

Risk assessment and management template - Excursions

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.

Risk assessment and management template - Excursions

Service Name	The Kids' Castle
Excursion details	
<p>Date (s) of excursion.</p> <p>If it is a regular outing include a description of when children are to be taken on regular outings.</p>	Friday 11 th October, 2024
<p>Proposed activities.</p> <p>List all activities that will take place during the excursion.</p>	<p><u>Bounce Facilities</u></p> <p>Trampoline Activities:</p> <ul style="list-style-type: none"> - Free-Jump Arena - Dodgeball - Basketball - High Performance - The Wall - Big Bag <p>Cliff Jump</p> <p>X-Park</p> <p>High Ropes</p> <p>Wall Climb</p>
<p>Pick up location and destination (s).</p> <p>List each location travelled to and from as part of the excursion.</p> <p>E.g., the museum, park for lunch and service.</p>	<p>Pick up at The Kids' Castle – cnr Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069</p> <p>Pick up at Bounce – Unit 7&8, Northern Beaches Business Park, 4-10 Inman Road, Cromer NSW 2099</p>

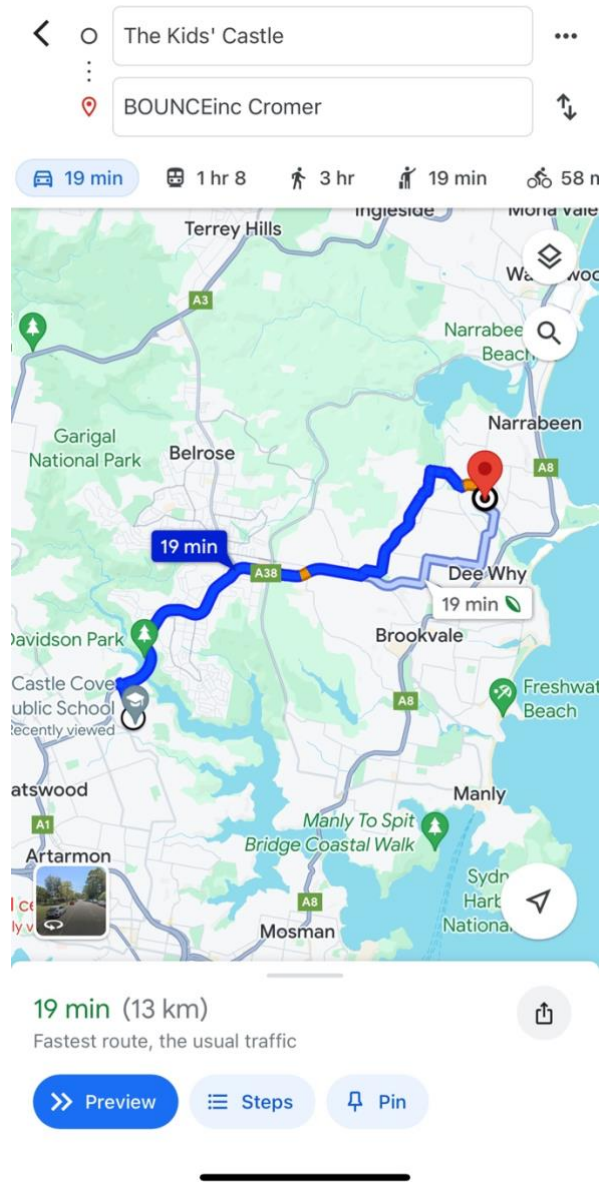
Estimated departure and arrival times and duration of the excursion.

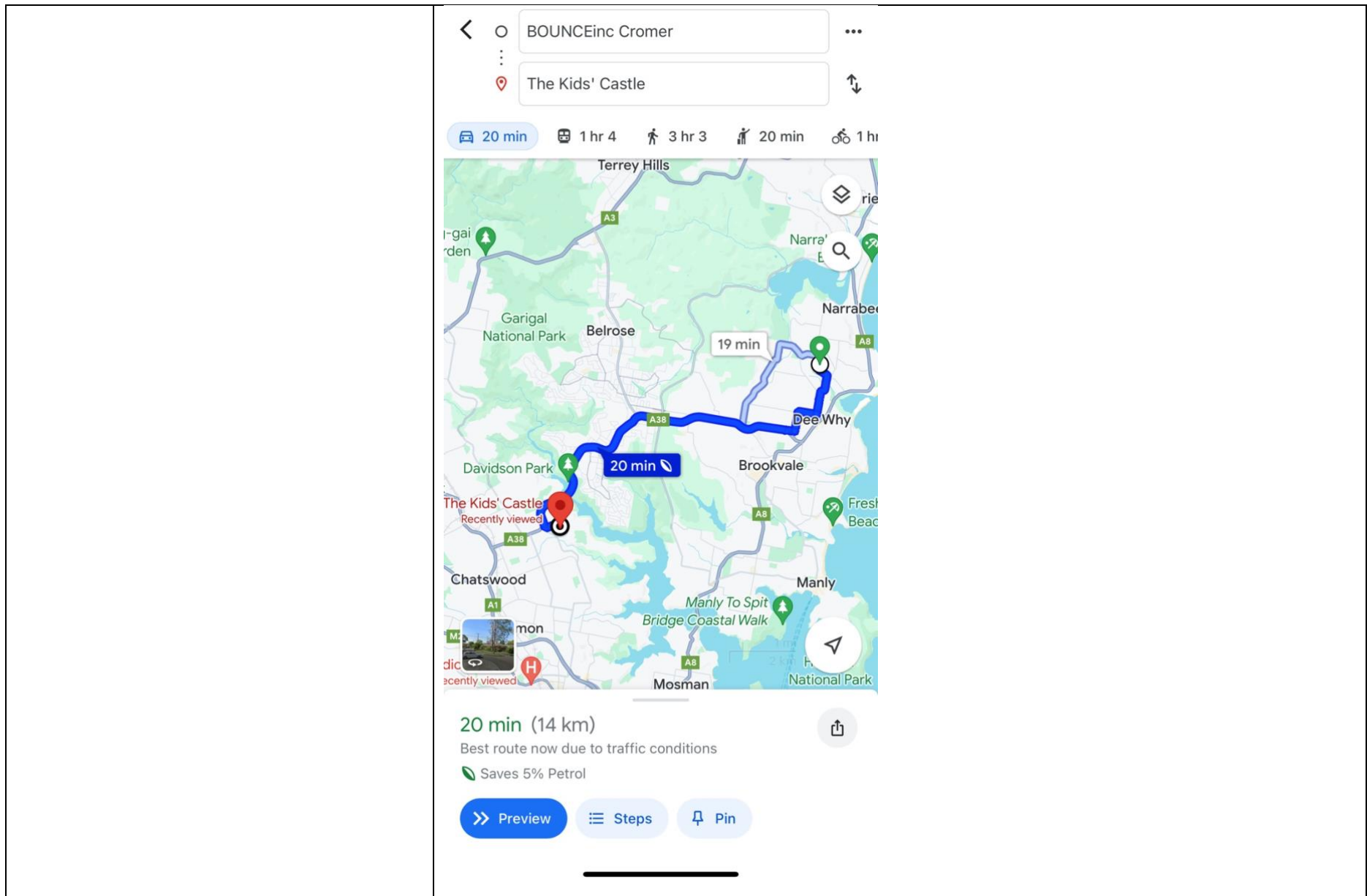
E.g., from the service to each destination and returning to the service.

