



## Excursion Risk Assessment & Benefit Analysis The Great Chocolate Mystery: Kindy – Year 2

**Date of Excursion:** Tuesday 13<sup>th</sup> April 2021

**Excursion Destination:** The Great Chocolate Mystery, Royal Botanical Gardens Sydney

**Proposed activities:** Children will travel to Botanical Gardens in Sydney, have lunch, play group games and watch “The Great Chocolate Mystery” at the open air theatre and then return to the service.

**Method of transport:** Bus, Walking

**Duration of Excursion:** 7 Hours.

**Proposed Route of excursion:** Bus to the Royal Botanical Gardens, return to service

**Name of Excursion Coordinator:** Rachael Bajo

**Number of Children attending excursion:** max 50 children

**Number of Educators:** max 7 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details):** 1 educator: 8 children.

**Water Hazard:** Sydney Harbour surrounding Island

**Specialised skills needed:** N/A

**Excursion Checklist:** - First aid Kit

- Asthma Kit
- List of children and adults attending the excursion.
- Medical information for children with medical conditions and appropriate Medications (List Below)

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- Contact information for children and adults.
  - Mobile phone
  - I pad

### **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.

The excursion to the Royal Botanical Gardens, to watch "The Great Chocolate Mystery" is an venue that may provide our children with an experience they have never had before and the benefits of participating in this activity are:

- It is a fun and exciting leisure activity, that can challenge their personal abilities, allow them to take risks in their decision making and to cope with the unexpected.
- It will allow the development of new friendships: As we have many children who come to the service who do not have any of their usual friendship groups, attending vacation care can be very daunting. This excursion will support all children to develop friendship groups during the holiday period, as it is a shared experience they can bond over, allowing them to develop a sense of belonging.
- Together children will be able to express their thoughts and feelings about the activity, with not only their friends, but also with the educators who will be attending with them – allowing our children to feel safe, secure, and supported while in our care.
- It will allow children learn how to negotiate space and further learn how to read others behaviour and actions and respond appropriately, in this group environment. This will build and promote a sense of community and allow children to express opinions and views on matters that mean the most to them.
- It is an opportunity for Educators and Children to enjoy time in play, sharing Joy, happiness, and humour. It is an opportunity for children to develop self-confidence and develop trust in others that their wishes will be respected, all this will help foster a strong sense of identity in children.
- It will provide children with a sense of wellbeing as it is an opportunity for children to engage in physical play, outside, that will challenge them and help them to develop self-confidence in their ability.
- It will promote discussion amongst the children and educators in both large and small groups, that will provide the opportunity for children to express themselves and share their ideas, thoughts, observations and experiences.
- It will provide an opportunity for children to explore natural environments, learn about the world around them, and show respect and appreciation for the world around them.

#### **My Time Our Place Outcomes:**

##### **Outcome 1 – Children have a strong sense of Identity**

- *'develop their autonomy, interdependence, resilience and sense of agency' (1.2)*
- *'children develop knowledgeable and confident self-identities' (1.2).*
- *'learn to interact in relation to others with care, empathy and respect' (1.4).*

##### **Outcome 2 – Children are connected with and contribute to their world**

- *'children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and responsibilities necessary for active participation (2.1).*
- *'become socially responsible and show respect for the environment' (2.4).*

##### **Outcome 3 – Children have a strong sense of wellbeing**

- *'children to become strong in their social and emotional wellbeing' (3.1)*
- *'children taking increasing responsibility for their own health and physical wellbeing' (3.2)*

##### **Outcome 4 – Children are confident and involved learners**

- *'Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity' (4.1)*
- *'Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating' (4.2).*

