

Excursion Risk Assessment

A Risk Assessment needs to be completed for each excursion venue and supplied to AFDC:

- **once every twelve months for Routine Excursions**
- **24 hours prior to any Non-Routine Excursion with Family Permissions/Authorisations attached**

Changes to Routine Excursion venues or circumstances will require Educators to complete new Excursion Risk Assessments and to inform families

Families need to renew their permissions/authorisations for Routine Excursions annually

This Risk Assessment is for

a).....(a Routine Excursion venue)

and covers the dates fromto.....

OR

b).....(a Non -Routine Excursion venue)

on.....

Mode of transport.....Car Restraints & Anchor Points Checked

Number of AdultsNumber of Children

(please check the following)

- *Every child is closely supervised at all times whilst on the excursion*
- *I always assess the safety of excursion environments*
 - they comply with Regulations*
 - they are suitable for children of all ages*
 - there is shade (if outdoors)*
 - there aren't any water hazards*
 - they are smoke free*
 - playgrounds have suitable surfacing under equipment and are checked for dangerous rubbish & debris*
- *Excursions are planned around children's needs e.g. their need for rest is not interrupted*
- *Service policies (such as the Sun Safe Policy, Hand Washing Policy, Safe Food Handling Policy) are maintained during each excursion*
- *Children wear tags with my name on them and the Scheme's phone number*
- *I have discussed routine excursions with all parents and have written permission for each child to participate. I carry a first aid kit, ID, a mobile phone and a list of emergency contact numbers with me on all excursions*

- *Anaphylaxis / Asthma Action Plans and auto injectors or asthma first aid kits are taken on all excursions for all children who are affected*

My First Aid Certificate is current and not due for renewal until.....

How routine excursions or this non-routine excursion relates to the program

.....
.....

How I intend to manage the risks (if any)

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.....

Description of the route/s that will be taken (option- Google Maps print out/s)

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.....

Educator's Signature.....

Definitions:

A Routine Excursion is an outing that occurs regularly e.g. park, playsession, another educator's service, library storytime.

A Non-Routine Excursion might be a one off event or special occasion e.g. attending a concert/ performance, going to the art gallery or the airport.

References: Australian Children's Education and Care Quality Authority (www.acecqa.gov.au)

Education and Care Services National Regulations:

100 Risk Assessment must be conducted before excursion. Non Compliance penalty \$2,000

101 Conduct of Risk Assessment for excursions

102 Authorisation for Excursion (Non Compliance Penalty \$1,000)

183 2d Educators are required to keep a copy of the Risk Assessments and Authorisations, until the end of 3 years after the last date on which the child was educated and cared for by the service.

183.2 If during the excursion the child suffers an incidence, illness, injury or trauma the educator must keep the Excursion Risk Assessment and Authorisation **until the child is aged 25 years.**

Please call or text the Coordination Unit on 0417 550 072 before leaving your service

Date reviewed 10/11/2015