9:15am Departure at the Kids' Castle
9:45am Arrival at the Bounce
9:45am to 12:15pm At the excursion site – Bounce (Unit 7&8, Northern Beaches Business Park, 4-10 Inman Road, Cromer NSW 2099)
12:15pm Departure at the Bounce
12:45pm Arrival at the Kids' Castle

Proposed route

You can include an image of the route sourced online.





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<p>Means of transport E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>North Sydney Bus Charter</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes</p>
<p>Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers</p>	<p>1. Roy Faulkner (Director/Responsible person on duty) 2. Vivien Wickham (Assistant Director) OTHER STAFF TBC</p>
<p>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.</p>	<p>Qualified first aiders: 1. Roy Faulkner (Director/Responsible person on duty) 2. Vivien Wickham (Assistant Director) OTHER STAFF TBC</p>
<p>The number of children involved in the excursion.</p>	<p>Maximum 50 (FINAL NUMBER TBC)</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.</p>	<p>No</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p>	<p>1:10, plus director who is not included in the ratio.</p>

Provide details in the risk assessment table below.

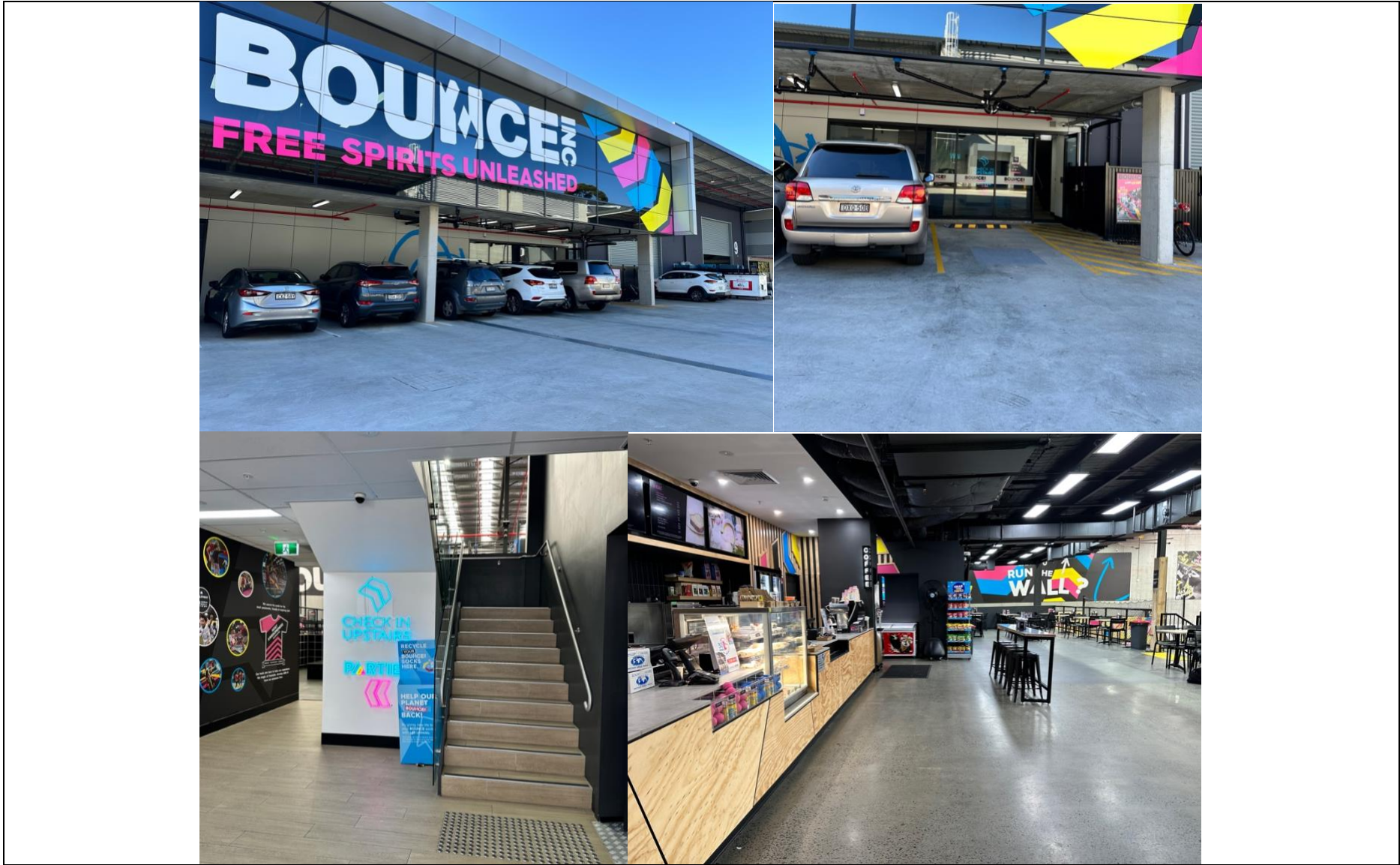
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):

