



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.

Lapstone Activity Centre- Risk assessment – Glenbrook Movies and Park

Service Name	Lapstone Activity Centre (LAC)
Excursion details	Glenbrook Movies and Park
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Thursday 9 th April 2026
Proposed activities. List all activities that will take place during the excursion.	<ul style="list-style-type: none"> - walking to and from destination - Watching a movie, eating pop corn and having a drink - playing on the Glenbrook park equipment
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	Begin at Lapstone Public school and walk to 2 Ross street, Glenbrook (movies) via the route attached.
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	<p>Travel times are approximates</p> <p>Leave LAC @ roughly 9:30am/10am , pending session start time, approximate 15min walk to movies</p> <p>Return to LAC straight after movie/play, arrival estimated 1:00pm</p>
Proposed route You can include an image of the route sourced online.	Refer to maps attached
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Walking

<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes / <input checked="" type="radio"/> No</p> <p>Comment:</p>
<p>Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers</p>	<p>Jessie McCulloch Ethan Downward Chris Mallas</p>
<p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.</p>	<p>3 Minimum 1 first aid trained staff member</p>
<p>The number of children involved in the excursion.</p>	<p>20-25</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.</p>	<p>Yes / <input checked="" type="radio"/> No</p> <p>Comment:</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.</p>	<p>1:10</p>
<p>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):</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. 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 along the assigned footpath in School grounds and exit out of the back gate and walk along the pathway.</p> <p>Headcounts will be conducted on the walk and upon arrival at the movies.</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.

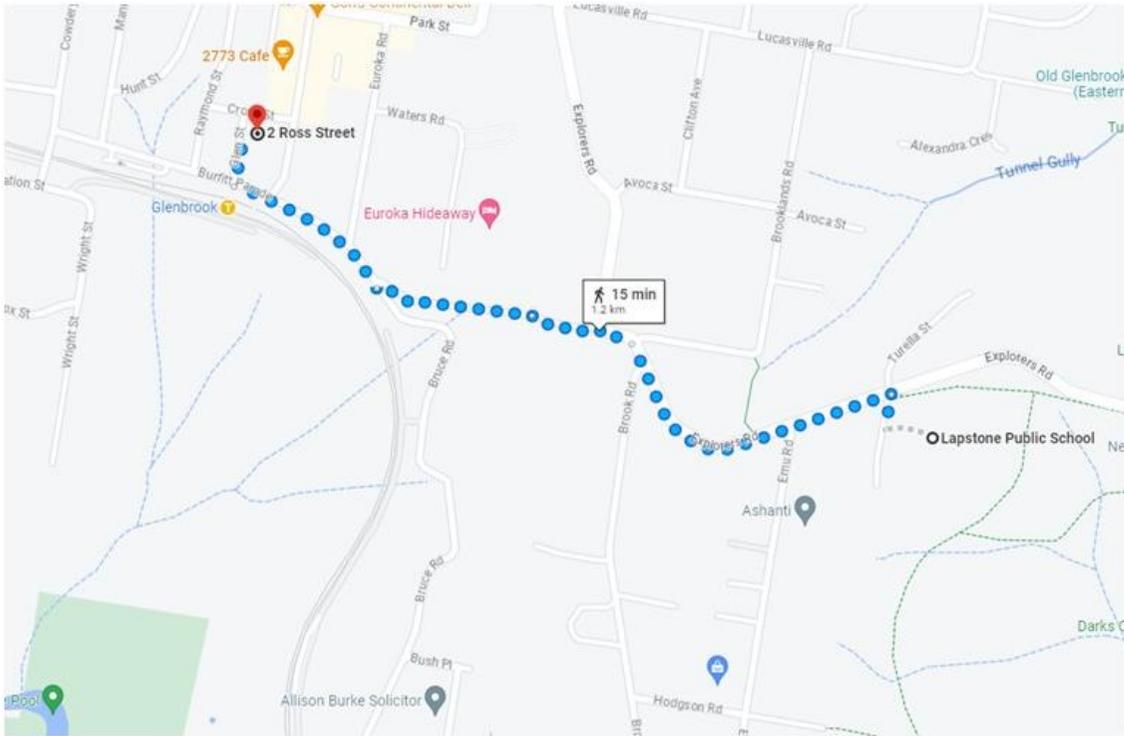
The children will line up in designated area until the process has been completed and the Bus has been checked.

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	<input type="checkbox"/> Other items, please list <ul style="list-style-type: none"> – 4G Ipad – Transport Policy – Safe Transportation of Children. – First Aid Policy. – Emergency Policy. – Accurate current attendance records. – Risk Assessment and Management - Single Trip Transportation of Children Safety Checklist – Risk Assessment and Management – Children Embarking and Disembarking the Vehicle for Single Trip Transportation



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.

