

Risk assessment template—Excursions

~~Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.~~

~~ACECQA has prepared this template to assist services in undertaking risk assessments before children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.~~

~~Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.~~

~~*Note:* A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a '*regular outing*'*.~~

~~*Regular outing: means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.~~

Service Name	
Excursion details	
Date(s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	
Proposed activities. List all activities that will take place during the excursion.	
Pick-up location and destination (s). List each location travelled to and from as part of the excursion. E.g. the museum, park for lunch and service.	
Estimated departure and arrival times and duration of the excursion. E.g. from the service to each destination and returning to the service.	
Proposed route	

You can include an image of the route sourced online.	
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes / No Comment:
Number and full names of each adult involved in the excursion. E.g. service staff, family members, volunteers	
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	
The number of children involved in the excursion.	
Any water hazards during the excursion, including any risks	Yes / No

<p>associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>Comment:</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p>	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</p>	
<p>Excursion checklist — items to be readily available during the excursion (please tick)</p>	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in the excursion

<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Safe Arrival of Children Risk Assessment

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<u>Arriving at Service</u>	<u>Child does not arrive</u>	<u>Moderate</u>	<u>If child has not arrived within 10 minutes of OSHC service commencing, and parents have not notified us in advance that their child will be absent, call the child's school to ask if they attended school that day and/or follow up with a phone call to the parents.</u>	<u>Nominated Supervisor/educator in charge</u> <u>Child's School</u> <u>Parent</u> <u>Child</u>	<u>10 mins post service start time</u>
<u>Arriving at Service</u>	<u>Unsupervised Children</u>	<u>Low</u>	<u>Children and families will not be allowed to enter our building for education and care prior to the advertised operating hours of the service</u>	<u>Nominated supervisor/educators</u> <u>Parents</u>	<u>Upon arrival at Service</u>

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				<u>Children</u>	
<u>Arriving at Service</u>	<u>Children left unattended in cars</u>	<u>High</u>	<u>Educators and staff will remind parents/guardians of the dangers of leaving other children unattended in vehicles and encourage them to bring those children with them when dropping off or collecting a child enrolled at the service</u>	<u>Nominated supervisor/educators</u> <u>Parents</u> <u>Children</u>	<u>In Parent Handbook</u> <u>Upon arrival at Service</u>
<u>Arrival at Service</u>	<u>Child not signed in</u>	<u>Low</u>	<u>All children must be signed in by their parent or person who delivers the child to our service. If the parent or other person forgets to sign the child in they will be signed in by the nominated supervisor or an educator.</u>	<u>Nominated supervisor/educators</u> <u>Parents</u>	<u>In Parent Handbook</u> <u>Upon arrival at Service</u>
<u>Arrival at Service</u>	<u>Educator unaware of child's arrival</u>	<u>Low</u>	<u>An educator will greet and receive each child to ensure the child is cared for at all times</u> <u>Educator will do a roll call to ensure all children have arrived safely</u>	<u>Educators</u> <u>Children</u>	<u>Upon arrival at Service</u>

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Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Plan and Review			
Plan prepared by:	Full name: Signature: Role/Position:	Date: <u>30/09/2023</u>	
Prepared in consultation with:	Full name: Signature: Role/Position:		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed: <u>We do not provide transportation of children to our Service.</u> <u>Children arrive via private arrangements</u>		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> *, a risk assessment must be undertaken <i>at least</i> annually.	Reviewed Date: <u>30/09/2024</u> Date of next review: <u>30/03/2026</u>		

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