At arrival:

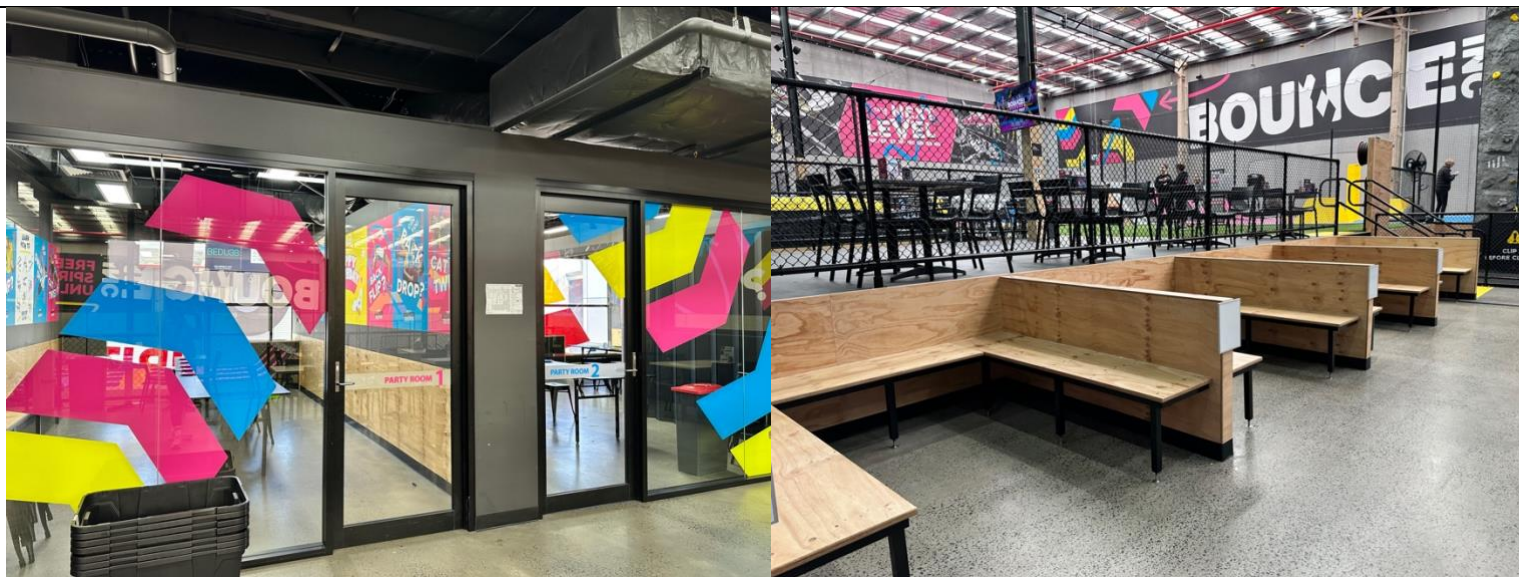
- Bus will stop at the carpark, preferably closest to the front entrance of Bounce. Please note this car park is also open to public parking for other onsite businesses.
- One educator will get off the bus and walk towards the venue front entrance – to direct children to line up in 2.
- One educator will get off the bus and stand at the bus door – to head count the number of children getting off the bus.
- One educator will get off the bus and stand in between the above educators – to direct children and make sure the path is safe and clear from traffic.
- Other educators will get off the bus with the children and join the group outside the venue. Last educators onboard must check the bus and make sure there is no children or personal belongings left behind.
- Outside the venue, educators will do a roll call and make sure all children are accounted for.
- Once all children are accounted for, the group will enter the venue and Bounce staff will direct children to a designated area (party room upstairs or benches on ground floor depending on availability), where children leave their belongings, shoes & socks. Educators will do a roll call and make sure all children are accounted for before heading to the play area.

At departure:

- Play time ends at 12pm, children have 15 minutes do final toilet runs.
- At 12:15pm, one educator to confirm the parking location of the bus. This educator will check the interior of the bus and report to the responsible person on duty. This educator will wait for the group at the bus door and count the number of children when they are boarding.
- Meanwhile, other educators to roll call and head count children before leaving the area. Children will line up in 2 with one educator at the front and one at the end, other educators in the middle. The educator at the front will lead the group to walk downstairs, exist the venue and walk toward the bus.
- The last educator to leave the undercover area must check there is no children or personal belongings left behind.
- The children will follow the educators to the bus. After all children are onboard, the educators must do a final roll call before the bus departs.



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

Please see above.

Excursion checklist – items to be readily available during the excursion

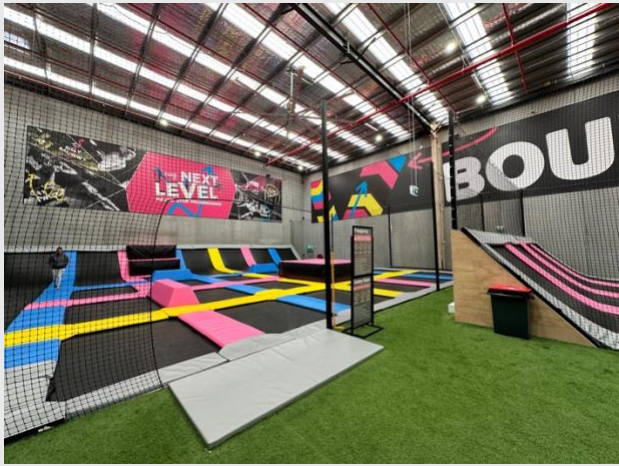
(Please tick)


<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

Medication, health plans and risk assessments for individual children

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.

