



Risk Management Plan – Excursions/Regular Outings

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.

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 MANAGEMENT PLAN

Name of Service/Educator:		Method of Transport:	
Destination:			
Proposed Activities:		Water Hazards? Yes / No If yes, detail in Risk Assessment.	
Proposed Route:			
For excursion, date of excursion:			
For regular outing, date of commencement of regular outing:		Regularity of regular outing: e.g. weekly, every Friday etc.	
Proposed number of children attending:			
Proposed number of adults attending:		Are adults with specialised skills required to attend?	Yes / No
Describe the procedures for exiting and entering the premises and the pick-up location or destination. (include how each child is accounted for)			
Describe the procedures for embarking and disembarking the vehicle. (include how each child is accounted for)			

Outing checklist (please tick)	
<input type="checkbox"/> First aid kit.	<input type="checkbox"/> Contact information for each child.
<input type="checkbox"/> Hats and Sunscreen.	<input type="checkbox"/> Medical information for each child.
<input type="checkbox"/> Water Bottles and Food.	<input type="checkbox"/> List of adults attending.
<input type="checkbox"/> Mobile Phone.	<input type="checkbox"/> Contact information for each adult.
<input type="checkbox"/> Medication (if required).	<input type="checkbox"/> Medical Information for each adult.
<input type="checkbox"/> List of children attending.	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Child Restraints are appropriate for each child's age, height and weight and are adjusted to suit each child attending.	

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.

	CONSEQUENCE		
LIKELIHOOD	Major	Moderate	Minor
Likely	High	High	Medium
Possible	High	Medium	Low
Unlikely	Medium	Low	Low

Review	
<p>Risk assessment to be reviewed on:</p> <p>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.</p>	<p>Date:</p>