

## Excursion checklist

Task	Additional notes	Completed?
Excursion Risk Assessment – inclusive of walking the route to check hazards, road work, insurance etc.	Include every risk imaginable on this assessment.	
Excursion authorisation form filled out for every child attending the excursion.	Ensure this complies with Regulation 99 (collection of children from premises and excursions – see below). Guardian has a template to be use	
Plan for child/ren not attending the excursion. Ensure ratios are maintained at the Centre.		
Map of where the excursion will take place and the route.	<p>Make sure you check where you will be crossing roads and if you are taking the pram you make sure there are no gutters. Also check where the closest toilets are if you are going for longer periods of time. Ensure toilets are clean and in working order</p> <p>Ensure that the route and location is checked the day of excursion to ensure the paths are clear and area is safe, if not a new risk assessment with amendments will need to be completed.</p>	
Pram risk assessment and safety checks are completed	<p>If using the pram, ensure that this is included in your planning and what impact does the pram have on the safety and wellbeing of the children.</p> <p>If children come out of pram, what supervision strategies are implemented and do educators understand their roles in supervision and safety</p>	
Regular outings permission form	On the day of the regular outing, families are to sign a one pager authorisation form to ensure the families are aware that their child is leaving the centre. See information required as per Regulation 99 (collection of children from premises and excursions).	

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Closest police and hospital numbers	On the risk assessment, add the closest police station and hospital including their address and phone numbers. Also add number of Operations Managers contact details	
First aid kit inclusive of EpiPen, Ventolin and antihistamine.	Include any updated Action Plans, risk minimisation plans necessary for children attending. Is the first aid kit fully stocked?	
Check bag of contents and make sure they include: <ul style="list-style-type: none"> <li>- Water</li> <li>- Snacks</li> <li>- Wet wipes</li> <li>- Plastic bag</li> <li>- Gloves</li> <li>- Sunscreen</li> </ul>	Are the snacks within use by date? Is sunscreen in date?	
Record of Responsible People left at the centre and on the excursion.	Make sure there is a Responsible Person on site <u>and</u> on the excursion.	
Check that educators attending the excursion take their phone with fully charged battery.		
Notify relevant people – families, Ops Manager.	Send Operations Manager an email of any outings or excursion. Let the Operations Manager know via email when you are leaving and when you have returned.	
Check UV rating before you go	If they UV is too high, you are not to go on an excursion during those times. All children and adults to wear hats whilst on excursion or regular outings	
High visibility vests for educators and children.	Make sure the children who are walking are wearing high visibility vests, along with any educators who will be controlling road traffic if you are crossing without traffic lights or a prescribed crossing.	

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30 minute (15 minute- ACT) head counts will continue and be documented when children are on these excursions		
Responsible person will take a copy of all current family contact details for each child attending the excursion.		
On return from the excursion, the responsible person will evaluate the excursion for any improvements or changes for future excursions.		
If you are travelling by bus, you must ensure the bus has seat belts for every child and educator and check the requirements for booster seats.		
Has your Operations Manager reviewed all documents pertaining to the excursion?	Send all documents via email to Operations Manager for approval before leaving for the excursion.	

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# Education and Care Services National Regulations

Current version for 1 July 2018 to date (accessed 14 August 2018 at 15:36)

[Chapter 4](#) [Part 4.2](#) [Division 6](#)

## Division 6 Collection of children from premises and excursions

### 99 Children leaving the education and care service premises

- (1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).  
Penalty: \$2000.
- (2) A nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).  
Penalty: \$2000.
- (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 does not leave the residence or approved family day care venue except in accordance with subregulation (4).  
Penalty: \$2000.
- (4) The child may only leave the relevant premises if the child—
  - (a) is given into the care of—
    - (i) a parent of the child; or
    - (ii) an authorised nominee named in the child’s enrolment record; or
    - (iii) a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the premises; or
  - (b) leaves the premises in accordance with the written authorisation of the child’s parent or authorised nominee named in the child’s enrolment record; or
  - (c) is taken on an excursion in accordance with this Division; or
  - (d) is given into the care of a person or taken outside the premises—
    - (i) because the child requires medical, hospital or ambulance care or treatment; or
    - (ii) because of another emergency.

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- (5) In this regulation *parent* does not include a parent who is prohibited by a court order from having contact with the child.

**Note.**

Regulation 99 does not apply in Western Australia. Western Australia has enacted an equivalent provision in section 165A of the Schedule to the *Education and Care Services National Law (WA) Act 2012*.

### **100 Risk assessment must be conducted before excursion**

- (1) The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.

Penalty: \$2000.

- (2) A nominated supervisor of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.

Penalty: \$2000.

- (3) A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.

Penalty: \$2000.

- (4) A risk assessment is not required under this regulation for an excursion if—

(a) the excursion is a regular outing; and

(b) a risk assessment has been conducted for the excursion; and

(c) that risk assessment has been conducted not more than 12 months before the excursion is to occur.

### **101 Conduct of risk assessment for excursion**

- (1) A risk assessment for an excursion must—

(a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and

(b) specify how the identified risks will be managed and minimised.

- (2) Without limiting subregulation (1), a risk assessment must consider—

(a) the proposed route and destination for the excursion; and

(b) any water hazards; and

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- (c) any risks associated with water-based activities; and
- (d) the transport to and from the proposed destination for the excursion; and
- (e) the number of adults and children involved in the excursion; and
- (f) given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; and

**Example.**

Specialised skills could include life-saving skills.

- (g) the proposed activities; and
- (h) the proposed duration of the excursion; and
- (i) the items that should be taken on the excursion.

**Example.**

A mobile phone and a list of emergency contact numbers for children on the excursion.

### 102 Authorisation for excursions

- (1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4).  
Penalty: \$1000.
- (2) A nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4).  
Penalty: \$1000.
- (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 subregulation (4).  
Penalty: \$1000.
- (4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—
  - (a) the child's name; and

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- (b) the reason the child is to be taken outside the premises; and
  - (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
  - (d) a description of the proposed destination for the excursion; and
  - (e) the method of transport to be used for the excursion; and
  - (f) the proposed activities to be undertaken by the child during the excursion; and
  - (g) the period the child will be away from the premises; and
  - (h) the anticipated number of children likely to be attending the excursion; and
  - (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
  - (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
  - (k) that a risk assessment has been prepared and is available at the service.
- (5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.