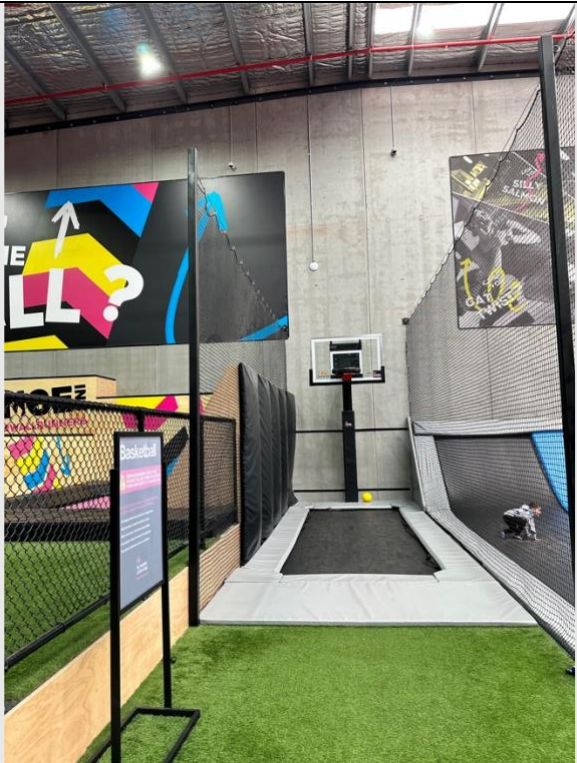
Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<p>Free-Jump Arena</p> 	<ul style="list-style-type: none"> • Children fall on top of each other • Head/neck/back/joints/arms/legs/foot /injuries 	High	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Children to wear grip socks during activities. • Limited one person per trampoline 	Educators	Prior to activities and during activities.


			<ul style="list-style-type: none"> • No flips/double bounces. • Do not sit or lie on trampolines. • No tackling or pushing • Remind children to walk inside the venue. • Educators to scan the venue and actively supervise their groups. 		
<p>Trampoline dodgeball</p>	<ul style="list-style-type: none"> • Children fall on top of each other. • Head/neck/back/joints/arms/legs/foot /injuries 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • No dodgeball shots above waist. 	<p>Educators</p>	<p>Prior to activities and during activities.</p>



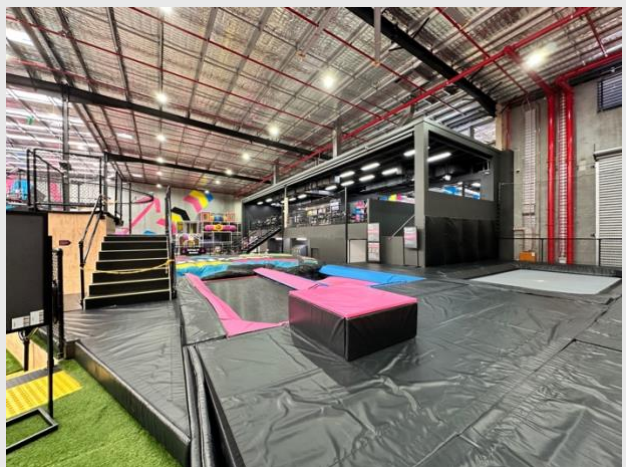
- No backflips/double bounce.
- Children to wear grip socks during activities.
- Limited one person per trampoline.
- Remind children to walk inside the venue.
- Educators to scan the venue and actively supervise their groups.

					
<p>Trampoline basketball</p>	<ul style="list-style-type: none"> • Children fall on top of each other • Head/neck/back/joints/arms/legs/foot /injuries 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • No backflips/do ouble bounce. 	<p>Educato rs</p>	<p>Prior to activitie s and during activitie s.</p>

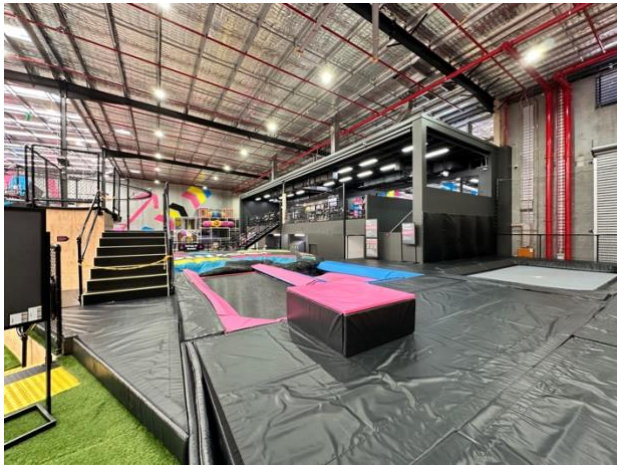
			<ul style="list-style-type: none"> • Children to wear grip socks during activities. • Limited one person per trampoline. • Remind children to walk inside the venue. • Educators to scan the venue and actively supervise their groups. 		
<p>The Wall</p>	<ul style="list-style-type: none"> • Children fall on top of each other • Head/neck/back/joints/arms/legs/foot /injuries 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Children to wear grip 	<p>Educators</p>	<p>Prior to activities and during activities.</p>

			<ul style="list-style-type: none"> socks during activities. Limited one person per trampoline. Remind children to walk inside the venue. Educators to scan the venue and actively supervise their groups. 		
<p>Big Bag</p>	<ul style="list-style-type: none"> Children fall on top of each other Head/neck/back/joints/arms/legs/foot /injuries 	<p>High</p>	<ul style="list-style-type: none"> Explain the rules and expectations to children and educators prior to activities. Children to wear grip socks during activities. Limited one person per trampoline and inflatable bag. 	<p>Educators</p>	<p>Prior to activities and during activities.</p>

