

EXCURSION RISK ASSESSMENT AND MANAGEMENT PLAN GUIDE

Excursions enhance children's learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. As part of the planning process for an excursion, a thorough risk assessment must be conducted to identify and assess any possible risks that may pose to the safety, health and wellbeing of any child or adult whilst on the excursion. An important component of conducting the risk management process is consultation, which should include staff and where appropriate, external venue providers, parents and volunteers. Authorisation from the approved provider must be gained before an excursion or incursion can be implemented.

Working in conjunction with the *Excursions/ Incursions Policy*, this procedure provides guidance for educators and management to ensure regulations and requirements are followed for all excursions planned for children. Including conducting a risk assessment prior to the excursion and gaining authorisation from families prior to an excursion.

Education and Care Services National Law or Regulations (R. 4(1), 84, 89, 97, 98, 99, 100, 101, 102, 123, 136, 168) NQS QA 2: Element 2.1, 2.2.1 and 2.2.2. Health and Safety practices and procedures.

Related Policy: Excursions/ Incursions Policy

STEP 1: KEY STEPS IN DEVELOPING AN EXCURSION/INCURSION RISK MANAGEMENT PLAN		
1	The Approved Provider, Nominated Supervisor and educators will review the Service's <i>Excursions/ Incursions Policy</i> every 12 months	
2	Collaborate with children, management, educators, and families to discuss possible excursions to extend and support the educational program	
3	Check national law and regulations to ensure compliance when planning the excursion	
4	An Excursion Coordinator will be appointment to ensure all requirements are met prior to organising and conducting any off-site excursions	
5	The Excursion Coordinator will conduct a risk assessment in accordance with Regulation 101. The Risk Assessment must be approved by the Approved Provider/Nominated Supervisor prior to the excursion	
6	The Excursion Coordinator will identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion	
7	It is recommended that management or Excursion Coordinator visit the venue before undertaking the excursion to ensure that it is safe and inclusive for all children	

8	The Approved Provider will ensure the excursion is consistent with the requirements of the insurance held by the service	
9	The Excursion Coordinator will create an excursion itinerary to ensure children's safety and wellbeing	
10	The Excursion Coordinator will provide parents or authorised person with detailed information outlined in Regulation 102 to gain written authorisation for the child to be taken outside the service	
11	The Excursion Co-ordinator will complete the excursion checklist to ensure all items have been accounted for	
12	No child will be permitted to partake on an excursion without written parent permission	

STEP 2: SITE VISIT AND ASSESSMENT

1	Where possible, arrange for a pre-visit to the proposed excursion venue	
2	Request the venue to provide their own risk-assessment to assist in completing the risk assessment for your service	
3	For excursions involving water hazards, the <i>Water Safety Policy</i> will be followed at all times	
4	Attention is provided in regards to access to food, drink, sun protection and other amenities, including restrooms, hand washing	

STEP 3: EXCURSION DETAILS AND RISK ASSESSMENT

1	Identify the hazards and potential risks associated with the Excursion by completing the <i>Risk Assessment and Management Plan</i>	
2	Become familiar with the Risk Score Calculator table. This will assist management in determining the Educator to Child ratio needed for the proposed excursion. Educator to child ratios must be met at all times in accordance with National Regulations	
3	Work through and document each stage of the excursion in sequential order and identify the potential hazards. Consider what the key safety aspects for each activity, event or stage. Example stages: leaving the service, transportation, walking on the footpath, crossing the road, arriving at the destination, excursion program, equipment, providing supervision (including when using toilets, embarking disembarking vehicles) environment, child protection, accessibility, general conduct, equipment (first aid kit), accidents or injuries, handling of food and drinks (Be specific to the journey, the destination, environment and weather contingencies.)	

