

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.

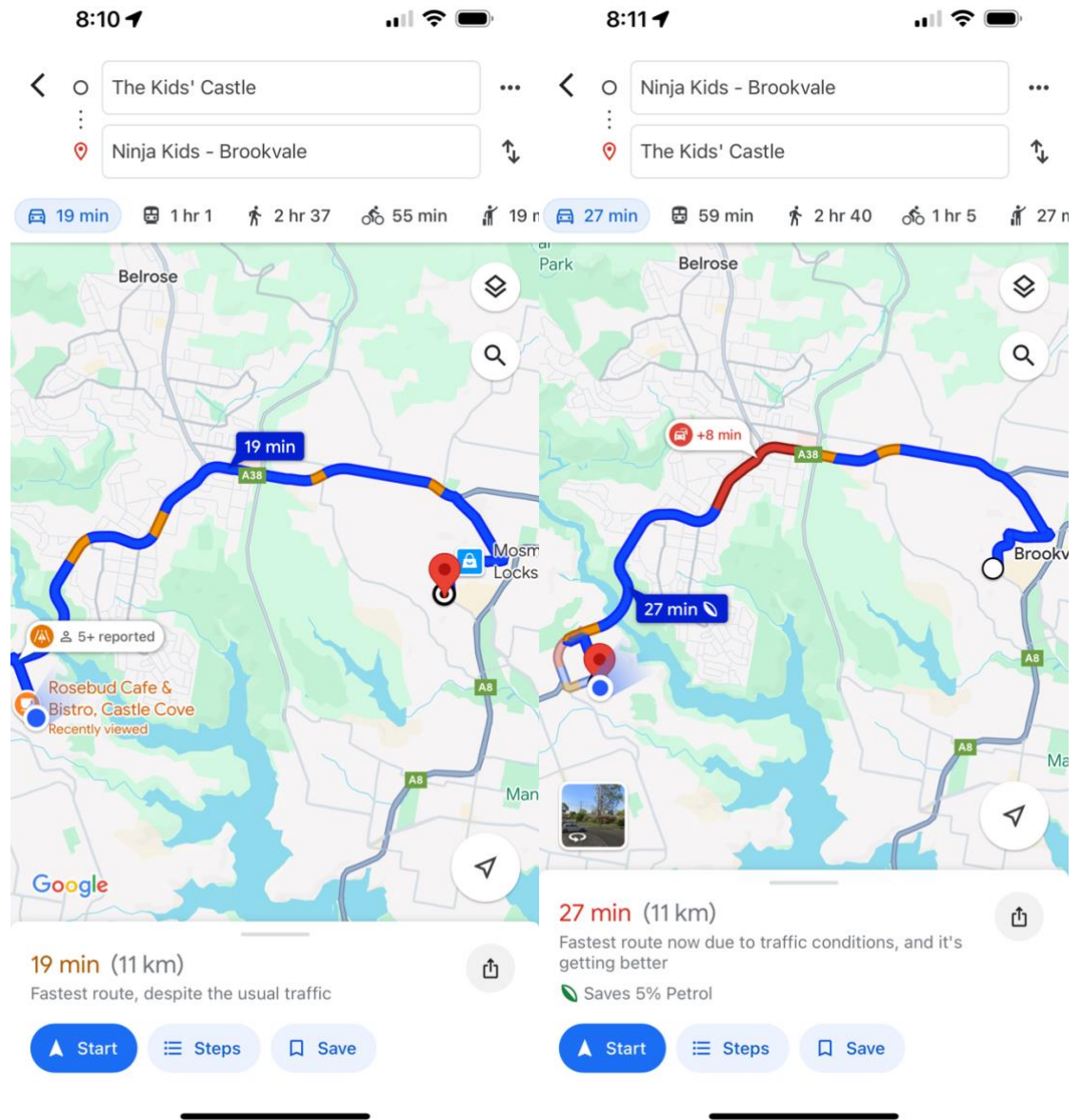
Risk assessment and management template - Excursions

