



Family Day Care Risk Assessment Transporting children (other than as part of an excursion)

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for managing excursions (regulation 168) and take reasonable steps to ensure policies and procedures are followed (regulation 170). A risk assessment must be undertaken prior to transportation being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102).

Plan prepared by: Educator		Date completed:	
Family Day Care address		Educator mobile number	
Name of Location destination		Address of Location destination	
Family Day Care Officer name		Date Reviewed by Family Day Care Officer	

Transporting children (other than as part of an excursion) such as school drop off and pick up					
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Anticipated Time to leave the registered Family Day Care Service	Leaving time:		Arrival time:		
Anticipated Time to venue	Leaving time:		Arrival time:		
Method of transport (Note Public transport must be 1:2 ratio)	Walking	Own Vehicle	Public Transport		
What is the purpose you are transporting children?					

Risk Assessment	Response
How do you prepare children for the excursion?	
How will children be embarking (get into the transport) and disembarking (get out of transport) whether it be Own Vehicle, Public Transport, or a Council Vehicle?	
Describe how you will safely walk to and from the venue with the children ie pram, safety harness	
How will you protect children from traffic hazards on the way to and from when transporting children? i.e. walking or driving	
How do you account for all children during transportation?	
Attach a map highlighting the route and parking, using Google Maps and include the designated parking area.	<input data-bbox="954 799 1003 842" type="checkbox"/> Map attached
Number and full names of each adult involved in the transportation. ie service staff, family members, volunteers (Public transport must be 1:2 ratio)	
Are the seatbelts or safety restraints compliant with NSW regulations check annually?	
Can children always be supervised at the venue? How will you ensure this?	

<p>Is there access to toilets and handwashing facilities for both children and adults? How will you ensure safe management of these facilities?</p>	
<p>Is there a safe and appropriate area for nappy changing? How will you supervise the other children while changing nappies?</p>	
<p>Are there any water hazards or significant heights that are accessible to children at the venue</p>	
<p>At the venue can children get trapped or hide in any unsafe areas?</p>	
<p>How do you plan for safe handling of food and beverages during excursions?</p>	
<p>Do any children attending the excursion have a medical condition? If yes, how are you meeting their medical needs?</p>	

Activity/Hazard	Hazard identified	Risk Matrix (Educator to rate)	Control measures	Who	When
Walking to and from venue	Children not understanding or following road safety rules.		<ul style="list-style-type: none"> ➤ Have road safety as an ongoing learning outcome within my program ➤ Have the children hold hands and walk safely during the excursion ➤ Use a stroller for younger children/children safety harnesses. ➤ Always use pedestrian crossings where available ➤ Active Supervision 	Educator	Before and during excursion
Walking to and from venue	Tripping		<ul style="list-style-type: none"> ➤ Always assess the surroundings to identify risks ➤ Ensure constant supervision of children ➤ Do an assessment of the environment prior to the outing where possible ➤ Remove any tripping risks if safe to do so ➤ Walk on available tracks and paths ➤ Ensure everyone is wearing suitable footwear 	Educator	Before and during excursion
Children embarking and disembarking out of a vehicle	Restricted supervision		<ul style="list-style-type: none"> ➤ Active Supervision ➤ Have all children hold hands when going to the vehicle ➤ Use the stroller to transport younger children from the home to the vehicle ➤ Support the older children to enter the vehicle first, then place the younger children in their seats with belts on before supporting the older children to secure their seatbelts ➤ Park the vehicle in a safe/quiet space where possible ➤ Exit the children at the curb side ➤ Ensure that the breaks are always on the stroller 	Educator/ Staff	During excursion

Driving to and from venue	Car accident		<ul style="list-style-type: none"> ➤ Follow all road rules ➤ If a car accident occurs, follow the emergency procedures for car accident 		
Car park	Potential injury if hit by a car		<ul style="list-style-type: none"> ➤ Active supervision ➤ Park as close to the entry gate as possible ➤ Monitor the car park carefully when arriving and leaving the venue. ➤ Have children hold hands Have younger children in a stroller 	Educator	During excursion
Park and play group equipment	Injury to a child from falling Injury to a child from accessing equipment or materials that are not age-appropriate Chocking		<ul style="list-style-type: none"> ➤ Actively always supervise ➤ Restrict access to equipment that is not age appropriate ➤ Follow emergency procedures if a child is injured 	Educator	During excursion
Educators Potential Activity/Hazards	Hazard identified	Risk Matrix	Control measures	Who	When

Educator Check List	Criteria	Check							
Weather:	Check UV levels and ensure it's safe to travel in wet weather or extreme heat conditions		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid black; width: 80%;"></div> Impact <div style="border-bottom: 1px solid black; width: 80%;"></div> </div>						
Parent Authorisation	All children enrolled at my service have permission to leave the service either walking or in a registered vehicle			Negligible	Minor	Moderate	Significant	Severe	
Excursion Bag	First aid kits, hat, water, list of children's name and emergency numbers, children's books, nappies, wipes, tissues, sanitiser, and optional children's safety vests.		↑ Likelihood ↓	Very Likely	Low Med	Medium	Med Hi	High	High
Food/Beverage	Lunch boxes or prepared meals from educator. All individual water bottles, named			Likely	Low	Low Med	Medium	Med Hi	High
Mobile Phone	Mobile phone is charged, and all emergency / parent numbers are saved.			Possible	Low	Low Med	Medium	Med Hi	Med Hi
SMS	SMS the Co Ordination Unit upon departure and return from excursion			Unlikely	Low	Low Med	Low Med	Medium	Med Hi
Medication for children as per action plan	I have all medications for children with action plans and check regularly that medication is in date before leaving for an excursion			Very Unlikely	Low	Low	Low Med	Medium	Medium
			<p>A risk matrix is a matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity.</p>						

Date Reviewed	Note	Educators name	Educator Signature	Family Day Care Officer Name	Family Day Care Officer Signature

