



Family Day Care Risk Assessment for Venue and Transportation For Regular and Non- Regular Excursions

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 completed and authorised prior to an excursion being approved (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a 'regular outing*' a risk assessment must be undertaken annually.

*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 the same on each outing.

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| Plan prepared by: Educator | | Date completed: | |
| Family Day Care address | | Educator mobile number | |
| Name of Excursion Location | | Address of Excursion Location | |
| Family Day Care Officer name | | Family Day Care officer's note | |
| Date Reviewed | | | |

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|--|--------------------------|-------------------------------|--------------------------|--|
| Regular excursions are those that occur more than once a month, while non-regular excursions are one-off special outings to venues, such as the Zoo | | | | |
| Regular Excursion | <input type="checkbox"/> | Non- Regular Excursion | <input type="checkbox"/> | Date of the excursion: <input style="width: 90%;" type="text"/> |
| Day/Days of excursion | Monday | Tuesday | Wednesday | Thursday Friday |
| Anticipated Time to leave the registered Family Day Care Service | Leaving time: | | Arrival time: | |
| Anticipated Time to leave Regular Excursion venue | Leaving time: | | Arrival time: | |
| Method of transport Note Public transport must be 1:2 ratio | Walking | Own Vehicle | Public Transport | Council Vehicle |

| Risk Assessment | Response |
|---|---|
| What is the purpose of the excursion and what learning opportunities will be available for the children? | |
| How do you prepare children for the excursion? | |
| How will children be embarking (get into the transport) and disembarking (get out of transport) the vehicle. | |
| Describe how you will safely walk to and from the venue with the children i.e. pram, safety harness | |
| How do you account for all children attending the excursion? | |
| Attach a map highlighting the route and parking, with Google Maps and include the designated parking area and water hazards. Excursions involving proximity to a significant water hazard that is within 100 metres are not permitted. | <input data-bbox="1025 715 1077 762" type="checkbox"/> Email Map with risk assessment for venue and transportation form (If you need help to create a google map speak to your Family Day Care officer. |
| Number and full names of each adult involved in the excursion. E.g., 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? | |
| At the venue can children get trapped or hide in any unsafe areas? | |
| Is there access to toilets and handwashing facilities for both children and adults? How will you ensure safe management of these facilities? | |

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| How will you protect children from traffic hazards on the way to and from the excursion venue? | |
| Reflect on whether there are any risk-benefit opportunities, and if so, what are they? How will you ensure children's safety in these situations? | |
| How do you plan for safe handling of food and beverages during excursions? | |
| Do any children attending the excursion have a medical condition? If yes, how are you meeting their medical needs? | |
| Does the venue have appropriate safety procedures i.e. Risk management plan, fire extinguishers, child safety gates, water-based activities etc. If yes, detail in the risk assessment table below – Refer to service protocol. | |

| 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 | Educator | <p>Active Supervision</p> <p>Ongoing discussions on Road Safety</p> |

| Activity/Hazard | Hazard identified | Risk Matrix (Educator to rate) | Control measures | Who | When |
|---|------------------------|-----------------------------------|---|-----------------|---|
| 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 | When completing Risk Assessment and during the excursion. |
| Children embarking and disembarking out of a vehicle | Restricted supervision | | <ul style="list-style-type: none"> ➤ 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 | Ongoing discussions on Road Safety |
| Driving to and from venue | Car accident | | <ul style="list-style-type: none"> ➤ Follow all road rules ➤ If a minor accident occurs, assess, and follow: What to do after a CAR CRASH checklist from NSW Police. ➤ This procedure is to be printed and kept in your vehicle. ➤ Ensure your Roadside assist is current | Educator/staff | During the excursion |

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| Car park | Potential injury if hit by a car | | <ul style="list-style-type: none"> ➤ Park as close to the entry gate as possible ➤ Monitor the car park carefully when arriving and leaving the venue ➤ Have children hold hands <input type="checkbox"/> Have younger children in the stroller <input type="checkbox"/> | Educator | During excursion |
| Park and play group equipment | Injury to a child from falling, Chocking with hat strings or hoodies during playing on the out equipment | | <ul style="list-style-type: none"> ➤ Active Supervision always ➤ Restrict access to equipment that is not age appropriate ➤ Follow First Aid if a child is injured | Educator | During excursion |
| Insect bite/stings | Potential bite and stings | | <ul style="list-style-type: none"> ➤ Assess the venue for risks prior to the children attending ➤ Move locations if risks are identified and inform the necessary people to address the risk ➤ Have first aid kit available | Educator | During excursion |
| Approach from a stranger | Potential Disturbance | | <ul style="list-style-type: none"> ➤ Always maintain active supervision of children ➤ Remove Children and yourself from Venue- when safe to ➤ Stay calm and assess the situation, if necessary, call 000 | Educator | During excursion |
| Educators Potential Activity/Hazards | Hazard identified | Risk Matrix | Control measures | Who | When |
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Note: If you identify additional risk add to the Educators Potential Activity/Hazards risk form 2024

| Educator Check List | Criteria | Check | Impact → | | | | | | |
|---|--|-------|-----------------|--|---------|----------|-------------|--------|--------|
| Weather: | Check UV levels and ensure it's safe to travel in wet weather or extreme heat conditions | | | Negligible | Minor | Moderate | Significant | Severe | |
| Parent Authorisation | All children enrolled at my service have permission to leave the service either walking or in a registered vehicle | | ↑ Likelihood | Very Likely | Low Med | Medium | Med Hi | High | High |
| 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. | | | Likely | Low | Low Med | Medium | Med Hi | High |
| Food/Beverage | Lunch boxes or prepared meals from educator. All individual water bottles, named | | | Possible | Low | Low Med | Medium | Med Hi | Med Hi |
| Mobile Phone | Mobile phone is charged, and all emergency / parent numbers are saved. | | | Unlikely | Low | Low Med | Low Med | Medium | Med Hi |
| SMS | SMS the Co Ordination Unit upon departure and return from excursion | | | Very Unlikely | Low | Low | Low Med | Medium | Medium |
| 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 | | | 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. | | | | | |

Staff Only: Educator will review risk assessment annually. If changes are made to the venue, route, or transport, a new form MUST be completed. If there are no changes, the Family Day Care (FDC) officer can make a note and sign off in the below table:

| Date Reviewed | Note | Educators name | Educator Signature | FDC Officer Name | FDC Officer Signature |
|---------------|------|----------------|--------------------|------------------|-----------------------|
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All families must review the risk management plan and sign permission Authority form before commencing care with Inner West Family Day Care. If the excursion is a 'regular outing' a risk assessment must be undertaken and reviewed annually.

| 1. Regular Excursion Venue or | | | |
|--|--------------------|------------------------|-------------|
| 2. Non- Regular Excursion Venue | | | |
| Child's full name | Parent /Carer Name | Parent/Carer Signature | Date signed |
| <i>I give my permission for my family day care educator to take my child/ren for regular or non-regular excursions (regulation 102) every 12 months.</i> | | | |
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