4	For each hazard identified, consider what could go wrong? - <i>Even if it seems a remote possibility.</i> Consult, collaborate and communicate with all stakeholders. Seek advice from other staff members with prior experience and knowledge of the excursion location/venue.	
5	Based on the above scenarios calculate the risk using the Risk Score Calculator	
6	Now that you have assessed the risk, apply a management strategy to each scenario. Each strategy should completely negate or significantly minimise any risk of incident	
7	Each stage of the excursion will employ the attention of individual and/or groups of Educators, parents or volunteers. Ensure this is clearly documented in the space provided. Be precise by using names where individual responsibility occurs	
8	Ensure all volunteers/parent helpers who are assisting with the excursion have provided valid Working With Children Checks which have been verified prior to the excursion	
9	Consult and communicate with other staff, management and venue representatives	
10	A Risk Assessment is to be completed for each excursion and regular outing	
11	For Regular outings a Risk Assessment is to be completed every 12 months or if there is a change in circumstances of the regular outing venue or route taken.	
12	Risk Assessments are to take into consideration adequate supervision and how each child will be accounted for at all times	
13	Consideration is provided to children with additional needs or medical conditions when planning the excursion and risk assessment	

STEP 4: RESOURCES AND RESPONSIBILITY

1	Complete the excursion itinerary in accordance with National Regulations	
2	Complete the excursion checklist, gathering all required information	
3	Ensure at least one educator who will be attending the excursion holds current approved first aid qualifications, including emergency life support and cardio pulmonary resuscitation training, approved emergency asthma and anaphylaxis management training	
4	Finalise the <i>Risk Assessment and Management Plan</i> and request the Approved Provider to provide authority for the excursion	
5	Obtain the signature and date of approval for the excursion from the Approved Provider, before proceeding further	

6	Send out permission letters to the families of children invited to attend the excursion	
7	Ensure you have received written consent from each family/authorised nominee prior to taking the child on an excursion	
8	Communicate the plan to staff and others providing relevant information as required	
9	Families are advised they can access details of the Risk Assessment prior to the excursion	
10	Educators who have responsibilities on the day of the excursion need to be aware of all stages/activities, the potential risks or hazards, the management plan strategies and have the complete confidence to carry out their designated role. The Excursion Coordinator is responsible for ensuring each educator, parent and volunteer are aware of each stage of the event and their role. Each person should be familiar with the route to the venue and have been provided with information and action within the Management Plan Strategies.	
11	Each educator will acknowledge the requirements of the excursion and risk assessment by writing their name and signing the <i>Excursion Risk Assessment & Management Plan</i>	
12	If the excursion is a regular outing, the written authorisation from each family/authorised nominee is required to be obtained once in a 12-month period or if there is a change in circumstances of the regular outing venue or route taken	
13	Records, parent authorisations and Risk Assessments relating to excursions are to be kept in a secure location and stored as per the <i>Record Keeping and Retention Policy</i> .	
<p>IMPORTANT: <i>For children with risk of anaphylaxis it is important to note that excursions may pose different hazards than those within the Early Childhood Service environment. The child's health care management plan must be updated accordingly.</i></p>		

STEP 5: TRANSPORTATION

1	If the excursion involves any type of transportation, procedures for embarking and disembarking the vehicle used for transportation, including how each child is accounted for in this process, must be included. Further, any requirements of seat belts or safety restraints under a law of each jurisdiction in which the child is being transported must also be included.	
2	Pick up and drop off locations, the proposed route (map or image of the route can be used) and processes for entering and exiting the Service premises and pick up locations and destinations must also be considered in the risk assessment.	
3	Additional considerations may include: the age, ability, needs and skills of children involved in the excursion and the need for further educators to provide adequate supervision, extreme weather	

	conditions, health needs of all children and adults, child safe practices, movement of children between the vehicle and venue/s.	
4	The <i>Safe Transportation Policy</i> is to be followed at all times where transportation is required for excursions	
5	Key consideration is to be taken when children are embarking and disembarking on transport during an excursion as per regulations 102E and 102F	