			<ul style="list-style-type: none"> • Wait until inflatable bag zone is clear before jumping. • Exit inflatable bag straight ahead to padding. • Remind children to walk inside the venue. • Educators to scan the venue and actively supervise their groups. 		
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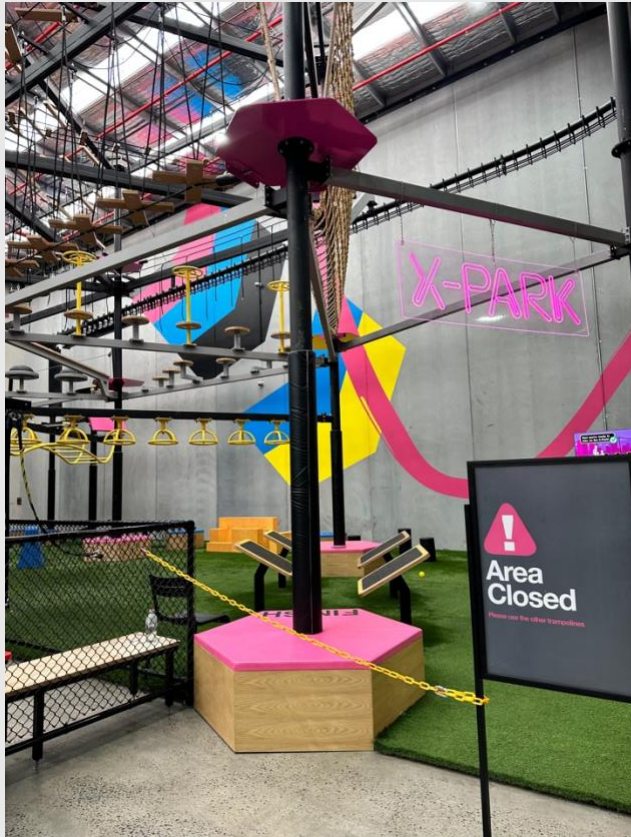


<p style="text-align: center;">Cliff Jump</p>	<ul style="list-style-type: none"> • Children fall on top of each other • Head/neck/back/joints/arms/legs/foot /injuries 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and 	<p style="text-align: center;">Educators</p>	<p style="text-align: center;">Prior to activities and during</p>



			<p>educators prior to activities.</p> <ul style="list-style-type: none"> • Children to wear grip socks during activities. • Limited one person per balcony and inflatable bag. • Wait until inflatable bag zone is clear before jumping. • Exit inflatable bag straight ahead to padding. • Remind children to walk inside the venue. • Educators to scan the venue and actively supervise their groups. 		<p>activities.</p>
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X-Park



- Grazes, cuts, and bruises due to slips and falls.
- Head/neck/back/joints/arms/legs/foot /injuries

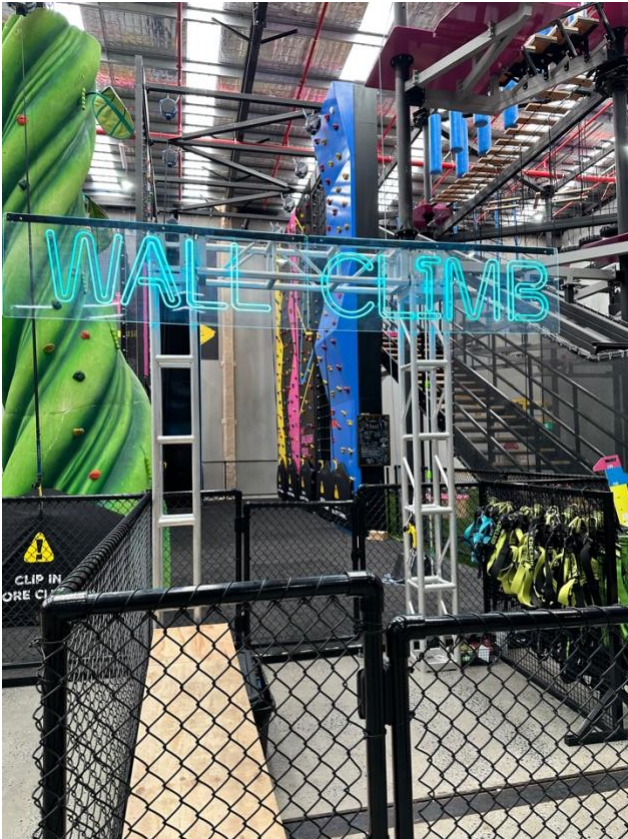
Moderate

- Explain the rules and expectations to children and educators prior to activities.
- Children to wear closed toe shoes if participating.
- Limited one person per obstacle.
- Educators to provide assistance and show children how to use play equipment.
- Remind children to walk inside the venue.
- Educators to scan the venue and actively supervise their groups.

Educators

Prior to activities and during activities.

Wall Climb




- Children fall
- Child welfare – afraid of height causes fear and upset
- Head/neck/back/joints/arms/legs/foot /injuries


High


- Explain the rules and expectations to children and educators prior to activities, including safety measures in place.
- Children to wear closed toe shoes if participating.
- Children must be fitted with harness and checked by staff.
- Only children above 110cm can participate.
- 1:3 educator to child ratio for Wall Climb.

Educators

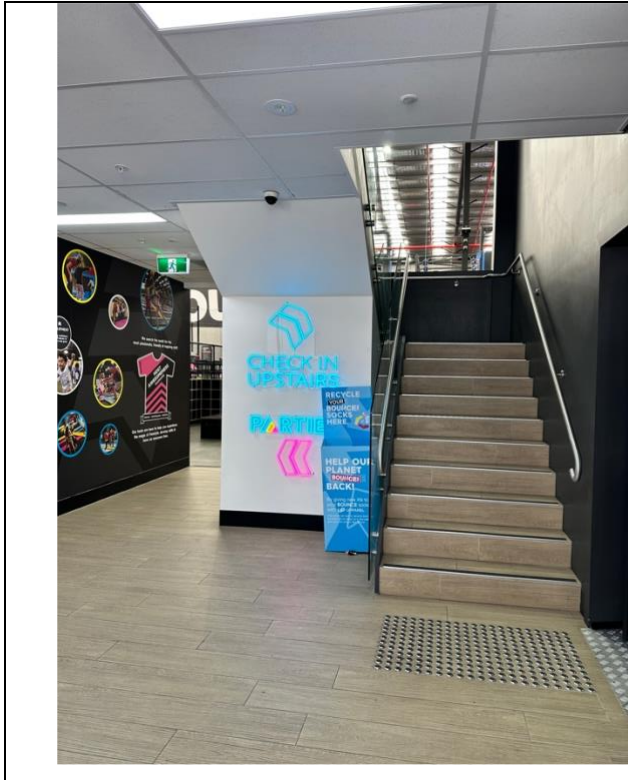
Prior to activities and during activities.

