



Risk assessment and management template – Sue Savage Park Excursion

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.

Toongabbie West Activity Centres - Risk assessment – Sue Savage Park Excursion

Service Name	Toongabbie West Activity Centres
Excursion details	Sue Savage Park
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wednesday 7 th October 2026
Proposed activities. List all activities that will take place during the excursion.	- Walking to and from destination - Playing on the park equipment (swings, slides, monkey bars etc) - Playing group/ball games on the grass and basketball court - Riding scooters on the ramps/jumps (specific scooter skatepark areas) - Lunch – Pizza from Domino / selection to be made by parents/vegetarian option is available
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 Toongabbie West Public School, walk to Sue Savage Park Toongabbie Walk back from Sue Savage Park Toongabbie to Toongabbie West Public School
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Travel times are approximate Leave Toongabbie West Public School by approx. 10am Arrive to Sue Savage Park at approx. 10.30am Leave Sue Savage Park at approx. 1.30pm Arrive at Toongabbie West Public School at approx. 2pm
Proposed route You can include an image of the route sourced online.	Refer to maps and photos attached
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Walking

Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes / ☒ No Comment: If seatbelts are fitted, they will be used
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	As per Roster
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.	4 staff 2 inclusion support staff Minimum 1 first aid trained staff member Total 6
The number of children involved in the excursion.	32
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes / ☒ No
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:8
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): 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. 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. Headcounts will be conducted on the walk and upon arrival at the park.	

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

N/A

Excursion checklist – items to be readily available during the excursion

(Please tick)

☐ First aid kit	☐ List of adults involved in the excursion
☐ List of children involved in the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical Management Plans, Medication & RMP for individual children	☐ Other items, please list – 4G Ipad – Transport Policy – Safe Transportation of Children. – First Aid Policy. – Emergency Policy. – Accurate current attendance records. – Water

