Have you?**

	Yes	No	N/A
1. Followed the approval process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Identified your specific objectives and noted the learning outcomes you expect and any pre-event teaching required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Established a budget?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Had student costs approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Arranged for permission to pre-visit the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Pre-visited the site and checked the facilities? Booked the venue if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collated a list of participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Worked out how many staff, parent helpers, or student leaders will be needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Met ratios set by the principal and EOTC coordinator and committee and are these consistent with best practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Found out what prior experience or knowledge the students will need to anticipate safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Arranged for and received written parental consent and health information from parents/caregivers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Filed parental consent and health information forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Arranged for children to bring appropriate clothing and/or equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Raised funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Identified the time required for travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Identified the time required for activities, tasks and experiences in the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Carried out risk identification and safety management procedures (for example SAP, RAMS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Parent and other volunteer helpers**

Make sure all helpers:

1. Have been checked out and vetted if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are aware of their responsibilities and what is expected of them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have a list of the children's names that they are directly responsible for and health information where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have a copy of the event programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are aware of the pick up, drop off points and times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have appropriate experience and skills for assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have ready access to a first aid kit (ideally, each activity group should have their own first aid kit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Transport**

Are drivers required?

1. Do they comply with the school transport policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Yes	No	N/A
2. Do they require a map or route to get to the destination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is public transport being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has it been booked and confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are drivers aware of pick up and drop off points and times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you need to allow for transportation problems? For example, dense traffic, winter road conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Equipment**

Have you:

- 1. Analysed students' medical information and collated lists for group leaders?
- 2. Arranged a first aid kit for each group leader, plus individual medication where needed?
- 3. Established first aid and emergency procedures?
- 4. Obtained safety and emergency equipment?
- 5. Arranged to take a cell phone, fully charged with spare battery?
- 6. Familiarised yourself with emergency services in the area?
- 7. Left route details and trip details with the school contact.

**Outside contractors and instructors**

Checking them out:

- 1. Has the Contracting Checklist (see sample form 14) and the Agreement between School and Outside Provider (see sample form 15) been completed and returned?
- 2. Are the leaders trained and experienced in the activities they will be involved with?
- 3. Are they trained and experienced in outdoor first aid?
- 4. Can they communicate in a manner appropriate to the students?
- 5. Are they familiar with the terrain and equipment to be used?
- 6. Have their referees been contacted?
- 7. Were they recommended?

**Review and evaluation**

- 1. Has a debrief been held with all staff, contractors and volunteers involved in the event, to discuss:   
  - accidents and incidents
  - improvements for future
  - what worked well, positive outcomes of the EOTC event?
- 2. Has this been documented and filed with management?
- 3. Have the educational objectives and expected learning outcomes been assessed, achieved and communicated to families?
- 4. Has a student participant evaluation been done?
- 5. Has a trip log or report been put into the school newsletter?
- 6. Are any special projects or follow up activities being done to extend learning from the event?