



# EXCURSION PERMISSION AND RISK ASSESSMENT

KATH DICKSON FAMILY DAY CARE METROPOLITAN AND EAST COAST SERVICES | 1300 336 345

Educator Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Excursion type  Regular  Irregular

Irregular excursion date \_\_\_\_\_

Day of the week  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Frequency of Excursion  Weekly  Fortnightly  Monthly  Term time only  NA

Excursion destination \_\_\_\_\_

Address of destination \_\_\_\_\_

Departure Address \_\_\_\_\_

Departure time to the destination: \_\_\_\_\_

Estimated arrival time: \_\_\_\_\_

Departure time from the destination: \_\_\_\_\_

Estimated arrival time: \_\_\_\_\_

Transport method \_\_\_\_\_

Will there be any stops along the way?  Yes  No

Reason for stop over: \_\_\_\_\_

Address of stop over: \_\_\_\_\_

## CHILDREN ATTENDING

CHILD NAME	CHILD RESTRAINT USED	AGE OF CHILD	PARENT SIGNATURE

Have requirements for seatbelts or child restraints been met for each child?  Yes  No

## DEFINITION OF EXCURSIONS

A **regular excursion** is undertaken regularly. It is a walk, drive or trip to and from a destination that a service visits frequently (every week) as part of its educational program and where the circumstances outlined in the risk assessment are the same (regulation 4, National Regulations). Examples of Regular outings include school drop off and pickups, collection of children from their home, Playgroups that occur on a weekly basis at the same location and time.

An **irregular excursion** does not occur on a weekly or ongoing basis, this can include a walk, drive or trip to a destination. An Example of an irregular excursion includes – going to the Australia zoo, excursions during vacation care (movies) or a destination that you do not intent to go every week.

*A regular Excursion Permissions and Risk Assessment form is valid for 12 months. After this time, or if a significant change occurs, a new Excursion Permissions and Risk Assessment form must be completed.*

## ADDITIONAL ADULTS ATTENDING

Full Name:

Contact number:

Adult to Child ratio-  1:4 or  1:7

Will additional Educators be attending  Yes  No

Names of Educators attending:

*A KDFDC coordinator must be present if three or more educators and 24 or more children are to attend this excursion*

## EXCURSION DETAILS

Proposed route – please attach a map or written description of the route

Describe the process for entering and exiting the service premises:

Describe the process for embarking and disembarking the vehicle at the pickup location or destination, including how each child is to be accounted for on embarking and disembarking

How is each child accounted for during the excursion?

Description of activities to be conducted during the excursion

Expected learning experiences and learning outcomes

## RISK RATING MATRIX

	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

## TRANSPORTATION AND EXCURSION CHECKLIST

The following items are to be taken on each excursion:

- First Aid Kit
- Contact information for each child
- Mobile phone / other means of communicating with the service and emergency services
- Medication, health plans, and risk minimisations for individual children if applicable
- Contact information for each accompanying adult
- Water
- Sunscreen
- Insect repellent
- Hats
- Hand sanitizer
- Change of clothes
- Spare nappies and/or underwear
- Food
- Other items specific to the excursion:

## HAZARD IDENTIFICATION AND RISK RATING

A hazard is defined as anything that has potential to cause harm, injury, ill health etc. in some way.

A risk is defined as the actual chance that the hazard will cause harm.

Use the risk rating matrix overleaf to assess the risk's severity by finding the intersection of consequence and likelihood.

<input type="checkbox"/> Sun Safety	Rating:
<input type="checkbox"/> Supervision	Rating:
<input type="checkbox"/> Toileting	Rating:
<input type="checkbox"/> Play Equipment	Rating:
<input type="checkbox"/> Behaviour of Children	Rating:
<input type="checkbox"/> Water	Rating:
<input type="checkbox"/> Plants	Rating:
<input type="checkbox"/> Road safety	Rating:
<input type="checkbox"/> Bikes/Scooters	Rating:
<input type="checkbox"/> Animals	Rating:
<input type="checkbox"/> Other hazards specific to activity:	Rating:

## RISK CONTROL MEASURES

Identify which control measures you will apply to alleviate the relevant risks

### SUN SAFETY

- Children to wear hats when outside or remain in shaded area if no hat available
- Children to wear sunscreen when outside and apply regularly
- Sun safe clothing recommended and communicated to families and role modelled by Educators
- Educator to role model wearing of hats and sun safe clothing
- Regular drinks of water offered to all children to prevent dehydration
- Plan activities in shaded areas when possible

### SUPERVISION

- Discussion around staying within sight of the Educator at all times
- Educator to be actively supervising and engaged in the activities with children
- Educator to be responsible for the children at all times, no other Adults to be left alone with children
- Educator will position themselves to be able to view all children when outside
- Regular visual checks occurring for sleeping children
- Continuously assess the surroundings for potential hazards such as uneven ground, water bodies, or dangerous flora/fauna
- Regularly take attendance and conduct headcounts to ensure all children are present and accounted for throughout the excursion
- Plan engaging and age-appropriate activities that encourage participation and keep children interested, minimizing the chances of wandering off or becoming disengaged.

### COMMUNICATION

- Ensure access to working telephone
- access to a battery pack for phones in case of a blackout
- emergency contact details are up to date and easily accessible for all children
- Parents have identified preferred contact details/method
- Have emergency contact numbers readily available and a communication plan in place

### TOILET SAFETY

- Children have easy access to toileting facilities
- Educator has nappy change resources available as required
- Educator to accompany children to the toilets and check the area for dangers
- If handwashing facilities are unavailable, use wet wipes or hand sanitizer

### PLAY EQUIPMENT

- check play equipment prior to children using to ensure safe and not broken
- Check that soft fall is available under playground equipment
- check that play equipment is safely anchored
- Ropes attached to play equipment cannot form a noose
- Play equipment does not have splinters, sharp edges or protruding parts
- Checked for spiders and insects
- Equipment checked for residual water that may pose a risk to children

### KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS

- Educator to have read and understand all policies and procedures
- Educator complies with all policies and procedures

### BEHAVIOUR OF CHILDREN

- Children to follow directions given by the Educator
- Children to stay within sight of the Educator at all times
- Establish clear boundaries within the park and ensure children understand where they can and cannot go.
- Consistent behaviour guidance strategies used
- Establish and communicate behavioural expectations to the children before the excursion. Reinforce safety rules and guidelines during the visit.
- Familiarize yourself with any park rules and regulations and ensure children understand and follow these guidelines during the visit
- Ensure children are securely restrained in car seats or seatbelts for the return journey

### WATER PLAY/ WATER HAZARDS

- Discussions around expectations with children around water play– no swimming
- Educator to position themselves to view all children playing with water and actively supervise

### PLANTS / GARDENING

- Plants with berries are to be made inaccessible during the excursion
- Handwashing after handling soil

### ROAD SAFETY

- Walking on footpaths when available
- Crossing at pedestrian crossings or lights when possible
- Educator to ensure no cars before crossing the road (look and listen)
- Road safety discussions with children
- Discuss group behavioural expectations with children before leaving the FDC Environment
- Holding hands while crossing the road

**BIKES/ SCOOTERS**

- Children to wear helmets
- Educator to ensure helmets are fitted correctly
- Riding areas are clear of obstacles and dangerous items
- Supervision while children are on bikes