Service Name	The Kids' Castle
Excursion details	Ninja Kids Brookvale
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 1 st October, 2024
Proposed activities. List all activities that will take place during the excursion.	<u>Ninja Kids Facilities</u> <ul style="list-style-type: none"> • Warm-up games and stretches • Ninja Warrior Obstacle Training and Skills • Team-based activities: <ul style="list-style-type: none"> - Games - Relay races - Timed ninja courses - Trampoline - Foam Pit - Rock Climbing Wall - Beat The Wall
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.	TBC Pick up at The Kids' Castle – cnr Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069 TBC Pick up at Ninja Kids – 2/130 Old Pittwater Rd Brookvale NSW 2100
Estimated departure and arrival times and duration of the excursion.	TBC Departure at Ninja Kids - 2/130 Old Pittwater Rd Brookvale NSW 2100 TBC Arrival at The Kids' Castle – cnr Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069

E.g., from the service to each destination and returning to the service.	
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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	North Sydney Bus Charter
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	1. Roy Faulkner (Director/Responsible person on duty) 2. Vivien Wickham (Assistant Director) 3. Catherine Kelly (Educator) 4. Freya Edge (Educator) 5. Mathew Faulkner (Educator) 6. Miyako Curits (Educator) 7. Xiang Wentworth-Ping (Educator)
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.	Qualified first aiders: <ol style="list-style-type: none"> 1. Roy Faulkner (Director/Responsible person on duty) 2. Vivien Wickham (Assistant Director) 3. Freya Edge 4. Mathew Faulkner 5. Miyako Curtis 6. Xiang Wentworth-Ping

The number of children involved in the excursion.	Maximum 60
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	No
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:10, plus director who is not included in the ratio.
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: <ul style="list-style-type: none"> • Bus will stop at the carpark, preferably closest to the front entrance of Ninja Kids. Please note this car park area is also open to 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 Ninja Kids staff will direct children to a designated area 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: <ul style="list-style-type: none"> • Activities ends at 1pm, children will do final toilet runs. • At 1:15pm, 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

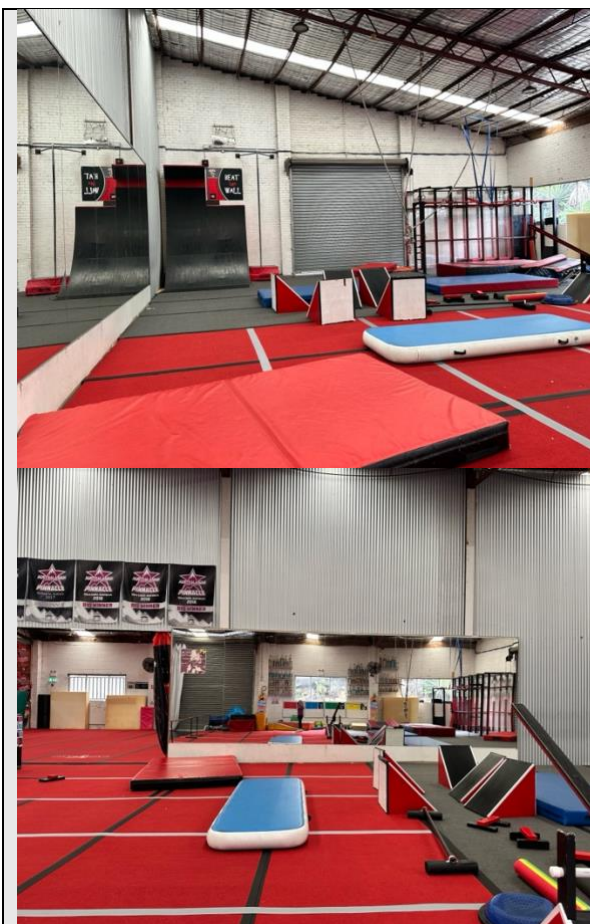
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list
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Use the table below to identify and assess risks to the safety, health or wellbeing of children attending 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.


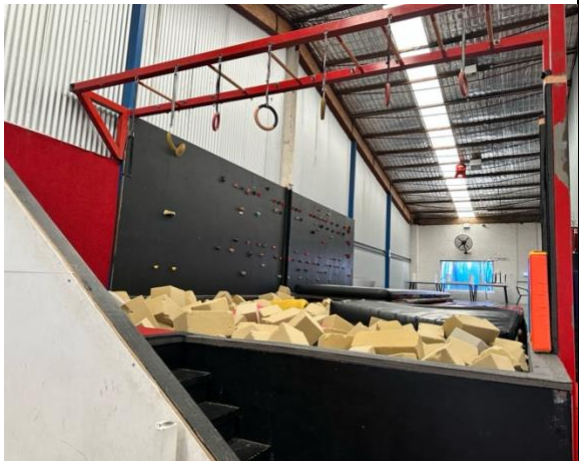
Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Crash mat area	<ul style="list-style-type: none"> Head/neck/back/joints/arms/legs/foot/injuries 	High	<ul style="list-style-type: none"> Explain the rules and expectations to children and educators prior to activities. Remind children to walk inside the venue. Educators to scan the venue and actively supervise their groups. 	Educators	Prior to activities and during activities.