Risk Rating Key

Very Low/ Low/ Moderate / High / Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Walking to and from Venue	Road crossing	High	<ul style="list-style-type: none"> Follow planned route with safest crossings Use pedestrian crossings/lights only (where able) Educators positioned front, middle & back Headcounts before departure, during walk and on arrival 	Coordinator Responsible Person " " " "	Prior to excursion During excursion
	Child wandering from group	High	<ul style="list-style-type: none"> Clear behaviour expectations discussed prior Excursion shirts worn by children and wrist bands 1:10 ratio (or better) Regular head counts Walking in two lines 	Responsible person " " " "	Prior to excursion " " During rostering Throughout excursion
	Stranger interaction	Moderate	<ul style="list-style-type: none"> Children reminded not to engage with strangers Close supervision at all times 	All educators All educators	At all times
	Weather exposure/ exhaustion from walking (heat/rain)	Moderate	<ul style="list-style-type: none"> Check forecast prior Hats & sunscreen applied Water bottles carried Cancel if extreme weather Stop for rest if needed 	Coordinator All educators " " Coordinator All educators	Prior to excursion As needed Prior to leaving As needed As needed
	Medical emergencies	Moderate	<ul style="list-style-type: none"> List of children with Medical Conditions is taken on Excursion. Each child's Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication. Educators are to be aware which children have Medical Management Plans. Educator who is holding child's medication is in the same group as child, and that this Educator has the 	Responsible Person Responsible Person All educators Responsible Person	Prior to excursion Prior to leaving At all times At all times

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			<p>appropriate qualifications to administer (Asthma/Anaphylaxis).</p> <ul style="list-style-type: none"> 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. 	All educators	At all times
	Communication between educators	Low	<ul style="list-style-type: none"> Educators to use walkie talkies for quick and easy communication Discuss excursion process and responsibility prior to leaving Touch base before crossing roads so all educators are prepared 	Responsible Person " " All educators	Prior to leaving Prior to leaving As needed
At the Movie Theatre	Public environment/ use of digital technology by public	High	<ul style="list-style-type: none"> Group seated together Educators positioned at aisle ends Head count before and after movie Educators to be mindful of the public and if noticing photos/ videos taken of the children in our care, either move children away, or if deemed safe, ask person to cease 	Responsible person " " All educators	During planning Before movie Before & after movie At all times
	Toileting during movie	Moderate	<ul style="list-style-type: none"> Toilets to be checked by educator before children enter Educator escort for every toilet break Children to notify educators when toilet break is needed 	All educators All educators Children	As needed As needed As needed
	Allergies (popcorn/drinks)	High (if applicable)	<ul style="list-style-type: none"> Check medical management plans for allergies Confirm food ingredients with Cinema and plan accordingly (other alternative food offered) Educator to sit near child with medical needs to ensure no cross contamination of food EpiPens/inhalers carried Educators trained in anaphylaxis 	Responsible Person Coordinator Responsible person Responsible person Coordinator	Prior to excursion During planning As needed Prior to leaving At all times
	Trip hazards (dark cinema)	Low	<ul style="list-style-type: none"> Use torch if required Educators assist younger children 	All educators All educators	As needed As needed

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
At the Park	Playground equipment	Moderate	<ul style="list-style-type: none"> Active supervision by all educators- moving throughout the park Clear boundaries set with children- discussion had prior to park visit Age appropriate equipment used Permission slip signed by parent 	All educators All educators All educators Parent/guardian	At all times Prior to leaving At all times Prior to excursion
	Stranger interaction	Moderate	<ul style="list-style-type: none"> Defined play boundaries discussed with the group prior to play Educators positioned strategically and monitoring all areas Safety discussion had with children prior to leaving for excursion 	All educators All educators Responsible Person	Prior to play At all times Prior to leaving
	Absconding	High	<ul style="list-style-type: none"> Clear physical boundaries discussed Head counts every 15 minutes whilst at park Children identified as “flight risk” will be more closely supervised Park is enclosed, educator to be stationed near gate 	All educators Responsible person All educators All educators	Prior to excursion As required Prior to leaving At all times
	Injury during play	Moderate	<ul style="list-style-type: none"> First aid kit on hand Qualified first aid educator present Incident report completed as required 	Responsible Person Responsible Person All educators	Prior to leaving During rostering As required
	Children’s behaviour in the park	Low	<ul style="list-style-type: none"> Discussion with children prior to leaving about behaviour expectations whilst out in public Inappropriate behaviour will result in children being asked to stop play Parents may be called if necessary 	All educators Children All educators/ parents	Prior to excursion As needed As needed

Plan prepared by:	Full Name: Jessie McCulloch	Date: 4/3/2026
	Signature:	
	Role/Position: LAC Coordinator	
Prepared in consultation with:	Full Name: Kim Salmon	
	Signature:	
	Role/Position: LAC RP	
Communicated to relevant staff:	Yes /No	
Write names of Educators communicated to See communication page attached	Comment if needed:	
Vehicle safety information reviewed and attached	N/A	
Risk assessment to be evaluated and reviewed on: 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.	Another excursion to Glenbrook Movies. Risk assessment updated with better and clearer template, added information regarding child safety and digital technology	

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.			

