

Teacher checklist

This checklist should be used in conjunction with the *Proforma for activities requiring school council approval*.

Excursion/program name:

Date(s):

	✓
The educational purpose of the program has been established and is relevant to the school's curriculum.	
I have informed staff that they must comply with relevant Departmental Safety Guidelines.	
The conduct of adventure activities complies with relevant Departmental Safety Guidelines.	
External providers, if used, are appropriate for the activity and they have demonstrated that they hold a current public liability insurance policy (minimum \$10 million) which covers the program activity.	
Transport arrangements comply with the School Policy and Advisory Guide – Transporting Students and VicRoads regulations.	
Staff who are not registered teachers have received a satisfactory Police Check or after July 2007 a Working with Children Check.	
Activities conducted on public lands, such as state forest or national park, comply with current permit and access requirements.	
A member of staff with appropriate qualifications has been designated as being responsible for first aid.	
The 24 hour school contact person has been designated.	
<p>Copies of the following completed documents have been lodged with the principal or nominee and the designated school contact before the program commences. Copies of those documents with an asterisk are available on the program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signed, informed consent from parents/guardians <input type="checkbox"/> *Completed medical form for all students and staff <input type="checkbox"/> *Detailed itinerary, with specific locations and contact numbers <input type="checkbox"/> *If appropriate, a copy of map(s): including map name, access routes and grid references for specific locations used <input type="checkbox"/> Staff and student equipment & clothing lists <input type="checkbox"/> Group equipment list(s) if necessary <input type="checkbox"/> *A supervision strategy (maintaining as a minimum the prescribed staffing allocation for adventure activities) which outlines the staffing allocations for activities and for non-programmed periods (this may form part of the detailed itinerary that is also required) <input type="checkbox"/> Completed staffing details proforma <input type="checkbox"/> *Risk management plans for all adventure activities <input type="checkbox"/> *Emergency response plan including contacts for police, ambulance, doctor, hospital, fire brigade, 24 hour school contact number to be held by staff on the excursion and by the nominated school contact person 	
All participating staff, including the school contact person, understand their specific roles and are familiar with the program itinerary, risk management plans and emergency response plan.	
The completed <i>Proforma for excursions and activities requiring school council approval</i> has been approved and minuted at a school council meeting.	
The Student Activity Locator online form (EduMail password required) has been submitted three weeks prior to the excursion.	