



EOTC event planning checklist

*(Adapted from Thames South School)
To be adapted to particular school and/or event requirements.*

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 participate 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"/> |
| 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"/> |

| | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Equipment | | | |
| Have you: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1. Analysed students' medical information and collated lists for group leaders? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Arranged a first aid kit for each group leader, plus individual medication where needed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Established first aid and emergency procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Obtained safety and emergency equipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Arranged to take a cell phone, fully charged with spare battery? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Familiarised yourself with emergency services in the area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Left route details and trip details with the school contact. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outside contractors and instructors | | | |
| Checking them out: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the leaders trained and experienced in the activities they will be involved with? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are they trained and experienced in outdoor first aid? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Can they communicate in a manner appropriate to the students? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are they familiar with the terrain and equipment to be used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have their referees been contacted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Were they recommended? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Review and evaluation | | | |
| 1. Has a debrief been held with all staff, contractors and volunteers involved in the event, to discuss: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • accidents and incidents | | | |
| • improvements for future | | | |
| • what worked well, positive outcomes of the EOTC event? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has this been documented and filed with management? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have the educational objectives and expected learning outcomes been assessed, achieved and communicated to families? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a student participant evaluation been done? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has a trip log or report been put into the school newsletter? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are any special projects or follow up activities being done to extend learning from the event? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |