

## Risk assessment and management template - Excursions

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.

ACECQA has prepared this template to assist services in undertaking risk assessments before children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.

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.

## Beresford Road Activity Centre - Risk assessment – Reading Cinema (Auburn)

<b>Service Name</b>	Beresford Road Activity Centre
Excursion details	Reading Cinemas – Auburn 100 Parramatta Road, Auburn
<b>Date (s) of excursion.</b> If it is a regular outing include a description of when children are to be taken on regular outings.	Thursday 23 <sup>rd</sup> January 2025
<b>Proposed activities.</b> List all activities that will take place during the excursion.	Travel to venue via chartered bus, to watch a PG or G rated movie (dependent on session times), and return to service via chartered bus.  The Coordinator to contact cinemas by end of December 2024 to find out the movies that will screened in January 2025. The Coordinator will pick the movie and session time.  The movie and session time will be communicated to parents and the travel time schedule will be communicated to services.
<b>Pick up location and destination (s).</b> List each location travelled to and from as part of the excursion.  E.g., the museum, park for lunch and service.	<ul style="list-style-type: none"> <li>– Beresford Road Activity Centre (BRAC) - 74 Beresford Road Greystanes to Stop ID: 2141189 Parramatta Rd Opp Alban St, Lidcombe NSW 2141</li> <li>– Bus Stop ID: 2141189 Parramatta Rd Opp Alban St, Lidcombe NSW 2141 to Reading Cinemas (Auburn) – 100 Parramatta Rd, Auburn NSW 2144.</li> </ul> <p>Upon return</p> <ul style="list-style-type: none"> <li>– Reading Cinemas (Auburn) to Bus Stop ID: 2141189</li> <li>– Stop ID: 2141189 to Beresford Road Activity Centre (BRAC) - 74 Beresford Road Greystanes.</li> </ul>
<b>Estimated departure and arrival times and duration of the excursion.</b> E.g., from the service to each destination and returning to the service.	Travel times are approximates and will be subject to change depending on movie session time.  Pick up at BRAC – 9.00am  Walk from Bus Stop ID: 2141189 (Drop point)– 9.30am

	<p>Arrival at Reading Cinemas (Auburn) – 9:35 am</p> <p>Departure from Reading Cinemas (Auburn) to Bus Stop ID: 2141189 Parramatta Rd Opp Alban St Lidcombe – 2.00pm</p> <p>Departure from Bus Stop ID: 2141189 (Pick up point) – 2:05pm</p> <p>Drop off at BRAC – 2.35pm</p> <p>Total duration of Excursion – approx. 5hours &amp; 35mins</p>
<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online.</p>	Refer to maps attached
<p><b>Means of transport</b></p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	Chartered bus – Baxters Bus Company
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p><input checked="" type="radio"/> Yes / No</p> <p>Comment: If seatbelts are fitted they will be used</p>
<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g., service staff, family members, volunteers</p>	<p>Educators on excursion will be determined as per the Roster for the day</p> <p><i>(Please write the names of Educators involved in the excursion below)</i></p> <p>_____</p> <p>_____</p>
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children’s individual needs.</p>	4 (depends on number of children booked for the day )
<p><b>The number of children involved in the excursion.</b></p>	Max 40 (depends on number of children booked for the day )

<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / <b>No</b></p> <p>Comment:</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	<p>1:10 (low risk excursion)</p>
<p><b>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</b></p> <p>Children will be provided with their blue Excursion T-shirt and coloured wristband with services mobile phone number upon arrival at the Centre.</p> <p>A Roll Call will be conducted before leaving the Centre.</p> <p>Once all children are accounted for, the children will line up and walk with Educators (one Educator must be at the front of the group, one Educator must be at the back of the group and the rest of the Educators to walk spaced throughout the group of children). The children and Educators will walk out of the Service and along the footpath next to the Canteen and past the School Office, then up the steps next to Office, along footpath and out to the front of the School.</p> <p>When leaving the Service the time and Educator’s signature will be recorded on the Children’s Signed In and Out of Transport Document as the children embark.</p> <p>When they arrive at the Venue, the time and Educator’s signature will be recorded on the Children’s Signed In and Out of Transport Document as the children disembark.</p> <p>When leaving the Venue, the time and Educator’s signature will be recorded on the Children’s Signed In and Out of Transport Document as the children embark.</p> <p>Upon returning to the Service the time and Educator’s signature will be recorded on the Children Signed In and Out of Transport Document as the children disembark. The group will enter the School’s main Carpark and walk through to footpath, then back through our Carpark Gates, into our Service Gates.</p> <p><b>Children Signed In and Out of Transport document</b> will record day, date, child’s name, time and signature of Educator accounting for children embarking the Bus and time and signature of Educator accounting for children disembarking the Bus.</p>	

**Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):**

Each child will be accounted for when embarking and disembarking the Bus by an Educator marking them off on the Children Signed In and Out of Transport document. The time, name and signature of the person who accounted for the children who embarked and disembarked appears on this document.

When embarking the children will line up at the Bus and as the Educator writes the time and their signature next to the child’s name the child will then board the Bus.

When disembarking the children will walk down the Bus steps one child at a time as the Educator writes the time and their signature next to the child’s name.

The children will line up in designated area until the process has been completed and the Bus has been checked.

A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

**Excursion checklist – items to be readily available during the excursion (Please tick)**

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in 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 Management Plans, Medication & RMP for individual children <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Other items, please list <ul style="list-style-type: none"> <li>– 4G Ipad</li> <li>– Transport Policy – Safe Transportation of Children.</li> <li>– First Aid Policy.</li> <li>– Emergency Policy.</li> <li>– Accurate current attendance records.</li> <li>– Risk Assessment and Management - Single Trip Transportation of Children Safety Checklist</li> <li>– Risk Assessment and Management – Children Embarking and Disembarking the Vehicle for Single Trip Transportation</li> </ul>

**RISK BENEFITS LINKED TO MY TOP OUTCOMES: -**

Play is great for children's well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

**Outcome 1 – Children have a strong sense of Identity** = Our excursion to the movies is an opportunity for children to be in the here and now and enjoy the simple joys of being a child and enjoying a movie with their friends and peers. It provides the opportunity for children to relax in a safe and secure environment (1.1). A trip to the movies also allows children to spend time with peers and express emotions, thoughts and views about what they have watched with peers. Movies also provide a great opportunity to reflect on actions of characters on the screen and how it impacts on others and then reflect how this translates in real life, helping children to learn how to *interact in relation to others with care, empathy and respect* (1.4)

**Outcome 2 – Children are aware of fairness** = movies provide an opportunity for children to think critically about fair and unfair environments and an example of how to act with compassion and kindness. With peers and educators they engage in discussions about what they have watched and how stereotypes are portrayed. In these discussion, educators and parents can draw children's attention to the issues faced by the characters in the film and how it translates in their world, providing children with a shared experience to enable them to have a greater understanding of fairness and empower children to make appropriate choices in similar situations (2.2).

**Outcome 4 – Children are confident and involved learners** = The movie excursion will provide opportunities for both formal and informal discussions, with educators and peers, to make connections between concepts presented in the moves and experiences they may find themselves in. This will allow children to reflect on the similarities and differences in situations this and to problem solve various solutions. This will help children to develop new understandings.

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.

Transport To Venue Reading Cinema or Service					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus.	Struck by car / bus on road	Low	<ul style="list-style-type: none"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Brief children on rules and behaviour prior to excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ When walking on crossing Educators will position themselves as follows -               <ul style="list-style-type: none"> <li>– 1-2 Educators will walk out first and stand on either side of the crossing to stop approaching vehicles travelling in either direction.</li> <li>– One Educator will lead the group from the front.</li> <li>– One Educator will follow up at the rear of the group.</li> <li>– The remaining Educators will space themselves throughout the group of children while walking across the crossing (Educators are not to walk together).</li> <li>– The 1-2 Educators standing on either side of the crossing will remain there until the last child has walked off the crossing.</li> <li>– The <i>X's in red</i> are where the first lot of Educators stand as the children come out of the pathway off Parramatta Road.</li> <li>– The <i>X in purple</i> is where the children stand until all of the children have come across from the first crossing.</li> <li>– The <i>X's in black</i> are where the Educators stand as the children cross to go into the Cinemas.</li> </ul> </li> </ul>	Vac Care Coordinator  All Educators  All educators	Prior excursion  Prior Excursion  On excursion
	Trip on uneven footpath	Low	<ul style="list-style-type: none"> <li>✓ Educators actively supervise and monitor footpaths for hazards while walking</li> </ul>	All Educators	While walking to and from bus



## Transport To Venue Reading Cinema or Service

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Embarking & disembarking	Trips/falls	Low	<ul style="list-style-type: none"> <li>✓ Educators physically assist children to embark where required.</li> </ul>	All Educators	While embarking / disembarking
Wearing of seatbelts if applicable	Injury due to non-use or incorrect use of seatbelt	Medium	<ul style="list-style-type: none"> <li>✓ Educators visually monitor and check that children are correctly wearing seat belts.</li> </ul>	All Educators	Before journey begins
			<ul style="list-style-type: none"> <li>✓ If child is not wearing seat belt whilst bus is in motion, the bus will be stopped until seat belt is correctly worn.</li> </ul>	All Educators	During journey
Road Accident on route to venue or service	Injuries to passengers	Medium	<ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion.</li> </ul>	Vac Care Coordinator	Prior to Excursion
			<ul style="list-style-type: none"> <li>✓ Nobody is to move around the bus when the bus is in motion.</li> <li>✓ Children are not to distract the driver while the bus is in motion.</li> <li>✓ Educators to ensure children remain seated at all times.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>	All educators All educators All educators All educators	On excursion On excursion On excursion On excursion
			<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> <li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li> <li>✓ Contact centre and Manager as soon as possible.</li> </ul>	All Educators All Educators  Responsible Person	On Excursion On Excursion  On Excursion
			<p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> <li>✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</li> <li>✓ Assess casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> <li>✓ Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</li> </ul>	All Educators All Educators Responsible Person Responsible Person	On Excursion On Excursion On Excursion On Excursion
Mechanical Breakdown	Location of Traffic accident or moving children and staff to safety	Low	<ul style="list-style-type: none"> <li>✓ Keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li> <li>✓ Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives.</li> </ul>	All Educators All Educators All Educators	On Excursion On Excursion On Excursion



## Transport To Venue Reading Cinema or Service

Activity	Hazard	Risk <small>(use matrix)</small>	Risk Control	Who	When
Following ACI Transport Policy-Safe Transportation of Children when children <u>embark &amp; disembark</u> the vehicle	Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> <li>✓ Children informed prior to leaving the service of what to do if they become lost from the group.</li> <li>✓ Children all provided with a blue excursion shirt which has service contact details on it, to assist educators in maintaining supervision.</li> <li>✓ Provide children with a wristband with services mobile phone number.</li> <li>✓ Mark each child's name off the Children Signed In and Out of Transport document as children embark and disembark the vehicle</li> <li>✓ Record time of the child embarking and Educator's signature</li> <li>✓ Conduct headcount on a regular basis especially when we are moving and boarding bus.</li> </ul>	Responsible Person Responsible Person Responsible Person Responsible Person  Responsible Person  All Educators	Prior excursion Prior excursion Prior excursion Embarking & Disembarking the bus Embarking & Disembarking the bus Embarking & Disembarking the bus
Documentation not completed and signed off by Educator	Child becomes lost during Transition from one point to another	Medium	<ul style="list-style-type: none"> <li>✓ Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children</li> </ul>	Responsible Person or designated Educator	After Embarking & Disembarking have been completed and all children have been accounted for
Children being left on their own or not correctly supervised	Child protection issues	High	<ul style="list-style-type: none"> <li>✓ Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care.</li> </ul>	All Educators	On excursion

## Venue – Reading Cinema

Activity	Hazard	Risk <small>(use matrix)</small>	Risk Control	Who	When
Watching Movies – Reading Cinema	Lost child at the Venue	High	✓ Children should be informed of the rules, to stay with educators at all times and what to do if they become separated from the group.	Responsible Person	Prior excursion
			✓ All children need to have their blue Excursion T-shirt visible at all times.	Responsible Person	Prior excursion
			✓ Children will also wear coloured wrist band to identify which service they belong to and phone number on it.	Responsible Person	Prior excursion
			✓ Educators will be provided with a list of children who are in their group.	Responsible Person	Prior excursion
			✓ Due to the high level of people in this area all educators need to be diligent in watching the centres children that they don't get lost in the crowd.	All educators	On Excursion
			✓ Ensure all children are seated at the venue while waiting	All educators	On Excursion
			✓ Ensure while watching the movie children are seated before the lights go down in the cinema	All educators	On Excursion
			✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.	All educators	On Excursion
			✓ Educators are to be situated throughout the group, when seated, to provide children access to an educator close by when needed.	All educators	On Excursion
	Child protection issues	High	✓ Supervision at all times to ensure that at no time member of public is alone with an individual or group of children in our care.	All Educators	On Excursion
			✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.	All Educators	On Excursion
			✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc....	All Educators	On Excursion
			✓ Report any suspicious behaviour to Responsible Person – always maintain active supervision.	All Educators	On Excursion
	Trip Hazards	Medium	✓ Inside the theatre – there is a lot of steps, all educators need to remind all children not to push others and watch where they are walking.	All educators	On Excursion
			✓ Ensure children take care while walking around venue.	All educators	On Excursion
			✓ Inform venue of any slip/trip/fall hazards	Responsible Person	On Excursion

## Venue – Reading Cinema

Activity	Hazard	Risk <small>(use matrix)</small>	Risk Control	Who	When
	Child experiencing Medical emergency	Medium	<ul style="list-style-type: none"> <li>✓ List of children with Medical Conditions is taken on Excursion.</li> <li>✓ Each child's Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication.</li> <li>✓ Educators are to be aware which children have Medical Management Plans.</li> <li>✓ Educator who is holding child's medication is in the same group as child, and that this Educator has the appropriate qualifications to administer (Asthma/Anaphylaxis).</li> <li>✓ Ensure Educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens.</li> </ul>	Responsible Person Responsible Person All Educators All Educators  All Educators	Prior Excursion Prior Excursion On Excursion On Excursion  On Excursion
	Stairs – No handrail in cinema walking to seats	Medium	<ul style="list-style-type: none"> <li>✓ Ensure children walk to seats and take care on stairs through supervision and reinforcing the no running rule.</li> </ul>	All educators	On excursion
	Distress at poor choice of film	Medium	<ul style="list-style-type: none"> <li>✓ Read film reviews and inform parents/families of these.</li> <li>✓ Only offer children G or PG movies to watch.</li> <li>✓ If possible, watch any film rated PG before excursion to determine suitability.</li> <li>✓ Ensure children are well informed of movies.</li> <li>✓ If child becomes distressed while watching film remove child from movie straight away.</li> </ul>	Vac Care Coordinator Vac Care Coordinator Vac Care Coordinator Vac Care Coordinator Vac Care Coordinator All Educators	Prior excursion Prior excursion Prior excursion Prior excursion Prior excursion On Excursion

Plan prepared by:	Full Name: Margaret Saldanha	Date:
	Signature:	
	Role/Position: Educational Leader	
Prepared in consultation with:	Full Name: Cindy Millard	
	Signature:	
	Role/Position: Beresford Road Activity Centre Coordinator	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	Comment if needed:	
Vehicle safety information reviewed and attached		
<b>Risk assessment to be evaluated and reviewed on:</b>  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 'regular outing'*, a risk assessment must be undertaken at least annually.		Next Vacation Care period the Service is visiting Reading Cinema (Auburn)

