

EXCURSIONS AND SERVICE EVENTS POLICY

Mandatory – Quality Area 2

AUTHORISATION

This policy was reviewed and adopted by the Dawson Street Child Care Co-operative Management Committee on 26 June 2017.

It was updated to include a Parent Consent form for routine excursions as well as a Risk Management Plan and this was reviewed and adopted by the DSCCC Management Committee on 18 February 2015.

REVIEW DATE

This policy will be reviewed in four years' time in June 2021 or earlier if needed.

PURPOSE

This policy will provide guidelines for Dawson Street Child Care Cooperative (DSCCC) to plan and conduct safe and appropriate excursions and service events.

POLICY STATEMENT

1. VALUES

DSCCC is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service events.

2. SCOPE

This policy applies to the Management Committee, Director, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of DSCCC, including during offsite excursions and events.

3. BACKGROUND AND LEGISLATION

Background

Excursions and service events are planned to extend the educational program and further develop the current interests of children. "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world, *Victorian Early Years Learning and Development Framework* – refer to *Sources*). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions and service events, it is important to ensure that they are inclusive of all members of the Centre community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians (Regulations 100, 101). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (Regulation 101). Written authorisation for the child to attend the excursion must be obtained from a parent/guardian or person named in the child's

enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, refer to Attachment 1.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 98-102, 123, 158, 161, 168 355, 357,
- *National Quality Standard*, Quality Area 1: Educational Program and Practice
 - Standard 1.1: An approved learning framework informs the development of a curriculum that enhances each child's learning and development
 - Element 1.1.3: The program, including routines, is organised in ways that maximise opportunities for each child's learning
 - Element 1.1.5: Every child is supported to participate in the program
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.3: Each child is protected
 - Element 2.3.1: Children are adequately supervised at all times
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Adequate supervision: (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the Centre, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Centres are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the Centre. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Director or educator (Regulation 158(1)).

Excursion: An outing organised by the education and care service. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful authority must be obtained before educators/staff take children outside the service premises.

Under the National Regulations, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site.

Service event: A special activity, event, visitor or entertainment organised by DSCCC that may be conducted as part of a regular session at the service premises or as an excursion.

Risk assessment: (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards (refer to *Water Safety Policy*)
- any risks associated with water-based activities (refer to *Water Safety Policy*)
- transport to and from the proposed location of the excursion (refer to *Occupational Health and Safety Policy*)
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

A template Excursion Risk Management Plan is provided on the ACECQA website at <http://files.acecqa.gov.au/files/Templates/Excursionriskmanagementplan.pdf>

Regular outing/Routine Excursion: (In relation to education and care services) means a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If the excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. *The Routine Excursion Parent Consent Form is at Attachment 2.* A new authorisation is required if there is any change to the circumstances of the regular outing.

Supervision: refer to **adequate supervision** in *Definitions* above.

5. SOURCES AND RELATED POLICIES

Sources

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia:* <https://docs.education.gov.au/node/2632>
- *Guide to the National Quality Standard 2013,* ACECQA: www.acecqa.gov.au and <http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF01-Guide-to-the-NQF.pdf>
- *Victorian Early Years Learning and Development Framework:* www.education.vic.gov.au/earlylearning/eyldf/default.htm

Service policies

- *Acceptance and Refusal of Authorisation Policy*
- *Administration of Medication and First Aid Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Staff Code of Conduct Policy*
- *Code of Conduct Policy – Parents, Guardians and Volunteers*
- *Curriculum Development Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Diabetes Policy*
- *Emergency and Evacuation Policy*
- *Child Orientation and Enrolment Policy*
- *Epilepsy Policy*

- *Fees and Fundraising Policy*
- *Food Safety and Hygiene Policy*
- *Illness, Infectious Disease and Emergency Care Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy*

PROCEDURES

The Management Committee/Director are responsible for:

- developing an *Excursions and Service Events Policy* in consultation with the Certified Supervisor, educators, staff and parents/guardians at the service
- ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the *Excursions and Service Events Policy* and comply with its requirements
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 161)
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings (refer to *Definitions*), and that this authorisation is kept in the child's enrolment record (Regulation 161) (refer to Attachment 2 – Parent Consent – Routine Excursions form)
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, , 357, 360)
- ensuring only educators who are working directly with children are included in educator-to-child ratios
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion from 2018 have a current working with children check
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101 (refer to ACECQA's template Excursion Risk Management Plan at <http://files.acecqa.gov.au/files/Templates/Excursionriskmanagementplan.pdf> or Attachment 3 for the Risk Management Plan for Routine Excursions)
- giving consideration to the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)

- ensuring strategies are in place to provide an accurate attendance record (refer to *Definitions*) for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- providing portable first aid kits that contain the required medication for dealing with medical conditions
- providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (Regulation 98)
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (refer to *Curriculum Development Policy*)
- ensuring sunscreen (if required) is taken on excursions/service events
- displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service.