			<ul style="list-style-type: none"> • Educators to ensure children are listening and following instructions of Ninja Kids staff 		
<p>Obstacle Bar Area</p>	<ul style="list-style-type: none"> • Head/neck/back/joints/arms/legs/foot/injuries • Slips/trips/falls 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators 	<p>Educators</p>	<p>Prior to activities and during activities</p>

			<p>prior to activities.</p> <ul style="list-style-type: none"> • Remind children to walk inside the venue. • Educators to scan the venue and actively supervise their groups. • Educators to ensure children are listening and following instructions of Ninja Kids staff 		
<p>Beat the Wall and Parkour Area</p>	<ul style="list-style-type: none"> • Head/neck/back/joints/arms/legs/foot/injuries • Slips/trips/falls 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Remind children to walk inside the venue. • Educators to scan the venue and actively 	<p>Educators</p>	<p>Prior to activities and during activities</p>



			<p>supervise their groups.</p> <ul style="list-style-type: none">• Educators to ensure children are listening and following instructions of Ninja Kids staff		
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<p>Foam Pit & Rock Climbing Wall & Trampoline</p> 	<ul style="list-style-type: none"> • Head/neck/back/joints/arms/legs/foot/injuries • Slips/trips/falls • Suffocation (foam pit) • Children fall on top of each other (foam pit) 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Limited one person per trampoline. • No backflips/double bounce. • Children to wait until child in front has exited foam pit before jumping 	<p>Educators</p>	<p>Prior to activities and during activities</p>


			<ul style="list-style-type: none"> • Educators to scan the venue and actively supervise their groups. • Educators to ensure children are listening and following instructions of Ninja Kids staff • Educator to be stationed next to foam pit to assist children in foam pit 		
<p>Walking between the bus and Ninja Kids</p>	<ul style="list-style-type: none"> • Car movement in carpark 	<p>High</p>	<ul style="list-style-type: none"> • Children will be reminded of road safety prior and during the excursion and are only to be in carpark whilst an educator is walking directly with the group. 	<p>Educator</p>	<p>Prior to excursion and during excursion.</p>


<p>Toilets (at front entrance and near foam pit area)</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 and remove them. • Educators not to leave children alone with other vacation care group/strangers in the bathroom • Children go to toilet in groups accompanied by an educator 	<p>Educator</p>	<p>At time</p>
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<p>Closed Areas (Ninja Kids Office – Staff Only, Kitchen/toilet area – only with permission and supervision of staff)</p> 	<ul style="list-style-type: none"> Children might try to go to these areas (see photo) 	<p>Moderate</p>	<ul style="list-style-type: none"> Adequate supervision at all times during the activity. 	<p>Educators</p>	<p>Prior to activities and during activities</p>
<p>Venue opens to the other vacation care groups</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 	<p>Educator</p>	<p>Prior to activities and</p>

			members of the public. <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. 		during activities .
<p style="text-align: center;">Emergency Exits</p> 	<ul style="list-style-type: none"> • Children might leave the premise via emergency exits (see photos) • Exits enter onto carpark where there may be car movement 	Moderate	<ul style="list-style-type: none"> • Adequate supervision at all times including during activities. 	Educator	All time



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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 • 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 	<p>Educator</p>	<p>All time</p>
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			<ul style="list-style-type: none"> • Follow BE Sharp/SCAN supervision techniques. • All staff to have communication devices for quick contact • Educators to ensure children are listening and following instructions of Ninja Kids staff 		
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 	Educator	All time

			<p>children to ensure that maximum supervision is achieved</p> <ul style="list-style-type: none"> • Follow BE Sharp/SCAN supervision techniques • All staff to have communication devices for quick contact • Establish a meeting point if a child gets separated 		
Dehydration/Heat exhaustion	<ul style="list-style-type: none"> • Children/staff become dehydrated or get heat exhaustion 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 • Staff to fill up empty water 	Educator	All time

			bottles at available tap in kitchen area		
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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: 19-09-24	
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: 19-09-25		