##### **Outcome 5 – Children are effective Communicators.**

- *interact verbally and non-verbally with others for a range of purposes (5.1)*

| Activity/Hazard  | Risk (use matrix) | Risk Control   | Who  | When   |
|--|-------------------|--|--|--|
| Entering and Exiting the education and Care Service premises   | Low               | <ul style="list-style-type: none"> <li>✓ Roll Call and head count completed prior to leaving the Education and Care service Premises.</li> <li>✓ Number of children on excursion communicated to all Educators.</li> <li>✓ We will not leave the premises until the bus is directly out the front and waiting for us.</li> <li>✓ Children will be counted out the gate by one educator, and then counted onto the bus by a second educator. Educators will ensure that the number of children match with each other and the roll.</li> <li>✓ On arrival back at the service children will be counted back into the service. Check number matches roll.</li> <li>✓ Excursion Supervisor will be the last person off the bus to ensure that they check everyone is off the bus.</li> </ul> | <p>Excursion Supervisor<br/>" " "<br/>" " "<br/>Educators<br/>Educators<br/>Excursion Supervisor</p> | <p>Prior to Excursion<br/>" " "<br/>" " "<br/>On Excursion<br/>" " "<br/>" " "</p> |
| <p>Walking to and from bus.</p> <ul style="list-style-type: none"> <li>→ Struck by car/bus on road</li> <li>→ Trip on uneven footpath</li> </ul> | Low<br>Moderate   | <ul style="list-style-type: none"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Brief children on rules and behaviour prior to excursion.</li> </ul>  | <p>Vac Care Coordinator<br/>All Educators<br/>All educators</p>                                      | <p>Prior excursion<br/>On excursion<br/>Prior Excursion</p>                        |
| <p>Road Accident on route to venue or service</p> <ul style="list-style-type: none"> <li>→ Injuries to passengers</li> </ul>                     | Moderate          | <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> <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 are to supervise children at all times to ensure rules are bring followed.</li> </ul>   | <p>Excursion Supervisor<br/>All educators<br/>All educators<br/>All educators</p>                    | <p>Prior to Excursion<br/>On excursion<br/>On excursion<br/>On excursion</p>       |



| Activity/Hazard  | Risk (use matrix)                          | Risk Control   | Who   | When  |
|--|--|--|---|---|
| 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> <li>✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.</li> <li>✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc....</li> <li>✓ Report any suspicious behaviour to excursion supervisor – maintain active supervision at all times.</li> </ul>  | <p>All Educators</p> <p>“ “</p> <p>“ “</p> <p>“ “</p>   | <p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>  |
| <p>Weather Conditions</p> <ul style="list-style-type: none"> <li>→ Over exposure to sun</li> <li>→ Dehydration</li> <li>→ Wet Weather</li> </ul> | <p>Moderate</p> <p>Moderate</p> <p>Low</p> | <ul style="list-style-type: none"> <li>✓ Parents need to be informed that children advising children must have hats, wear the centre shirt with selves, sunscreen and suitable clothing for changing weather conditions.</li> <li>✓ Check weather forecast for the day of excursion.</li> <li>✓ Ensure all children have a refillable drink bottle.</li> <li>✓ Ensure sunscreen is packed and distributed to children throughout the day.</li> <li>✓ Ensure lunch area is in a well shaded area</li> <li>✓ Ensure staff and each group have a fully stocked first aid kit.</li> <li>✓ Wet weather – ensure children have ponchos – unless severe weather excursion will go ahead.</li> </ul> | <p>Vac Care Coordinator</p> <p>“ “</p> <p>All Educators</p> <p>Excursion Supervisor</p> <p>“ “ “</p> <p>“ “ “</p> <p>Vac Care Coordinator</p> | <p>Prior to excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to excursion</p> |
| Slip/Trip/fall hazards   | Moderate                                   | <ul style="list-style-type: none"> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Ensure children follow directions of staff and signs at Venue</li> <li>✓ Inform venue of any slip/trip/fall hazards</li> <li>✓ Educators to scan and observe the environment for any potential hazards if any &amp; identify these to children, other educators and venue and event organisers.</li> <li>✓ Parents to ensure Children to have on closed in comfortable walking shoes</li> </ul>  | <p>All educators</p> <p>All Educators</p> <p>All Educators</p> <p>Parents</p>   | <p>On excursion</p> <p>On excursion</p> <p>On Excursions</p> <p>Prior to Excursion</p>                                      |