Certified Supervisors and other educators are responsible for:

- developing an *Excursions and Service Events Policy* in consultation with the Management Committee, Director and parents/guardians at the service
- reading and complying with the requirements of the *Excursions and Service Events Policy*
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form, including the Parent Consent form for routine excursions (Attachment 2)
- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to *Definitions*) children during excursions and service events
- adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- undertaking a risk assessment (refer to *Definitions*) for an excursion or service event prior to obtaining written authorisation from parents/guardians
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101 (refer to ACECQA's template Excursion Risk Management Plan at <http://files.acecqa.gov.au/files/Templates/Excursionriskmanagementplan.pdf> or Attachment 3 for the Risk Management Plan for Routine Excursions)
- developing excursions and service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Curriculum Development Policy*)
- communicating the purpose and educational value of each excursion or service event to parents/guardians
- including all children in excursions and service events regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- taking each child's personal medication and current medical management plan on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities

- keeping an accurate attendance record (refer to *Definitions*) of children attending excursions, and for children remaining at the service while an excursion is happening
- keeping an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- taking a mobile phone, a copy of the attendance record, emergency contact details for each child and the contact details of the child's medical practitioner on excursions for notification in the event of an incident, injury, trauma or illness
- taking sunscreen (if required) on excursions/service events
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity
- informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.

Parents/guardians are responsible for:

- reading and complying with the requirements of this *Excursions and Service Events Policy*
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service
- completing, signing and dating excursion/service event authorisation forms
- providing written authorisation for their child to leave the service premises on routine outings
- reading the details of the excursion or service event provided by the service and asking for additional information if required
- providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times
- if participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group
- supervising and caring for siblings and other children in their care who are not enrolled in the program
- complying with all service policies while participating in an excursion or service event including the *Code of Conduct Policy*, *Sun Protection Policy* and *Hygiene Policy*.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Management Committee/Director will:

- monitor feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

ATTACHMENTS

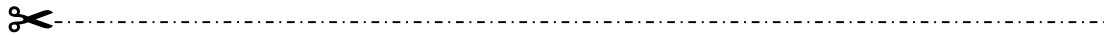
- Attachment 1: Developing an excursion/service event authorisation form
- Attachment 2: Parent Consent Form for Routine Excursions
- Attachment 3: Risk Management Plan for Routine Excursions

EXCURSION PERMISSION FORM

I give permission for _____ to attend a visit to *(INSERT DESTINATION)* on *(INSERT DATE)*. We will leave at *(INSERT TIME)* and return at approx *(INSERT TIME)*. We will have ___(insert Number) Children and ___(insert Number) adults.

Name (Parent/Guardian): _____ Signature: _____
_____ Date: ___/___/___

(Top Section to remain at the Centre)



EXCURSION PERMISSION FORM

I give permission for _____ to attend a visit to *(INSERT DESTINATION)* on *(INSERT DATE)*.

Parent/Guardian #1: _____

contact phone number for the day: _____

Signature: _____ Date: ___/___/___

Parent/Guardian #1: _____

contact phone number for the day: _____

Doctor details: _____

Doctor/Medical Service Name: _____

Phone number: _____

TRAVEL PERMISSION FORM

Please fill out and sign one section that is appropriate to your decision.

I _____ give permission for my child _____ to travel to *(INSERT DESTINATION)* on *(INSERT DATE)* by *(INSERT TRANSPORTATION TYPE)*.

Parent/ Guardian Signature: _____ Date: ___/___/___

We have completed a risk assessment for this excursion. Please see the office for a copy.

EXCURSION VOLUNTEER FORM

Dear Parent/Volunteer

Thankyou for offering to help with the "[Insert name of event/excursion]" on "[Insert date and time]"

During the excursion you will:

1. Remain under the immediate supervision of a qualified staff member or proprietor at all times.
2. Staff will provide you with information prior to the event about the educational objectives and your responsibilities in regard to the children participating in the excursion. You will be provided written details of information relevant for the excursion (for example, phone number if you become removed from the group, names of staff members, time table for the days events).
3. All parents/volunteers are expected to comply with the requirements of centre policies such as *No Smoking, Sunsmart* and *Code of Conduct* during the excursion. If you have not seen these policies they can be viewed on the noticeboard in the main entrance or copies can be made available for you.
4. You will be asked to provide emergency details for yourself prior to the excursion and permission for the staff in charge to seek emergency medical treatment and or an ambulance service on your behalf if required.