# Route from BRAC to Stop ID : 2141189

Best 18 min 2h 41m 46 min

74 Beresford Rd, Greystanes NSW 2145

61-51 Great Western Hwy, Auburn NSW 2146

Add destination

Leave now Options

Send directions to your phone Copy link

via M4 18 min  
15 min without traffic  
This route has tolls.  
Details

Explore nearby 61-51 Great Western Hwy

Restaurants Hotels Petrol stations Car Places More

Search along the route Petrol EV charging Hotels

Westmead Parramatta Harris Park Rosehill Clyde Granville Merrylands Woodpark Guildford

Wentley Leagues

Central Gardens Nature Reserve

Stockland Merrylands

Woolworths Granville

Alpha Badminton Centre Auburn

Auburn Central

Lidcombe Shopping Centre

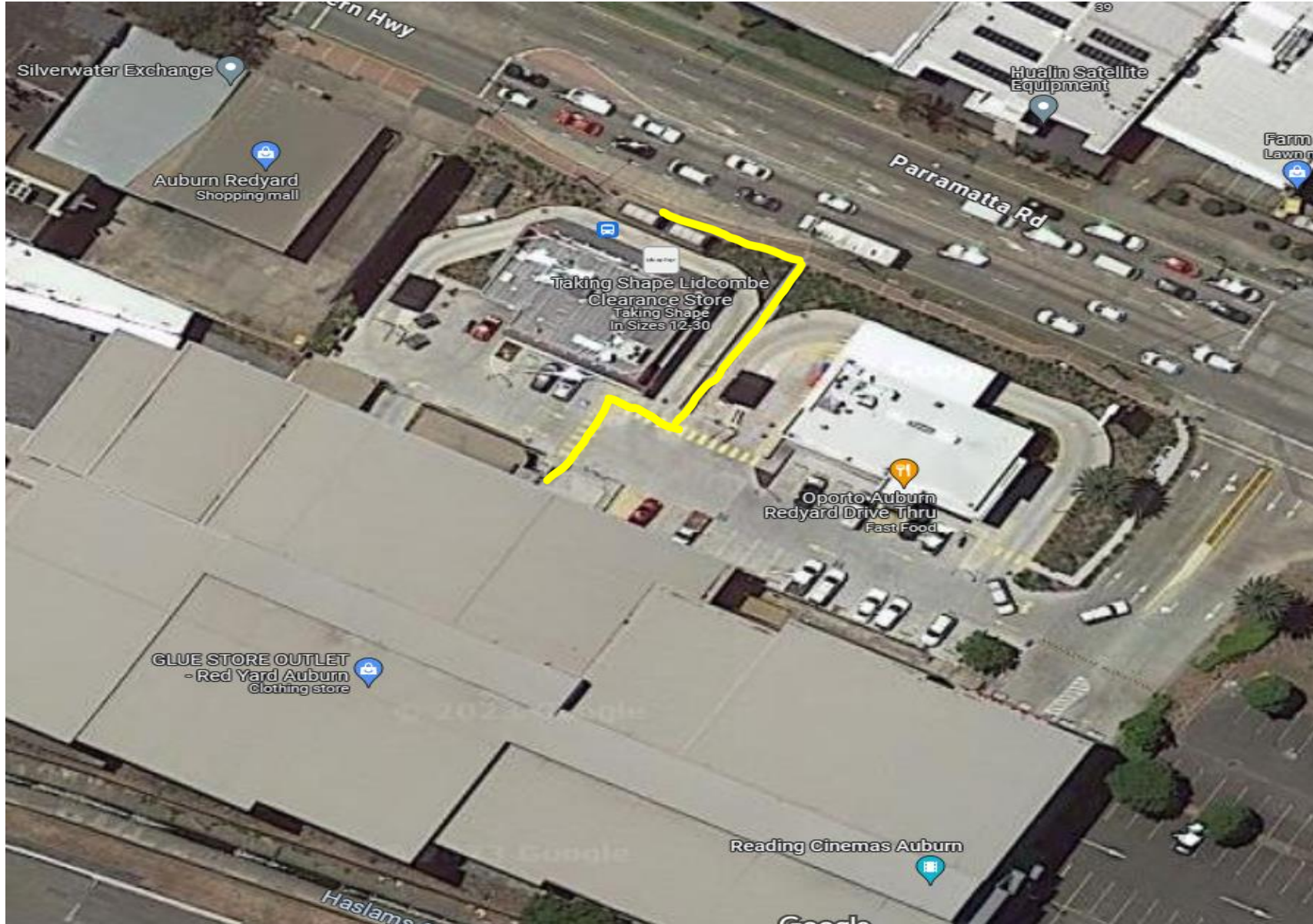
Bunnings Rydalmere

Rosehill Gardens Racecourse

Centre Com Auburn

18 min 12.9 km

Walking Route from Stop ID: 2141189 Parramatta Rd Opp Alban St, Lidcombe NSW 2141 to Reading Cinemas (Auburn) – 100 Parramatta Rd, Auburn NSW 2144



## Bus Route (Proposed Route subject to changes depending on road / traffic conditions on the day)

### 74 Beresford Rd

Greystanes NSW 2145

- ✓ Get on M4 in South Wentworthville from Old Prospect Rd, Ettalong Rd and Great Western Hwy/A44

8 min (4.3 km)

↑ Head north

16 m

↶ Turn left towards Beresford Rd

56 m

↶ Turn left onto Beresford Rd

**i** Go through 1 roundabout

500 m

↶ Turn left onto Old Prospect Rd

**i** Go through 1 roundabout

1.0 km

↶ Turn left onto Ettalong Rd

**i** Go through 1 roundabout

750 m

↷ Turn right onto Great Western Hwy/A44

1.2 km

↷ Use the 2nd from the right lane to turn right onto Cumberland Hwy/Jersey Rd/A28

140 m

