

Excursion Risk Assessment

Date of Excursion: Friday 18th January 2019

Excursion Destination: Manly Surf n Slide, Commonwealth Parade, Manly

Departure and arrival times: Leave service 9:00am – return to the service by 4:00pm.

Proposed activities: Travel to venue via chartered bus, children will participate on the fully supervised giant slides, into pools of water (twisted cobra, slippery python and the insane Earthworm), picnic lunch at Manly Cove, play on the sand, wade in the water and return to service via chartered bus.

Method of transport: Chartered bus – Baxters Bus Company.

Proposed Route of excursion: To be determined by Bus Company, travelling on suitable authorised road

Name of Excursion Coordinator: Rachael Bajo

Number of Children attending excursion: max 55 children

Number of Educators: 8 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio: 1 educator: 7 children

Water Hazard: Water venue – children sliding into pools of water // Manly Cove **Specialised skills needed:** Bronze Medallion Certificate

Excursion Checklist: (Please tick off when packed)

- First aid Kit
- List of children attending the excursion
- Medical information for children – Medication for: _____

- List of Adults participating in the excursion
- Contact information for children and adults
- Mobile phone
- Camera
- Sun Screen

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 = Water play and swimming is a wonderful opportunity for children to establish and maintain respectful, trusting relationships with peers and educators alike, through children expressing to peers and educators their own personal limits and expectations and respecting the wishes of others, children will develop a sense of belonging. Through going to Manly Surf n Slide children will be open to new challenges, discoveries and experiences, and be able to confidently explore the environment. Children will have free choice if they wish to participate in this activity, and it provides an opportunity for children to engage in leisure activities with peers at the service. Water play provides an opportunity to take risk in their decision making and to cope with the unexpected. All this ensures children *feel safe, secure, and supported* (1.1) This allows children to *'develop their autonomy, interdependence, resilience and sense of agency children develop knowledgeable and confident self-identities'* (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to *'learn to interact in relation to others with care, empathy and respect'* (1.4). Children will be able to develop and demonstrate negotiation and decision making skills. It will allow time for children to relax and have fun with peers in a safe and inclusive environment that will support the development of peer friendships amongst the group, and allow children the opportunity to just be children and enjoy the simple pleasures of engaging in water play.

Outcome 2 – Children are connected with and contribute to their world = By engaging in water play and swimming, children will be provided with ways that they can participate in and contribute to group activities with peers. It will provide children to learn how to negotiate roles, space and relationships in play experiences with one another, and build on their own social experiences to explore other ways of being. This activity at the service will allow us to promote a sense of community within the school age care setting, through children negotiating space, contribute to decision making about the use of this space and express opinions on matters that affect them and learning to read others behaviour and actions and respond accordingly. This all allows *‘Children to develop a sense of belonging to groups and communities and understand the reciprocal rights and responsibilities necessary for active community participation (2.1)*. This ongoing activity will allow multiple opportunities for *Children to become aware of fairness (2.3)* through children being engaged in conversations about respectful and equal relations, in both spontaneous and planned discussions and experiences, between and with children and educators.

Outcome 3 – Children have a strong sense of Wellbeing = *Children become strong in their social and emotional wellbeing’ (3.1)* through the excursion at Surf n Slide by sharing humour, happiness and joy of being with peers and enjoying time to play and have fun with peers and educators. It provides a wonderful opportunity for children to develop confidence in social environments and settings and develop trust in others that their wishes will be respected. In addition a strong sense of wellbeing will be maintained through *‘children taking increasing responsibility for their own health and physical wellbeing’ (3.2)*. Children will be having fun, while participating in physical play that will challenge them, help develop self-confidence, in a safe environment where they can make new connections with peers. It will provide children who don’t normally engage in physical play to get enthusiastic about being involved in outdoors play and for all children to seek out positive experiences.

Outcome 4 – Children are confident and involved learners = The venue will allow *‘Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity’ (4.1)* as well as allow *‘Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating’ (4.2)*. The venue will provide an environment that is flexible and open ended, allowing children to experience a positive sense of self and sense of belonging, developing confidence that will allow children to experiment and challenge themselves physically. Children will be involved in a variety of experiences that will allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences that they wish to see and engage in as a group. We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences.

Outcome 5 – Children are effective Communicators = The Surf n Slide will allow children the opportunity to *interact verbally and non-verbally with others for a range of purposes (5.1)* through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus. → Struck by car/bus on road → Trip on uneven footpath	Low Moderate	<ul style="list-style-type: none"> ✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion. 	Vac Care Coordinator All Educators	Prior excursion On excursion
Road Accident on route to venue or service → Injuries to passengers	Moderate	<ul style="list-style-type: none"> ✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Staff to ensure children remain seated at all times. ✓ Educators are to supervise children at all times to ensure rules are bring followed. 	Excursion Supervisor All educators All educators All educators All educators	Prior to Excursion On excursion On excursion On excursion
Road Accident	Moderate Moderate/ High	<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. ✓ Contact centre and Manager as soon as possible. <p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> ✓ 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. ✓ Assess casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. ✓ Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents. 	All Educators " " Excursion Supervisor All Educators " " Excursion Supervisor " "	On Excursion " " " " " " On Excursion " " " " " " " " "
Mechanical Breakdown	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is safe to do so. ✓ If not move children to a safe location protected from oncoming traffic, sun and heat. ✓ Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives. 	All educators " " " "	On Excursion " " " " " "