I, _____ understand and accept the responsibilities and conditions as noted above, and agree to volunteer for the above event/excursion.

I understand that I will be under the immediate supervision of staff members in charge of the excursion and authorise the staff member in charge to seek emergency medical treatment or ambulance transport on my behalf if required.

My contact person to be notified in case of any emergency is:

Name:

Relationship:

Contact phone number on this day:

Signed:

Print name: _____

Signed: _____

Date: _____

The Management Committee, staff and children of Dawson Street Child Care Co-operative

Thank you for assisting with our excursion.

Dawson Street Child Care Co-operative

Parent Consent

Routine Excursions

As part of the room program we would like to be able to take the children in small groups and/or as a whole on routine excursions to places near the centre.

Routine excursions are those which occur regularly and are to somewhere within walking distance of the Centre to see, or do something of interest which is relevant or related to our program. This may include, but is not limited to, visiting the library, going to a shop, visiting a park, collecting leaves or other natural materials, viewing a construction or building site, stopping by the post office.

Education and Care Services National Regulations 2011, regulation 102, Authorisation for excursions, states that children can be taken on routine excursions if written consent for routine excursions has been obtained within the previous 12 months.

By signing this form you are providing your consent for your child to go on routine excursions outside the Dawson Street Child Care Co-operative from [start date for year] until [end date for year].

When we are on a routine excursion a notice will be displayed on the door of the room stating:

- That the children are on a routine outing
- The location of the outing
- The time the children are expected to return

Please communicate with room staff when your child is dropped off if you feel your child is not well enough for a routine excursion on that day.

It is anticipated that routine outings will take place during the room program hours of (9-2pm Monday to Friday).

Educational purpose of the program:

- Provide opportunities to be involved with the local environment and community.
- Provide opportunities to see and do things that the children are interested in and are relevant to our program.
- Provide opportunities for finding out about the natural and built environment around us.
- Provide experiences which cannot be readily found within the Centre.

Cost:

There will be no additional cost for routine excursions.

Distance from the Centre:

All routine excursions will be in the local vicinity of Dawson Street Child Care Co-operative. Children will walk to and from excursion.

Activities within routine outings may present the potential for children to sustain physical injury.

The following procedures will be implemented - along with other strategies - to manage the potential risks in the program.

- Risk Management undertaken.
- First Aid, Asthma Kit and Anaphylaxis Kit to be taken on outing.
- Parent contact list to be taken on outing.
- Sufficient staff to child ratios.

A risk and safety management plan for this program has been developed by staff and approved by Dawson Street Child Care Co-operative Board of Committee and is available for parents to review on request.

CONSENT TO MEDICAL ATTENTION

Where the teacher in charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher -in-charge to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner.
- Administer such first aid as the teacher-in-charge may judge to be reasonably necessary.

Please provide up to date contact information below to ensure that you can be promptly contacted if necessary.

I give permission for _____ to attend.

Parent/Guardian #1: _____

Contact phone number _____

Signature: _____ Date: ____/____/____

Parent/Guardian #2: _____

Contact phone number for the day: _____

Doctor details: _____

Doctor/Medical Service Name: _____

Phone number: _____

Excursion Risk Management Plan

Excursion Details

Date(s) of excursion	Throughout the child care year	Excursion destination	Within walking distance from DSCCC
Departure & arrival times	During care hours of 9am -2pm		
Proposed activities	Routine excursions are those which occur regularly and are to somewhere within walking distance of the Centre to see, or do something of interest which is relevant or related to our program. This may include, but is not limited to, visiting the library, going to a shop, visiting a park, collecting leaves or other natural materials, viewing a construction or building site, stopping by the post office.	Water Hazards? Yes / No	If yes, detail in Risk Assessment below.
Curriculum Link / Benefit	<ul style="list-style-type: none"> • Provide opportunities to be involved with the local environment and community. • Provide opportunities to see and do things that the children are interested in and are relevant to our program. • Provide opportunities for finding out about the natural and built environment around us. • Provide experiences which cannot be readily found within the Centre. 		
Method of transport, including proposed route	Walking		
Name of excursion co-ordinator	Room Leaders		
Notification details	<p>When we are on a routine excursion a notice will be displayed on the door of the room stating</p> <ul style="list-style-type: none"> - That the children are on a routine outing - The location of the outing - The time the children are expected to return. 		

