



Newton Family Day Care

Approved Service ABN: 54601033756

Service Approval ID: SE-40004907

CCS Approval ID: 190007148B

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Excursion Risk Assessment and Management Plan

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.	

<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</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>For exiting the service premises, pick up location or destination:</p> <ul style="list-style-type: none"> • Educator and/or assistant must make sure that the attendance record is accurate for the day and verifies which children are currently in care. • Educator and/ or assistant must conduct a check of the home prior to departure to ensure no children are left behind if both of them travelling. • Educator and/ or assistant must check the child off against the attendance record and complete the attendance record while the vehicle is parked. • Educator and/or assistant must conduct a head count to ensure all children are accounted for before resuming the journey. • Assistant must conduct a roll call check (given by educator) to ensure all children are accounted for before resuming the journey. • If a child is unaccounted for, the educator and/ or assistant must immediately make all necessary enquiries to establish the child's location including physical search of the vehicle and residence, any other relevant location (e.g. school park visited) and contact the child's family and/ or the police. <p>For entering the service premises, pick up location or destination:</p> <ul style="list-style-type: none"> • Educator and/ or assistant must park the vehicle and turn off the vehicle's ignition at each stop during the journey. • The parent must be waiting with the child so that the educator and/or assistant does not need to leave the vicinity of the vehicle (children must be supervised all the time). The parent must sign the child onto or off the vehicle. 	

- Educator and/ or assistant must check the child off against the attendance record and complete the attendance record while the vehicle is parked.
- Educator and/ or assistant must ensure that the child is safely delivered to a specific location, and into the care of a specific person (such as Kindergarten teacher) if the child is being collected from or dropped at school or another location.
- Educator and/or assistant (or parent) completes the attendance record while the vehicle is parked.
- Educator and/ or assistant must conduct a head count to ensure all children are accounted for before resuming the journey and after arriving to premises.
- Assistant must conduct a roll call check (given by educator) to ensure all children are accounted for before resuming the journey and after arriving to premises.
- Educator and/or assistant must park the vehicle in a safe location close to the entry of family day care residence; remove the children from the vehicle and accompanies them inside the residence and keep a signed copy of the roll call.
- If a child is unaccounted for, the educator and/ or assistant must immediately make all necessary enquiries to establish the child's location including physical search of the vehicle and residence, any other relevant location (e.g. school park visited) and contact the child's family and/ or the police.

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

For embarking the vehicle:

- Educator and/or assistant who is transporting children must conduct a head count as the children enter the vehicle.
- Assistant who is transporting children must conduct a roll call as the children enter the vehicle.
- Educator and/or assistant must ensure that adequate supervision is provided to children all the time.
- Educator and/or assistant must ensure all children are secured into their seats.
- Educator and/or assistant must secure the child into their seat. If a parent secures their own child on the vehicle, this should be checked by educator and/or assistant.
- Once educator and/or assistant confirms that all children are secured and it is safe to leave, the journey can commence.

For disembarking the vehicle:

- Educator and/or assistant must park the vehicle in a safe location, turn off vehicle's ignition, remove all children and conduct a thorough and visual check of the vehicle after removing all the children.
- Educator and/ or assistant must conduct a head count to ensure all children are accounted for.

Assistant must conduct a roll check to ensure all children are accounted for.

Excursion checklist – items to be readily available during the excursion (please tick)	
<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

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
Driving from and to the venue	<ul style="list-style-type: none"> – Car accident – Road closed for road works. 	Moderate	<ul style="list-style-type: none"> – Ensure the car safety by having a regular car safety check and maintenance schedule. – Follow the road rules. – Ensure all children are securely seated. – Plan an alternative route to follow and include it as a second option if the main one is closed. 	By educator and/or assistant	Prior/and on the day
Parking the car/ shutting car doors	<ul style="list-style-type: none"> – Children run to the road. – Children hurt their hands or fingers when shutting car doors. 	Low	<ul style="list-style-type: none"> – Supervise children at all times. – Hold hands all together – Educator shuts the car door and oversee the children 	By educator and/or assistant	Prior/and on the day

Walking from and to the venue Crossing the road	<ul style="list-style-type: none"> – Children fall down – Children might get hit by a car – Children run away from educator 	Moderate	<ul style="list-style-type: none"> – Supervise children all the times. – Children to hold hands when walking. – Cross from pedestrian crossing. – If young children are present, sit them on pram. – Group discussion about road safety. 	By educator and/or assistant	Prior/and on the day
Seat belts and seat fasteners	Children may take of their seatbelts and fasteners while the educator is driving (preschool. children) or before car is parked and switched off.	Low	<ul style="list-style-type: none"> – Supervise children at all times – Class lessons and group discussions – Activities about road safety – Having an older person (role model) sit near younger children if available 	By educator and/or assistant	During transport sessions
Playing equipment	Broken equipment	Low	<ul style="list-style-type: none"> – Supervise children at all times. – Check the playing equipment before the children commence playing. – Encourage children to take extra precautions 	By educator and/or assistant	Prior/and on the day
Going to the toilet	<ul style="list-style-type: none"> – Hygiene – Syringes 	Moderate	<ul style="list-style-type: none"> – Supervise children at all times. – Go to the toilet with the children. – Check the toilet before the children enter. – Discuss hygiene practices with the children 	By educator and/or assistant	Prior/and on the day
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 etc. 	By educator and/or assistant	Check app in the morning of outing Use strategies at all times

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 	By educator and/or assistant	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 	By educator and/or assistant	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 	By educator and/or assistant	Use strategies at all times

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:	
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:		
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.	Date:		