

THE KIDS CASTLE

Ninja Kids Brookvale — Excursion Risk Assessment & Management Plan

2026 updated version • aligned to current ACECQA / NQF terminology and NSW National Regulations

Purpose

This risk assessment identifies and assesses risks to the safety, health and wellbeing of children attending the Ninja Kids Brookvale excursion and specifies how identified risks will be managed and minimised. It is designed to be read alongside The Kids Castle Excursion Policy, Supervision Policy, Medical Conditions Policy, Incident/Illness/Injury Policy, Emergency and Evacuation Policy, Child Safe Environment Policy and relevant individual child risk management plans.

Service	The Kids Castle
Excursion destination	Ninja Kids Brookvale, 2/130 Old Pittwater Road, Brookvale NSW 2100
Service location	The Kids Castle, Cnr Rosebridge Avenue & Kendall Road, Castle Cove NSW 2069
Excursion type	Vacation care excursion / active recreation
Excursion date	
Estimated departure / return	
Maximum anticipated children	45 (subject to final attendance and safe supervision arrangements)
Transport	Chartered bus / approved transport provider — vehicle and restraint requirements to be verified before departure
Water hazards	No planned water-based activity; venue and route to be checked on the day for incidental water hazards.

Legislative and NQF alignment

This assessment is informed by the current National Quality Framework and NSW National Regulations, including National Law sections 165 (adequate supervision), 167 (protection from harm and hazards), and relevant requirements for excursions, transport, first aid, medical conditions, child safety and service policies. Regulations 100 and 101 require an excursion risk assessment before an authorisation is sought and require identified risks to be managed and minimised. Regulation 102 addresses excursion authorisations. Current NQS Quality Area 2, particularly Element 2.2.1 (Supervision) and Element 2.2.2 (Incident and emergency management), is directly relevant.

Important: the service should confirm the final excursion arrangements, attendance, staffing, transport details and venue conditions immediately before the excursion and update this assessment where circumstances change.

Children's participation and individual needs

Before departure, educators will review the final attendance list and relevant enrolment information, including medical conditions, allergies, authorised medication, health management plans, additional support needs, behavioural or communication needs, disability adjustments and any other information necessary to safely support individual children. Individual risk management plans remain applicable throughout the excursion.

Excursion activities and supervision

Activity / area	Primary risks	Required controls
Warm-up games and stretches	Musculoskeletal injury, slips/trips, collision	Venue rules and boundaries explained; age/ability-appropriate participation; active supervision; stop activity if unsafe.
Ninja obstacle courses / obstacle bars	Falls, collision, sprains, fractures, head/neck injury	Children follow venue instructions; educators position for visibility and intervention; one-at-a-time sequencing where required; no horseplay; educators do not rely solely on venue staff for supervision.
Beat the Wall / parkour	Falls, impact injuries, unsafe jumping/climbing	Use only designated equipment; follow venue operating limits; active supervision; children wait for clear landing zones; unsafe behaviour results in removal from activity.
Trampoline	Falls, collision, musculoskeletal injury	Follow venue capacity and operating rules; no prohibited manoeuvres; one child at a time where required by venue rules; educators actively supervise.
Foam pit	Falls, collision, entrapment/suffocation, landing injury	Children enter only when instructed; maintain safe spacing; wait until landing area is clear; educator positioned with clear view of entry/exit and pit; follow venue limits.

Rock climbing wall	Falls, harness/equipment misuse, collision	Venue staff manage equipment and safety systems; educators maintain active supervision and child accountability; only trained/authorised venue staff fit or adjust safety equipment.
Toilets / amenities	Child separation, unsafe contact with unknown persons, slips	Educator accompanies/escorts children according to service procedures; maintain privacy and dignity; check area before use; children do not enter restricted areas.

Supervision strategy

The service will provide supervision above the minimum regulatory ratio where required by the assessed risk. Educators will use active supervision strategies including positioning, scanning, listening, anticipating risk, moving between areas and maintaining awareness of all children. Children will not be left unsupervised. Venue employees are additional support and do not replace the service's responsibility to supervise children.

Service supervision minimum: The final educator-to-child arrangement will be confirmed against the current NSW Regulation 123 requirement and the service's risk assessment before departure. The Responsible Person may increase staffing where the activity, venue layout, individual needs or attendance profile warrants a higher level of supervision.

Child accountability and transitions

Stage	Accountability control
Before leaving service	Final attendance list checked; children accounted for; educators assigned groups/areas; headcount completed before boarding.
Boarding	Children board in an organised group; designated educator counts children as they board; final roll call before vehicle departure.
Arrival at venue	Educators position at vehicle door, front/rear of group and traffic interface; count children disembarking; roll call before entering venue.
Before activities	Roll call/headcount; educators establish group boundaries and meeting point; venue rules and emergency procedures explained.
During activities	Regular headcounts at transitions and at intervals determined by risk; educators maintain visual awareness and radio/communication contact.
Toilets / movement between areas	Children move in supervised groups; headcount before and after movement; no child moves to another area without educator awareness.
Departure from venue	Headcount and roll call before leaving; final venue sweep; check toilets/restricted areas and group belongings.
Vehicle departure	Children accounted for while boarding; final roll call; vehicle interior checked before departure and after arrival at service.
Return to service	Children disembark under direct supervision; final headcount/roll call; attendance reconciled with service records.

