Conducting a headcount is an essential practice to ensure the safety, security, and well-being of all children during an excursion. It provides a structured approach to managing the group and responding to any unexpected situations that may arise. All adults must know exactly how many children are present at any given time and a headcount ensures everyone is accounted for and noone is left behind. When travelling by bus or any other mode of transportation, a headcount ensures that everyone boards and disembarks safely.

**How To:**

* Enter the children’s names, add any columns if needed
* Educator to enter their name if conducting headcount
* Announce the headcount to let the group know, ensuring the group is in a controlled environment, such as a designated area, before conducting the headcount
* Begin the count by calling out the name of each child, checking them off, and ensuring they are physically present by asking them to clearly and loudly say “here”
* After the initial count, double check the number of children to ensure accuracy

| Child’s Name | Leaving the Campus | Boarding the Bus | Exiting the Bus | Arriving at the Destination | During Lunch Break | Leaving the Destination | Boarding the Bus | Arriving at the Campus |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Educator Name: | Educator Name: | Educator Name: | Educator Name: | Educator Name: | Educator Name: | Educator Name: | Educator Name: |
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| Child’s Name | Leaving the Campus | Boarding the Bus | Exiting the Bus | Arriving at the Destination |  | Leaving the Destination | Boarding the Bus | Arriving at the Campus |
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