STEP 6: MISADVENTURE

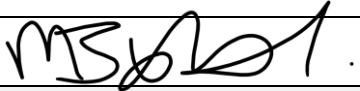
1	The Excursion Coordinator is to advise the Nominated Supervisor or Responsible Person immediately, where possible, if there is a possibility that the health, safety or wellbeing of children is compromised during the excursion	
2	The excursion Risk Assessment is to take into consideration children who may become ill, injured, missing/unaccounted or exhibit challenging behaviours whilst on excursion and away from the service	
3	<p>INJURED CHILD DURING AN EXCURSION</p> <ul style="list-style-type: none"> Educators are to administer first aid as per the <i>Administration of First Aid Policy</i> and/or <i>Incident, Injury, Trauma & Illness Policy</i> if a child is injured whilst away from the service on an excursion A fully stocked first aid kit is to be available and taken on all excursions, including any medication required for children with medical conditions (example epi-pens/asthma inhalers) Educators are to contact 000 in an emergency for immediate assistance 	
4	<p>UNWELL CHILD DURING AN EXCURSION</p> <ul style="list-style-type: none"> Educators are to administer first aid as per the <i>Administration of First Aid Policy</i> and/or <i>Incident, Injury, Trauma & Illness Policy</i> if a child becomes unwell whilst away from the service on an excursion If a child becomes unwell on an excursion the Excursion Coordinator will contact the Nominated Supervisor/ Responsible Person and advise of the situation and request an additional staff member to assist with ratios if required Educators are to contact 000 in an emergency for immediate assistance Parents or emergency contacts will be contacted to collect the child if required or to advise an ambulance has been contacted Where possible, an educator will accompany the child to the hospital/medical attention 	

5	<p>MISSING/UNACCOUNTED CHILD DURING AN EXCURSION</p> <ul style="list-style-type: none"> • If a child is deemed missing or unaccounted for during an excursion the Excursion Coordinator will be notified and head counts conducted for all groups of children. • Educators will search the premises for the missing/unaccounted child and alert the venue management • If the child is still unaccounted for following 10 minutes the Excursion Coordinator will contact the police and report the incident. • The Nominated Supervisor/Responsible Person is to be contacted and advised of the situation. • The Nominated Supervisor will contact the parents/guardian and advise of the situation 	
6	<p>MANAGING CHALLENGING BEHVAIOURS DURING AN EXCURSION</p> <ul style="list-style-type: none"> • The Risk Assessment is to consider children with challenging behaviours and plan effective strategies and accommodations prior to the excursion. • Educators are to advise children of the expected standards of behaviour prior to the excursion • A communication plan is to be developed prior to the excursion for children with challenging behaviours and communicated to all educators and volunteers where required • Any incidents that occur on the excursion are to be communicated to parents and the Nominated Supervisor. • The <i>Behaviour Management Policy</i> is to be followed while children are participating on an excursion. • In extreme cases, children may be required to be collected from an excursion venue by parents or emergency nominees 	
7	<p>The Approved Provider will notify the Regulatory Authority within 24 hours of a serious incident, including an incident occurring on an excursion</p>	

STEP 7: REVIEW

1	<p>Monitor and review the effectiveness of controls during the excursion and change if necessary.</p> <p>Consider whether staff are aware of control measures, if new hazards have been identified and what further actions may be required</p>	
2	<p>The Risk Assessment is to be monitored and evaluated following each excursion to determine how well it has eliminated or managed the identified hazards</p>	

3	A Regular Outing Risk Assessment is to be reviewed every 12 months, or as soon as possible following any circumstance that may affect the health, safety and wellbeing of children attending the regular outing	
4	If the Regular Outing involves transportation, a specific risk assessment must be conducted at least every 12 months or whenever circumstances change (Reg 102C)	

REVIEW OF GUIDE			
Date guide created	FEB 25	To be reviewed	May 26
Approved by	MELISSA COLLARD	Signature	
Guide Reviewed Date	Modifications/Changes		
AUGUST 2023	Additional information added for Misadventure, review of the procedure and additional content added as per highlighted information		
APRIL 2022	Review box added, no other changes		