



## Excursion Risk Assessment – Walking

In relation to outings, the Education and Care Services National Regulations 2021 require:

- **Regulation 100(3)** A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation referred to in regulation 102(4) is sought for an excursion.
- **Regulation 102(3)** A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under sub-regulation (4).
- **Regulation 102(5)** If the excursion is a \*regular outing, the authorisation is only required to be obtained once in a 12 month period.

\* "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.

## Excursion

<b>Name of Service/Educator:</b>		
<b>Excursion Details:</b>		
<b>Date of excursion: Or Start Date:</b>		<b>Regularity of regular outing:</b>
<b>Means of transport:</b>		
<b>Number of children involved in the excursion:</b>	<b>Number of adults involved in the excursion:</b>	<b>Are adults with specialised skills required?</b>
<b>Proposed Activities:</b> List all activities that will take place during the excursion.		<b>Water Hazards including any risks associated with water based activities:</b> If yes, detail in Risk Assessment.
<b>Proposed Route:</b> Please include a map sourced online or a detailed description.		
<b>Proposed Destination(s):</b>		<b>Estimated Duration of Excursion:</b>

<p><b>Describe the procedures for entering and exiting the education and care services premises:</b></p> <p>Include how each child is accounted for.</p>		
<p><b>Describe the procedures for entering and exiting the pick-up location or destination:</b></p> <p>Include how each child is accounted for.</p>		

Items which must be taken on an excursion	
<input type="checkbox"/> First Aid Kit.	<input type="checkbox"/> Contact information for each child and adult attending.
<input type="checkbox"/> Hats and Sunscreen.	<input type="checkbox"/> Medical information for each child and adult attending.
<input type="checkbox"/> Water Bottles and Food.	<input type="checkbox"/> Medication (if required).
<input type="checkbox"/> Mobile Phone.	<input type="checkbox"/> Document identifying children in care.
<input type="checkbox"/> Other (please specify).....	



<b>Journey</b>			
Hazard	Risk identified	Risk Rating (use matrix)	Control measures put in place to minimise risk