⤴ Turn left to merge onto M4 towards Sydney

600 m

- ✓ Follow M4 to Silverwater Rd/A6 in Auburn. Take the Silverwater Rd/A6 exit from M4

6 min (7.8 km)

⤴ Merge onto M4

**▲** Toll road

7.4 km

↶ Take the Silverwater Rd/A6 exit towards Bankstown

**▲** Toll road

350 m

- ✓ Continue on Silverwater Rd/A6. Drive to Great Western Hwy/Parramatta Rd/A44 in Lidcombe

3 min (850 m)

↷ Use the left lane to turn right onto Silverwater Rd/A6

350 m

↶ Turn left onto Great Western Hwy/Parramatta Rd/A44

220 m

↶ Turn left onto Wetherill St S

56 m

↷ Turn right towards Alban St

110 m

↷ Turn right onto Alban St

55 m

↷ Turn right onto Great Western Hwy/Parramatta Rd/A44

70 m

### 61-51 Great Western Hwy

Auburn NSW 2144

# Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

		IMPACT				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
	Likelihood			Impact		
Almost Certain	Is expected to occur in most circumstances	Insignificant	Injuries not requiring first aid			
Likely	Will probably occur in most circumstances	Minor	First aid required			
Possible	Could Occur at some time	Moderate	Medical treatment required			
Unlikely	Not likely to occur in normal circumstances	Major	Hospital admission required			
Rare	May occur only in exceptional circumstances	Severe	Death or permanent disability to one or more persons.			



### Risk Assessment Communication Record for Excursion to Reading Cinema (Auburn)

Educator/Staff Name	I have read and understood the above mentioned Risk Assessment (please tick)	Date & Signature	Educator/Staff Name	I have read and understood the above mentioned Risk Assessment (please tick)	Date & Signature