<p style="text-align: center;">High Ropes</p> 	<ul style="list-style-type: none"> • Children fall from height • Child welfare – afraid of height causes fear and upset • Head/neck/back/joints/arms/legs/foot /injuries 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities, including safety measures in place. • Children to wear closed toe shoes if participating. • Children must be fitted with safety equipment eg. Harnesses and checked by staff. • Only children above 125cm can participate. 	<p>Educators</p>	<p>Prior to activities and during activities.</p>
<p>Other facilities (e.g. MiniBOUNCE Zone)</p>	<ul style="list-style-type: none"> • miniBOUNCE zone is for children for 5 years and under, or under 110cm. 	<p>Low</p>	<ul style="list-style-type: none"> • Educator to brief children 	<p>Educator</p>	<p>Prior to activities</p>

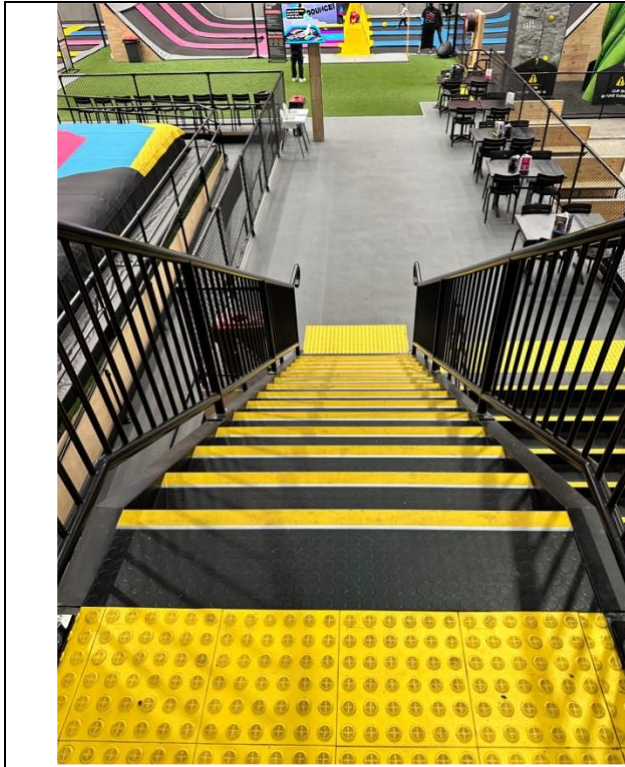
	<p>Children might attempt to use this facility.</p>		<p>before activities start.</p> <ul style="list-style-type: none"> • Educators to scan the venue actively and supervise their groups. • Educators to redirect children away from this area. 		<p>s and during activities.</p>
<p>Toilets (downstairs)</p>	<ul style="list-style-type: none"> • Stranger safety 	<p>High</p>	<ul style="list-style-type: none"> • Educator to check toilets before children enter to ensure they are clean and have sufficient toilet paper • Educator to check toilets for hazards 	<p>Educator</p>	<p>At time</p>

			<p>and remove them.</p> <ul style="list-style-type: none"> • Educators not to leave children alone with members of the public in the bathroom • Children go to toilet in groups accompanied by an educator 		
<p>Venue opens to the other vacation care groups and general public.</p>	<ul style="list-style-type: none"> • Stranger safety 	<p>High</p>	<ul style="list-style-type: none"> • Ensure the children are aware of other members of the public. 	<p>Educator</p>	<p>Prior to activities and during activities.</p>

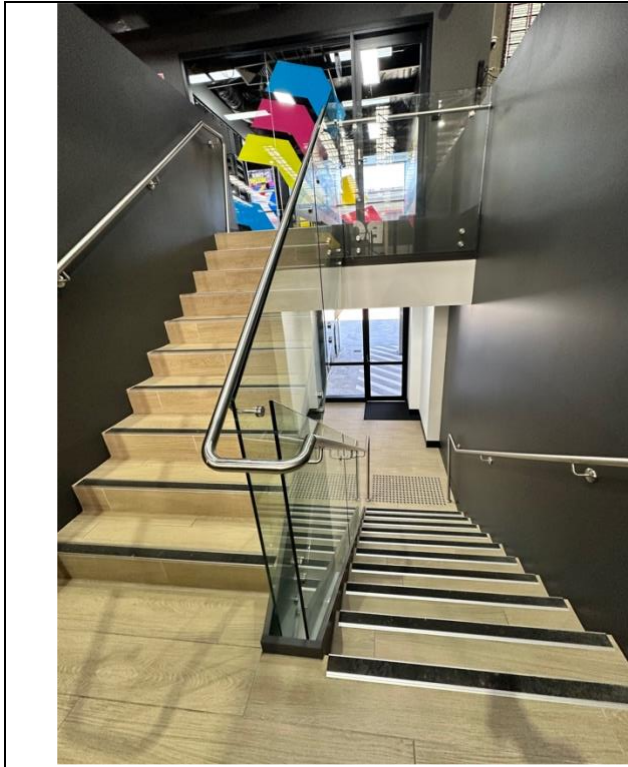
			<ul style="list-style-type: none"> • Appropriate ratios are enforced. • Roll call, head counts, buddy systems, checklists to be conducted regularly. • Adequate supervision at all times including during activity. 		
<p style="text-align: center;">Staircases</p> <p>(At front entrance between ground floor play area and upstairs cafeteria, between cafeteria and ground floor play area, between cafeteria and emergency exit, between big bag and cliff jump areas)</p>	<ul style="list-style-type: none"> • Slips and falls 	High	<ul style="list-style-type: none"> • Stand to left side when walking up and down stairs. • Children should only go up/down at the time before/after the play time. • If needed, children must go up/down in a 	Educator & children	Prior to activities and at time.





group &
accompanied
by an
educator.