Excursions, regular outings and/or transportation

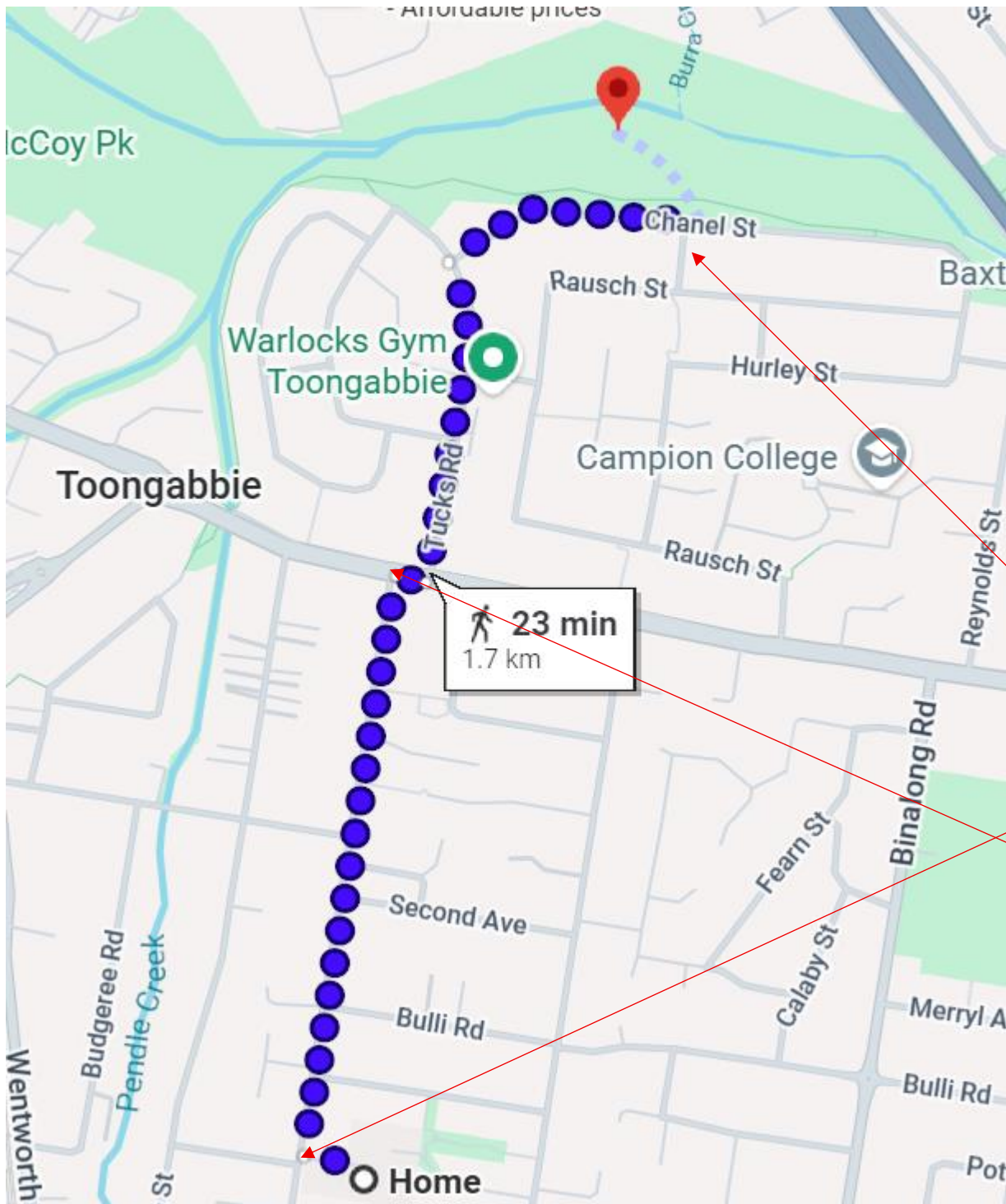


Service-supplied or service-authorised devices should be used during excursions, regular outings and/or transportation.

Services should consider whether excursion planning, staffing arrangements and access to service devices are sufficient to meet safety and education and care requirements without routine reliance on personal devices.

During excursions personal devices may only be used if they are necessary for the safety of children or to support the education and care of children.

Services should ensure educators do not rely on personal devices – exceptions for excursions are limited and only apply if there is a genuine need to support child safety and the education and care of children, and that need could not reasonably be foreseen.

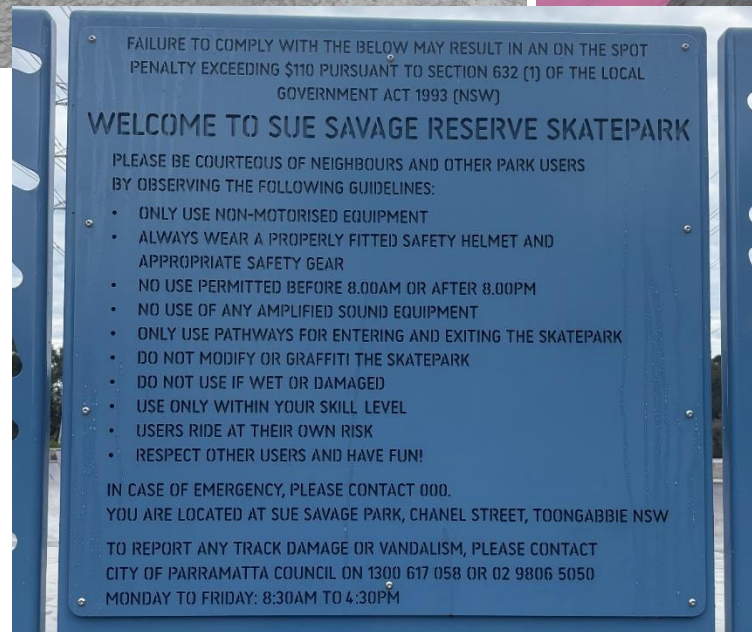
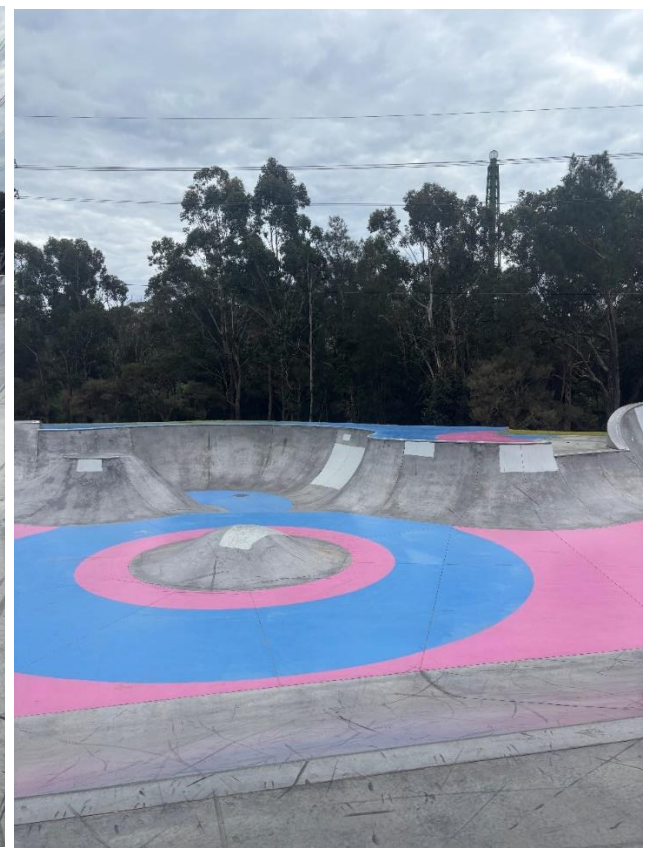