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> ✓ Roll call taken before we leave service and board bus and again when leaving venue and board bus. ✓ Head count taken on a regular basis especially when we are moving and boarding bus. ✓ Children informed prior to leaving the service of what to do if they become lost from the group. ✓ Children all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision. 	Excursion Supervisor All Educators All educators “ “ “	On Excursion “ “ “ On Excursion “ “ “
Child protection issues	High	<ul style="list-style-type: none"> ✓ 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. ✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied. ✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking etc. ✓ Report any suspicious behaviour of general public to excursion supervisor – maintain active supervision at all times. 	All Educators “ “ “ “ “ “ “ “ “	On excursion “ “ “ “ “ “ “ “ “

Surf n Slide				
Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Lost child at the Venue/s	High	<ul style="list-style-type: none"> ✓ Children should be informed of the rules, to stay with staff at all times and what to do if they become separated from the group. ✓ All children will be in centre T-shirt – which has centre phone number on it and informed that they are to seek out Slip n Slide staff if they become separated from the group. ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. 	Excursion Supervisor “ “ “ All educators	On Excursion Prior to Excursion On excursion
Walking through the public streets/venues → Uneven Footpaths → Tripping and Falling → Exposure to potential allergens	Moderate Moderate Moderate	<ul style="list-style-type: none"> ✓ Enforce rule of no running on footpaths at any time ✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure. ✓ Children’s Allergy medications should be taken on the excursion and kept with the appropriate children at all times. 	Educators “ “ “ “ “ “	On excursion “ “ “ “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Medical conditions such as grommets	Moderate	<ul style="list-style-type: none"> ✓ Parents/Guardians will be asked to inform us if there are any conditions we need to know about in relation to their child and water play/swimming. Parents have been asked to provide ear plugs etc. for their child. This will be indicated on vacation care booking form. ✓ A list will be compiled of all children with any medical conditions which may affect water play/Swimming and distributed to all staff so that they are aware of any issues affecting the children. It will include all wishes/instructions that parents and Guardians have outlined to manage condition (e.g. – grommets – ensure child wears ear plugs). This list will be made available to all educators prior to activity. ✓ All educators are to familiarise themselves with above list and which children need to be assisted on the day and ensure family instructions are followed. 	<p>Vacation Care coordinator & Parents and Guardians</p> <p>Vacation Care Coordinator</p> <p>All Educators</p>	<p>Prior to Excursion Day</p> <p>Prior to Excursion Day</p> <p>On Excursion</p>
Allergens – Asthma/Anaphylaxis	High	<ul style="list-style-type: none"> ✓ Ask parents prior to excursion to detail any allergies, and triggers on booking form. Then chase up management plans, risk minimisation plans and Medications as required. ✓ Ensure first aid officer and staff trained in anaphylaxis is present in each group. ✓ Ensure appropriate medication is packed and taken on excursion, and child is aware which educator has their medication. ✓ Ensure educators are vigilant in minimising risk on the day, have read child's risk minimisation plan, and ensuring children are not, to the best of our ability, exposed to known allergens. 	<p>Vac Care Coordinator</p> <p>“ “</p> <p>“ “</p> <p>Excursion Supervisor/ All Educators</p>	<p>Prior to excursion</p> <p>“ “</p> <p>“ “</p> <p>On Excursion</p>
Drowning	High	<ul style="list-style-type: none"> ✓ Educators to be positioned near all bodies of water. ✓ Educators to watch the bottom of the slides and ensure that children have resurfaces once they come out of the slide and make it safely to the edge to leave the pool. ✓ All educators should be actively supervising and engaging in play with the children. ✓ Educators to be rostered on this day who have CPR training and current first aid certificate. ✓ Venue has confirmed in writing that they have 6-8 staff monitoring the pool who hold a bronze certificate in surf lifesaving and CPR and First Aid. 	<p>Educators Educators</p> <p>Educators</p> <p>VAC Care Coordinator</p> <p>“ “ “</p>	<p>On Excursion On Excursion</p> <p>On Excursion</p> <p>Prior to Excursion Prior to Excursion</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Behaviour, inappropriate or unsafe	Low	<ul style="list-style-type: none"> ✓ Children that don't follow the rules set down by the educators and the behaviour, and repeatedly display behaviour that may affect the safety of themselves or others, they will be removed from the activity and the venue. 	Educators	On Excursion Day
Weather <ul style="list-style-type: none"> - Heat - Wet Weather 	Moderate	<ul style="list-style-type: none"> ✓ Parents/Guardians informed on booking that children will be required to have appropriate sun covering (t-shirt to cover shoulders, hat, sunscreen etc.) on water play days to ensure children don't get burnt. ✓ Children to wear appropriate sun protection throughout the day and utilise shaded areas. ACI sun protection policy to be followed at all times. ✓ In wet weather we will be unable to attend this Venue and children will attend the Sea Life and Wild life world Darling Harbour on this day. 	Vac Care coordinator/ Parents/ Guardians Educators Educators	Prior to Excursion Day On excursion day On excursion day
Fire at Venue	Moderate	<ul style="list-style-type: none"> ✓ Evacuation plan is on site and on wall at venue, including illuminating exit points, fire and smoke detectors and alarmed emergency exit doors throughout – Educators to ensure that all children follow the directions of staff in the event of an emergency. ✓ Staff and children are to follow directions of Emergency services. 	All Educators “ “ “	On Excursion “ “ “
Picnic Lunch at Manly Cove <ul style="list-style-type: none"> - Injury - Lost child - Drowning 	Moderate	<ul style="list-style-type: none"> ✓ Staff will have first aid certificate on excursion. ✓ Staff will mark out an area for children to eat and play in Manly Cove that they are positioned around and actively supervising. ✓ Regular head counts will take place to ensure that all children are accounted for. ✓ Children will be in ACI blue excursion shirts for easy visibility of the children for the staff. ✓ Children will not be permitted to swim in the Cove – only to wade in the water under direct staff supervision. 		

Plan Prepared By: Rachael Bajo **Position:** Vacation Care Coordinator/Assistant Manager **Date:** 20th November 2018