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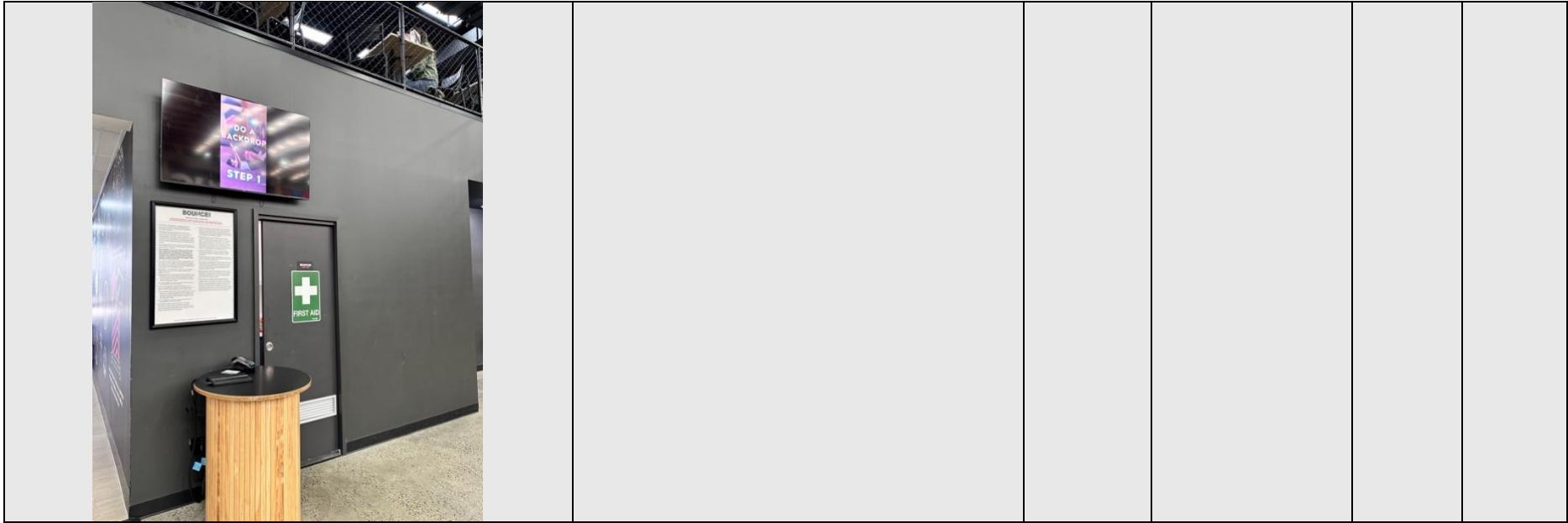
					
<p>Lunch at designated area (party room upstairs / designated benches downstairs)</p>	<ul style="list-style-type: none"> • Allergic reaction due to food left behind by other groups. • Slips and falls 	<p>High</p>	<ul style="list-style-type: none"> • Educator to make sure area is clean. • Educate children not to share food. • Educator to direct children to wash hands before eating. • First aider and medication (EpiPen and other allergy 	<p>Educator</p>	<p>All time</p>
					

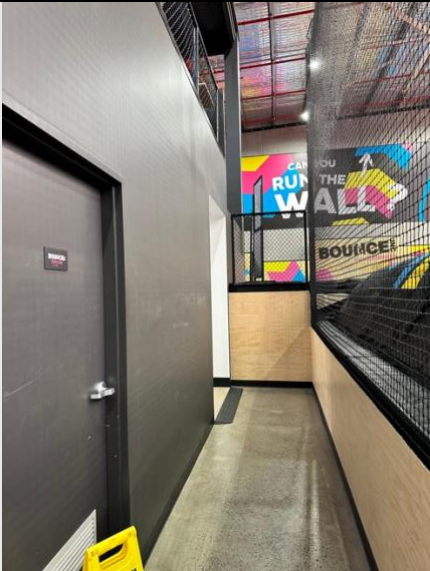
			<p>medication) available to children who have a medical condition.</p>		
<p style="text-align: center;">Cafeteria</p> 	<ul style="list-style-type: none"> • Allergic reaction due to food left behind by other groups. • Slips and falls 	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> • First aider and medication (EpiPen and other allergy medication) available to children who have a medical condition. • Walk only area • Children to be accompanied by educator when passing through cafeteria to 	<p style="text-align: center;">Educators</p>	<p style="text-align: center;">All times</p>

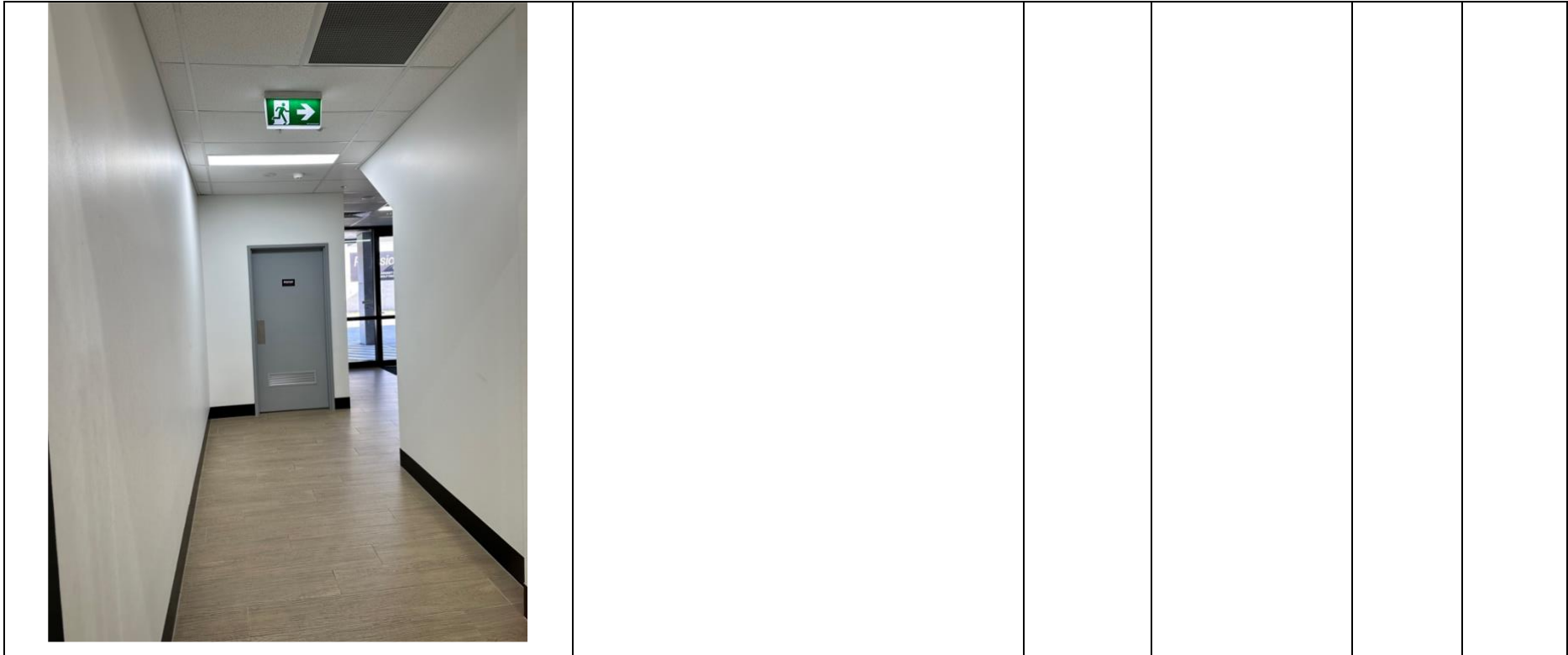
			<p>go to party room (if using)</p> <ul style="list-style-type: none"> • Adequate supervision by educators to ensure children are not unsupervised in this area 		
Area between free-jump and dodgeball	<ul style="list-style-type: none"> • Children might go to out of bounds areas (see photo) 	High	<ul style="list-style-type: none"> • Adequate supervision at all times including during activity. 	Educator	All time

