



LEARNING ON COUNTRY CHECKLIST

TASK/ ACTION	RESPONSIBLE PERSON	TIME LINE	COMPLETE D
ADMINISTRATION			
Risk Assessment completed	Teacher/ Leader	Week prior	
Appropriate consent form - ED170 as required	Teacher	Week prior	
Book vehicles - drivers recorded in daybook	Teacher	Week prior	
Integrated planner provided to site leader (with curriculum links)	Teacher	Week prior	
List of participants sent recorded in day book. Inc teachers, students, AEs - updated day of event	Teacher	Day of	
Timetable of events provided to site leader	Teacher	Week prior	
Health checks/ medical information	Teacher/ Admin	Week prior	
EQUIPMENT - SAFETY			
First Aid Equipment - Including snake bite and burns	Teacher	Day before	
Sat Phone, mobile phones, a list of contact numbers. UHF set to Channel 40	Teacher	Day before	
Check vehicle condition -Ensure fuel/ oil/ coolant levels correct. Spare tyres and tools onboard.	Collective	Day of	
Sunscreen/ toiletries/ hand sanitiser/ medications	Teacher	Day before	
Whistle/ horn	Teacher	Day of	
PREPARATION			
Food for participants -	Teacher	Day before	
Water - water bottles, additional water for hot days and remote locations	Teacher/ students	Day of	
Rubbish bags, Lighter, Folding table as required	Teacher	Day before	
2WS SPECIFIC EQUIPMENT			
Measuring equipment - tapes, rulers, scales	Collective	Day before	
Shovels, Axes, digging sticks	Collective	Day before	
Recording devices - iPad, camera, paper, pens	Collective	Day before	
Collect samples - boxes, jars etc			
OVERNIGHT EXCURSIONS			
Swags (+1 swag per 10 students for young cohorts)		Day before	
Sleeping bags		Day before	
Towels		Day before	
Firewood - collected on location or before?	Collective	Day of	
Camp Kitchen equipment, torches	Collective	Day before	
COMMUNICATION			
Community made aware of event - Contact made with connected stakeholders	Teacher	Week(s) prior	
Follow-up at assembly/ newsletter	Collective	Week after	
Resources returned to correct location	Collective	Day after	
Photos/ Videos stored and shared via social media	Collective	Week after	

PLEASE MODIFY TO SUIT THE NEEDS AND REQUIREMENTS OF YOUR SITE