Items to take on excursion

- | | |
|---|--|
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> List of adults participating in the excursion |
| <input type="checkbox"/> List of children attending 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"/> Medical information for each child | <input type="checkbox"/> Other items, please list (Hand wipes and hand sanitizer) |

Risk Assessment

Activity	Potential Risk	Level of Risk** (Likelihood x Consequence)	Proactive Strategies to prevent / reduce (including whom is responsible)	Procedure to Follow if occurs (including whom is responsible)
Walking to and fro from Dawson Street.	<p>Uneven footpath</p> <p>Needing to go to the toilet</p> <p>Child being ill</p> <p>Weather</p> <p>Exhaustion</p>	Low	<p>-Prior discussion with children and adults on safety when crossing the road when walking on the footpath. Adult to hold children's hand when walking.</p> <p>-Ensure children wearing good walking shoes and appropriate weathered clothes before leaving.</p> <p>-Remind children to go to the toilet before leaving.</p> <p>-Prior to walk check route to be taken.</p> <p>-Staff positioned at the front and back of the group in case the group break in half due to children being exhausted.</p>	<p>-If injury occurs, first aid as appropriate.</p> <p>-Ensure immediate safety of all children- contact parents if needed.</p> <p>-Regular checks of number of children and adults.</p>
At the location	<p>Child wanders from the group.</p> <p>Child becomes ill or falls</p>	Low	<p>-Ensure adequate adult and child ratio.</p> <p>-Volunteer parents are given clear instructions on their roles and responsibility on the excursion.</p> <p>-Children to know the important to stick to the group and a brief on what to do if they drift away from the group.</p> <p>-All children to wear bright yellow neon vest during the entire excursion trip.</p> <p>-Ensure children know the 'boundaries'- how far they can explore.</p>	<p>-Children allocated to adults. Adults to carry Staff contact details in case of emergency.</p> <p>-Regular checks of number of children and adults.</p> <p>-If injury occurs, first aid as appropriate.</p> <p>-Staff to care for children and contact parents if appropriate.</p>

	Toileting	Low	<p>-If possible, look into the map for toilet location.</p> <p>-Encourage toilet visit when we see one.</p>	-Carry change of clothes.
Collecting walk/ at nature reserves or parks	<p>Insects and creatures (bites)</p> <p>Rubbish or sharp materials???</p> <p>Water hazard (e.g. pond)</p>	Low	<p>-Adults to do a quick floor check for hazard and remove them if necessary (e.g broken glasses and syringes)</p> <p>-Check health care plans for children with known allergies.</p> <p>-Ensure adult to supervise around the water hazard.</p>	-Follow health and first aid procedure.
Gathering for snacks and lunch	<p>Food allergies</p> <p>Asthma</p> <p>Medication</p> <p>Thirst</p> <p>Dehydration</p> <p>Spillage</p>	<p>Low</p> <p>Low</p>	<p>-To pack along food that meets the children's health plans.</p> <p>-Appropriate supervision and regular head checks.</p> <p>-Bring along their Asthma pack and debrief volunteers on children with Asthma and where the pack is located.</p> <p>-Bring hand sanitizer and wet wipes if there is no hand washing facilities available closely.</p> <p>-Adults to carry children's individual water bottles.</p>	

Gathering for return	Adults / children not accounted for at departure time.	Low	-All adults aware of the place and time of departure -Check roll	Activate search plan if anyone is unaccounted for.

** To assess degree of risk use the notes on the grid on the right. For further explanation of the grid see following page

Prepared By: Iwande Suvanmani

Consultation with (if relevant):

Developed / Reviewed: 12 / 11 / 2014

Notes on analysing risks for excursions

Assess the likelihood that the event will occur, and the seriousness of the consequences if it does, using the table below.

Then use the grid on the previous page to identify level of risk.

Likelihood	Almost Certain	Almost certain to occur in most circumstances	Consequence	Critical	<ul style="list-style-type: none"> Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties) Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective.
	Likely	Likely to occur frequently		Major	<ul style="list-style-type: none"> Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety & welfare liability incident / issue. Major incident which damages public or parent confidence. One or more children are lost from the main group.
	Possible	Possible and likely to occur at some time		Moderate	<ul style="list-style-type: none"> Serious injuries and/or illness. Complex welfare and/or health care issue. Serious disruption or incident, resulting in distress to children and adults.
	Unlikely	Unlikely to occur but could happen		Minor	<ul style="list-style-type: none"> Minor first aid or minor occupational health safety & welfare liability incident / issue (e.g. minor cuts, bruises, bumps). Minor behavioural issues.
	Rare	May occur but only in rare and exceptional circumstances		Insignificant	<ul style="list-style-type: none"> No treatment required.

Level of Risk

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Critical	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	Moderate
	Insignificant	Low	Low	Low	Moderate	Moderate