Risk register

Hazard / risk	Initial	Controls / treatment	Residual
Serious injury from falls, jumping, climbing or obstacle equipment	High	Venue rules and safety briefing; active supervision; educators positioned for visibility; children use equipment only as instructed; stop unsafe participation; first aid available.	Moderate
Head/neck/spinal injury	High	No prohibited manoeuvres; age/ability-appropriate participation; safe spacing; venue safety instructions followed; immediate first aid/medical response for suspected serious injury; emergency services where required.	Moderate
Collision between children	High	Capacity limits and turn-taking; controlled entry/exit; clear waiting zones; educators actively scan and intervene; unsafe behaviour stopped.	Moderate
Foam pit entrapment / suffocation	High	Maintain safe spacing; children enter only when instructed; landing area monitored; educator maintains clear view; immediate response to any child who does not emerge promptly.	Low–Mode rate
Child separated / missing child	High	Frequent headcounts; group allocation; clearly identified meeting point; educators maintain communication; immediate missing-child procedure; notify venue and emergency services as required; document incident.	Moderate
Traffic / vehicle movement in car park	High	Educator controls group movement; children stay together; designated walking route; no unsupervised movement; educators positioned between children and traffic where practicable.	Moderate
Unauthorised person / stranger contact	High	Children remain with educators; restricted areas not accessed; toilets supervised; educators maintain awareness of public access; concerns escalated immediately.	Moderate
Unauthorised exit / emergency exit leading to car park	High	Educators identify exits on arrival; children instructed on boundaries; educators positioned to monitor exits; venue emergency procedures followed; headcounts after any evacuation.	Moderate
Medical event, allergy or medication need	High	Individual health plans and medication accompany group; authorised medication available; staff with required first aid/medical training; emergency contacts accessible; medication administered according to service policy and legislation.	Low–Mode rate
Dehydration / heat illness / overexertion	Moderate	Water accessible; regular drink breaks; activity intensity monitored; rest breaks; monitor signs of heat illness; modify or cease participation where required.	Low
Slips, trips and environmental hazards	Moderate	Venue inspected on arrival; hazards reported/removed where possible; children use designated walkways; suitable footwear/clothing; active supervision.	Low
Child distress, sensory overload or behavioural escalation	Moderate	Review individual needs; provide reasonable adjustments and quiet/rest option; educator support; use positive, child-safe behaviour guidance; remove from activity if needed; never use inappropriate discipline.	Low
Infection / illness exposure	Moderate	Do not attend when excluded by illness requirements; hand hygiene; clean shared equipment where applicable; respond to illness according to service procedures.	Low
Emergency / evacuation	High	Venue emergency procedures reviewed on arrival; service retains child list and emergency contacts; educators assigned roles; headcounts at assembly point; follow emergency services/venue directions.	Moderate

Transport and road safety

Control	Requirement / action
Transport provider	Confirm approved/appropriate provider, vehicle details, driver requirements and current vehicle safety documentation before departure.
Seatbelts / restraints	Confirm all applicable NSW requirements are met. Children remain seated and appropriately restrained for the entire journey.
Boarding / disembarking	Educators supervise the full process. One educator controls the vehicle doorway/counting process while others supervise the group and traffic interface.
Vehicle sweep	A designated educator checks the entire vehicle after every trip to confirm no child or essential item remains onboard.
Communication	Service communication device/phone is available for safety and emergency purposes. Personal devices are not used for photography or other non-permitted purposes.
Delay / breakdown	Children remain supervised and accounted for; provider and service emergency procedures followed; emergency services contacted where required.

Emergency, incident and child protection arrangements

- Educators will follow the service's emergency and evacuation procedures and the venue's emergency arrangements. The Responsible Person will coordinate the response and ensure children remain accounted for.
- For serious injury, suspected head/neck/spinal injury, breathing difficulty, loss of consciousness or other medical emergency, educators will provide first aid within their training and call emergency services when required.
- Any incident, injury, trauma or illness will be managed and documented in accordance with service procedures and legislative requirements, including notification to parents/authorised nominees and the Regulatory Authority where legally required.
- Child safety concerns, disclosures or allegations of harm will be responded to under the service's Child Safe Environment and child protection procedures. Educators must act on concerns and follow current NSW child protection reporting obligations.
- If a child is unaccounted for, educators will immediately implement the service's missing-child/child protection procedure, alert venue management, secure exits and search relevant areas while maintaining supervision of the remaining children. Emergency services/police will be contacted as required. The event will be documented and escalated according to the service's incident and notification procedures.

Resources and documents to be carried

Item	Confirmed
Current child attendance list / excursion roll	☐
Emergency contact details	☐
First aid kit	☐
Required individual medications and health management plans	☐
Educator/adult contact list and roles	☐
Service communication device / phone	☐
Copies/details of emergency and venue procedures	☐
Incident / injury / illness documentation access	☐
High-visibility excursion identification where used by the service	☐

Risk rating matrix

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

Review and approval

This assessment must be reviewed before the excursion and whenever circumstances change, including changes to the destination, route, transport, activities, attendance, staffing, weather, venue conditions or individual children's needs. A regular outing may rely on an assessment conducted within the previous 12 months only where the outing and relevant circumstances are substantially the same.

Prepared by	Amy-Jo Woodward
Role / position	Responsible Person / Nominated Supervisor / Director
Date prepared	20/8/26
Reviewed by	ALL EDUCATORS ON DAY OF EXCURSION
Role / position	EDUCATORS
Review date	
Communicated to relevant educators	☐ Yes ☐ No
Venue / transport safety information reviewed	☐ Yes ☐ No ☐ N/A

References: ACECQA Guide to the NQF; 2026 National Quality Standard and Assessment and Rating Instrument; Education and Care Services National Regulations (NSW) current version; The Kids Castle policies and procedures.