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| **Excursion details**  |
| Educator:  | Date:  |
| Excursion destination (including actual address) |  | Type of excursion 🞏 Routine 🞏 Non routine |
| Duration of excursion | Departure: Arrival: Departure: Arrival:  | **Routine**: School, kinder, playgroup (community, ECEC services, other educator’s homes), library, story time, local parks, emergency evacuation practices. **Non routine**: Excursions: zoo, museum, organised children’s events etc |
| Date(s) of excursion |  |  |  |  |  |  |  |  |  |  | **All routine outings need to be reviewed and resigned by families annually** |
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| Proposed activities (linked to the learning & development outcomes) |  |
| Method of transport to/from |  | Map of route attached? 🞏 Yes 🞏 No |
| Name and contact number of person organising excursion | Name:  | Mobile:  |
| Number of children attending excursion:  | Number of educators / parents / volunteers:  | Does this excursion require a higher ratio and/or adults with specialised skills? (eg. lifesaving skills). Please provide details.  |
| Water hazards? 🞏 Yes (add details in risk assessment) 🞏 No |
| Risk assessment attached? 🞏 Yes 🞏 No | Permission from all families attached 🞏 Yes 🞏 No |
| **Items to take on excursions (ensure all information is current, first aid kits are replenished and within date)** |
| 🞏 Evacuation Bag & first aid kit  | 🞏 Fully charged and operational  mobile phone  | 🞏 Emergency contact list and emergency plans (car accident) | 🞏 Medication/action plans for children with health conditions |
| **Educational Program Coordinator Sign off** | Name:  | Signature:  | Date:  |

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| **Parent permission** |

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| I give my permission for the above mentioned educational program coordinator/educator to take my child/ren to the excursion/outing/activity as listed. |
| **Child/ren’s name/s** | **Parent name** | **Signature** | **Date signed** |
| **FULL NAME HERE** | **FULL NAME HERE** | **MUST BE SIGNED** | **DATED PRIOR TO THE OUTING** |
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| **Risk assessment** **Please highlight all that apply from the list below and add in any other risks specifically relating to this excursion.** |
| Activity/Item | Hazard identified | Risk assessment(use matrix) | Elimination/control measuresAnd/or risk benefit? | Who? | When? |
| Walking to and from venue | Children entering the street in trafficChildren not understanding of following the road safety rules | High | * Have road safety as an ongoing learning outcome within my program
* Have the children hold hands and walk in an orderly manner when in the street
* Use a stroller for younger children who are unable to fully understand the rules
* Use pedestrian crossings where available at all times
 |  | Add road safety to my planning as an ongoing topicUse strategies at all times when on a road |
| Walking to and from venue | Tripping  | Moderate | * Assess the changing surroundings at all times to identify risks
* Ensure constant supervision of children
* Do an assessment of the environment prior to the outing where able
* Remove any tripping risks if safe to do so
* Walk of available tracks and paths
* Ensure everyone is wearing suitable footwear
 |  | During outingComplete the assessment prior to outing if able |
| Children getting in and out of the car | Restricted supervisionChildren accessing the road | Moderate | * Have all children hold hands when going to the car
* Use the stroller to transport younger children from the home to the car
* Support the older children to enter the car first, then place the younger children in their seats with belts on before supporting the older children to secure their seatbelts
* Park the car in a safe/quiet space where possible
* Exit the children at the curbside
* Ensure that the breaks are on the stroller at all times
* Conduct a sweep/head count on the car, including under seats, for children and belongings
 |  | Have stroller at front door before leavingStrategies used during outing  |
| Driving to and from venue | Car accident | Low | * Review the emergency procedures for a car accident prior to leaving on the outing
* Follow all road rules
* If a car accident occurs follow the emergency procedures for car accident
 |  | Review before outingStrategies used during outing |
| Driving to and from venue | Children undoing seat belts | Low | * Discuss the importance of seat belts as part of the road safety program
* Ensure that all children are in age/size appropriate restraints and seats
* Be alert to what the children are doing in the car
 |  | Add road safety to my planning as an ongoing topicCheck the restraints before leaving on outingUse strategies at all times in the car |
| Car park | Potential injury if hit by a car  | Moderate | * Arrive at the school early so the traffic is not busy
* Park as close to the entry gate as possible
* Park in a spot further away that is quiet and walk if traffic is not safe
* Leave a little after all the other families have collected their children to ensure a safe transition to the car
* Monitor the car park carefully when moving the children though
* Have children hold hands
* Have younger children in the stroller
 |  | Plan the day to arrive early at schoolUse strategies at all times |
| School playground equipment  | Injury to a child from falling Injury to a child from accessing equipment or materials that are not age appropriateChoking | Moderate | * Actively supervise at all times
* Restrict access to equipment that is not age appropriate
* Take a ball, drawing materials or other tasks to redirect play if required
* Have the stroller available for the younger children is required
* Follow emergency procedures if a child is injured
 |  | Pack resources in the car prior to the outing Use strategies at all times |
| Collecting children from their classrooms | Restricted supervisionLots of children and families entering and exiting the environment can cause confusion | Low | * Where able have the younger children in the stroller
* Collect the children’s bags before the class ends
* Actively supervise the children at all times
* Ask the teacher to discuss anything they wish with you after all the other children have left and they can all be in the class room to monitor easier
* Always support the children in staying in the same area by providing boundaries and direction (eg. We are all going to stay near Jacks class room)
 |  | Use strategies at all times |
| General | Exposure to sun  | Low | * Check the UV rating the morning of the outing and plan accordingly
* Follow the sun smart procedure at all times
* Pack all necessary sun smart equipment including water bottles, sunscreen, hats ect
 |  | Check app in the morning of outingUse strategies at all times |
| General  | Insect bite/stings | Low | * Assess the site for risks prior to the children entering
* Move locations if risks are identified and inform the necessary people to address the risk
* Have first aid kit available
 |  | Use strategies at all times |
| General  | Approach from a stranger  | Low  | * Maintain supervision of children at all times
* Seek help if required
* Redirect the child if necessary
* Follow emergency procedures if required
 |  | Use strategies at all times |
| General | Exposure to rubbish or glass | Low | * Maintain supervision of children at all times
* Assessment of the environment done on arrival
* Removal of risk if appropriate or move to another location
 |  | Use strategies at all times |
| General  | Exposure to animal droppings | Low | * Maintain supervision of children at all times
* Assessment of the environment done on arrival
* Remove the risk if appropriate or move to another location
 |  | Use strategies at all times |
| Health and Hygiene |  | Low | * Educator and children to wash or sanitise hands prior to, during and after the excursion.
* Educator and children to wash hands thoroughly upon arriving home after the excursion.
* Monitor others at the location, if anyone appears unwell (coughing, sneezing, generally looks unwell) leave the location.
* It is NOT recommended that food is shared, individual portions should be encouraged alongside strict handwashing.
* As much of the visit will take place outside as possible
* Ensure enhanced ventilation in the environment i.e. have windows open.
 |  | Use strategies at all timesHave hand sanitiser in the evacuation bag at all times |
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| **Reminder**: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. |

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| **Risk matrix** |
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| ***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 |