| Activity/Hazard   | Risk (use matrix)                               | Risk Control  | Who  | When  |
|---|---|---|--|---|
| Lost child at Botanical Gardens   | High  | <ul style="list-style-type: none"> <li>✓ Children will be informed to stay with educators at all times and what to do if they become separated from the group. Educators not to leave children unattended and to ensure all children stick together in their group.</li> <li>✓ All children will be in centre T-shirt and wrist band – this shirt must be visible – which has centre phone number on it and informed of what they should do if they become separated from the group.</li> <li>✓ Children will be in group throughout the day, with educators. Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.</li> <li>✓ Educators to have service mobile phones on them to ensure communication between groups</li> </ul> | <p>Excursion Supervisor</p> <p>“ “ “</p> <p>“ “ “</p> <p>All educators</p>                             | <p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p> <p>“ “ “</p>              |
| → Snake/Spider bite   | Moderate  | <ul style="list-style-type: none"> <li>✓ Inform children of rules.</li> <li>✓ Avoid areas with long grass</li> <li>✓ Obey any signs and take note surroundings.</li> <li>✓ Maintain educator/child ratios at all times.</li> <li>✓ Must have a fully stocked first aid kit with them and a charged mobile phone.</li> <li>✓ Ensure there is at least one fully qualified first aid certificate holder in each group</li> </ul>  | <p>Excursion Supervisor</p> <p>Educators</p> <p>Educators</p> <p>Excursion Supervisor</p> <p>“ “ “</p> | <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to Excursion</p> <p>On Excursion</p> |
| <p>Walking through the park</p> <p>→ Uneven surfaces</p> <p>→ Tripping and Falling</p> <p>→ Exposure to potential allergens</p> | <p>Moderate</p> <p>Moderate</p> <p>Moderate</p> | <ul style="list-style-type: none"> <li>✓ Enforce rule of no running on uneven surfaces at any time</li> <li>✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure.</li> <li>✓ Children’s Allergy medications should be taken on the excursion and kept with the appropriate children at all times.</li> </ul>  | <p>Educators</p> <p>“ “ “</p> <p>“ “ “</p>   | <p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p>   |
| Behaviour, inappropriate or unsafe  | Low   | <ul style="list-style-type: none"> <li>✓ Children that don’t follow the rules set down by the educators, and display behaviour that may affect the safety of themselves or others, will be guided to other activities.</li> </ul>   | Educators  | On activity day   |
| Inappropriate clothing  | Low   | <ul style="list-style-type: none"> <li>✓ Children and families will be reminded prior to the excursion that they need to wear clothing that is appropriate to be walking and moving around in all day and the weather conditions.</li> </ul>  | Vacation Care Coordinator  | Prior to excursion  |

| Activity/Hazard                             | Risk (use matrix) | Risk Control  | Who   | When   |
|---|-------------------|---|---|--|
| Exposure to Allergens<br>→ Food<br>→ Asthma | Moderate/<br>High | <ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, on booking form. Then chase up management plans and Medications required.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis is present on excursion</li> <li>✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications.</li> <li>✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located.</li> <li>✓ Ensure child/ren with allergies are aware which educator has their medication OR has their medication on them (depending on condition) – so if they are feeling unwell, they know who to go to.</li> <li>✓ Ensure Educators hold 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> | <p>Service Manager<br/>“ “ “</p> <p>Excursion Supervisor<br/>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> | <p>On Excursion</p> <p>Prior to Excursion<br/>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>On the day –<br/>Prior to leaving service.</p> <p>Day of Excursion</p> |
| Drowning                                    | High              | <ul style="list-style-type: none"> <li>✓ Educators to be positioned near all bodies of water.</li> <li>✓ All educators should be actively supervising and engaging in play with the children.</li> <li>✓ Educators to be rostered on this day who have CPR training and current first aid certificate</li> <li>✓ Educators will mark out an area for children to eat and play on the Island and ensure that they are positioned around and actively supervising.</li> <li>✓ Regular head counts will take place to ensure that all children are accounted for.</li> <li>✓ Children will be in ACI blue excursion shirts for easy visibility of the children for the staff.</li> <li>✓ Children will not be permitted to swim</li> </ul>   | <p>All Educators<br/>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>Excursion Supervisor<br/>All Educators</p>   | <p>On Excursion<br/>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to leaving service<br/>All educators</p>   |

**Plan Prepared By:** Rachael Bajo **Position:** Vacation Care Coordinator/Assistant Manager **Date:** 12<sup>th</sup> April 2021