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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 measures  And/or risk benefit? | Who? | When? |
| Walking to and from venue | Children entering the street in traffic  Children 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 topic  Use 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 outing  Complete the assessment prior to outing if able |
| Children getting in and out of the car | Restricted supervision  Children 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 leaving  Strategies 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 outing  Strategies 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 topic  Check the restraints before leaving on outing  Use 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 school  Use 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 appropriate  Choking | 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 supervision  Lots 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 outing  Use 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 times  Have 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 |