

Early Childhood Education and Care Services

Excursion Risk Management Plan & Parent Permission Form



Excursion details										
Educator:					Date:					
Excursion destination (including actual address)				Type of excursion <input type="checkbox"/> Routine <input type="checkbox"/> Non routine						
Duration of excursion		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		Departure:		Arrival:						All routine outings need to be reviewed and resigned by families annually
Proposed activities (linked to the learning & development outcomes)										
Method of transport to/from									Map of route attached? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes (add details in risk assessment) <input type="checkbox"/> No										
Risk assessment attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Permission from all families attached <input type="checkbox"/> Yes <input type="checkbox"/> No								
Items to take on excursions (ensure all information is current, first aid kits are replenished and within date)										
<input type="checkbox"/> Evacuation Bag & first aid kit		<input type="checkbox"/> Fully charged and operational mobile phone			<input type="checkbox"/> Emergency contact list and emergency plans (car accident)			<input type="checkbox"/> Medication/action plans for children with health conditions		
Educational Program Coordinator Sign off		Name:			Signature:			Date:		

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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	<ul style="list-style-type: none"> • 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 		<p>Add road safety to my planning as an ongoing topic</p> <p>Use strategies at all times when on a road</p>
Walking to and from venue	Tripping	Moderate	<ul style="list-style-type: none"> • 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 on available tracks and paths • Ensure everyone is wearing suitable footwear 		<p>During outing</p> <p>Complete the assessment prior to outing if able</p>
Children getting in and out of the car	Restricted supervision Children accessing the road	Moderate	<ul style="list-style-type: none"> • 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 		<p>Have stroller at front door before leaving</p> <p>Strategies used during outing</p>

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			<ul style="list-style-type: none"> • Ensure that the breaks are on the stroller at all times • Conduct a sweep on the car, including under seats for children and belongings 		
Driving to and from venue	Car accident	Low	<ul style="list-style-type: none"> • 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 		<p>Review before outing</p> <p>Strategies used during outing</p>
Driving to and from venue	Children undoing seat belts	Low	<ul style="list-style-type: none"> • 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 		<p>Add road safety to my planning as an ongoing topic</p> <p>Check the restraints before leaving on outing</p> <p>Use strategies at all times in the car</p>
Car park	Potential injury if hit by a car	Moderate	<ul style="list-style-type: none"> • 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 		<p>Plan the day to arrive early at school</p> <p>Use strategies at all times</p>
Playground equipment	Injury to a child from falling Injury to a child from accessing equipment or materials that are not age appropriate Chocking	Moderate	<ul style="list-style-type: none"> • 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 		<p>Pack resources in the car prior to the outing</p> <p>Use strategies at all times</p>

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Collecting children from their classrooms	Restricted supervision Lots of children and families entering and exiting the environment can cause confusion	Low	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 		<p>Check app in the morning of outing</p> <p>Use strategies at all times</p>
General	Insect bite/stings	Low	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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General	Exposure to animal droppings	Low	<ul style="list-style-type: none"> • 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
General hygiene	Exposure to illness.	Low	<ul style="list-style-type: none"> • 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. 		<p>Use strategies at all times</p> <p>Have hand sanitiser in the evacuation bag at all times</p>

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

Consequence

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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