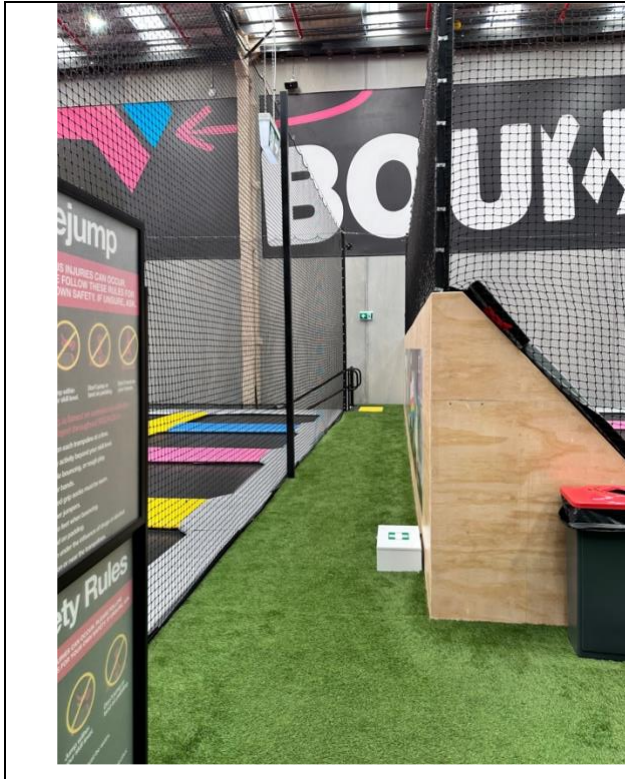
					
Lift	<ul style="list-style-type: none"> Children might go to out of bounds areas (see photo) 	High	<ul style="list-style-type: none"> Adequate supervision at all times including during activity. 	Educator	All time

<p>First Aid Area next to toilets and crew only rooms</p>	<ul style="list-style-type: none"> Children might go to out of bounds areas (see photo) 	<p>High</p>	<ul style="list-style-type: none"> Adequate supervision at all times including during activity. 	<p>Educator</p>	<p>All time</p>



					
<p>Emergency Exits</p>	<ul style="list-style-type: none"> Children might leave the premise via emergency exits (see photos) 	<p>Moderate</p>	<ul style="list-style-type: none"> Adequate supervision at all times including during activities. 	<p>Educator</p>	<p>All time</p>





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<p>General</p>	<ul style="list-style-type: none"> • Grazes, cuts, and bruises due to slips and falls • Head/neck/back/joints/arms/legs/foot /injuries 	<p>Moderate</p>	<ul style="list-style-type: none"> • Running only in appropriate areas designated by staff • Staff First Aid trained • First Aid Kits available 	<p>Educator</p>	<p>All time</p>

			<ul style="list-style-type: none">• Educate children about appropriate behaviour before arrival• Staff are educated about the facilities they will be visiting at staff meetings prior to the holidays to ensure that maximum supervision is achieved.• Ensure walkways are inspected for hazards before use• Follow BE Sharp/SCAN supervision techniques.• All staff to have communication devices		
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			for quick contact		
General	<ul style="list-style-type: none"> Lost child 	High	<ul style="list-style-type: none"> Children wear high-vis excursion vests and hats with centre name and contact details Staff do regular head counts to ensure all children are accounted for Staff spread themselves out amongst children to ensure that maximum supervision is achieved Follow BE Sharp/SCAN supervision techniques All staff to have communicati 	Educator	All time

			<p>on devices for quick contact</p> <ul style="list-style-type: none"> Establish a meeting point if a child gets separated 		
Dehydration	<ul style="list-style-type: none"> Children/staff become dehydrated through lack of water and overexertion 	Moderate	<ul style="list-style-type: none"> Ensure all children and staff have a drink bottle or access to drinking water Encourage regular water intake by stopping activities for a drink Bubblers also available on site 	Educator	All time

(Press tab to add more rows)

Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review			
Plan prepared by:	Full name: Vivien Wickham Signature: Role/Position: Assistant Director	Date: 06-08-24	
Prepared in consultation with:	Full name: Anna So Signature: Role/Position: Administrative Director		
Communicated to all relevant staff:	Yes		
Vehicle safety information reviewed and attached:	Yes		
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: 06-08-2025		