- Exit school and turn left towards school crossing
- Cross school crossing
- Turn right to head north on Ballandella Rd
- Turn left onto Fitzwilliam Rd
- Turn right onto crossing
- Cross crossing
- Turn right on Fitzwilliam Rd
- Turn left on Tucks Rd (walking on left hand side)
- Turn right on Chancel st (walking on left hand side)
- Enter park/grass just after Gorinski st

Gorinski St

School Crossing

Fitzwilliam Crossing



Designated scooter riding area



Playing areas



✗ Out of bounds

Public toilets



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.

Identified Hazards -

- Walking to and from Sue Savage Park
- Scooter Use
- Strangers/Child Protection Issues
- Medical Emergency
- Safety at the Park
- Supervision

Risk Rating Key

Very High

High Risk

Medium Risk

Low Risk

Transport To Sue Savage Park

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from Sue Savage Park	– Struck by car/bus on road/traffic/driveways – Car collision – Trip on uneven footpath – Children becoming separated from group – Child protection issues – Child experiencing medical emergency – Challenging behaviours – Sunburn/heat exhaustion/thunderstorm – Children becoming tired during the walk	High	✓ Ensure enough staff attending to supervise excursion. ✓ Remain on pedestrian pathways where available ✓ Staff position themselves as: 1 staff member at the front of the group 1 staff member at the end of the group Rest of staff are positioned in between the group as needed ✓ Brief children on rules and behaviour prior to leaving ✓ When roads need to be crossed, at least 1 educator will walk to the middle of the road and indicate when it is safe to cross, and remain there until the last child has safely crossed. Cross at crossings when available ✓ Educators actively supervise and monitor footpaths for hazards while walking ✓ Headcounts conducted prior to leaving, once at destination, and during the walk	Management Everyone All staff/RP RP Educators All Educators All Educators	When rostering At all times When walking to and from Prior to leaving As required At all times

		✓ Children reminded to stay with group and what to do if separated ✓ Children to wear blue excursion shirt and wristband with service phone number ✓ Children's medication is taken including Medical Management Plan/Risk Minimisation Plan, medication form and medication ✓ First Aid is taken ✓ Educators are aware of which children have medical/dietary requirements ✓ List of all children in attendance along with emergency phone numbers are available ✓ Extra water bottles taken ✓ Wear hats and sunscreen if UV is above 3 ✓ Activity to be modified if thunderstorm will occur ✓ Families provided with information in permission note to ensure their child/ren can walk approx. 25mins each way to the park and back ✓ Children to wear enclosed shoes ✓ Families reminded to only pack food, drink bottle and jumper if required ✓ Scooters placed in trolley and to be pulled along ✓ Staff are aware of manual handling procedures ✓ Follow missing child procedure as needed: Coordinator/educators to coordinate searches and search area Notify emergency services If missing child not found within reasonable time contact head office Head office to notify parents ✓ Walkie talkies for each staff member will be used/taken ✓ TWAC & PHAC - Authorised mobile phones to be taken and used as required ✓ 3 x beach trolleys to be taken to carry scooters, first aid, water, medications, playing resources etc	Children/ Educators Children/ Educators RP RP RP Educators Everyone RP Families/RP Children Families/ Educators Educators RP/Educator/ Head Office All educators " "	When leaving, at arrival, as needed Prior to leaving, as needed At all times On excursion On excursion On excursion On excursion As required As required Prior to excursion At all times Prior to excursion On the walk At all times As required On excursion " "
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Venue – Sue Savage Park					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Playing on park equipment	– Lost child at the Venue/absconding/separated from group – Falls/slips/trips – Collision between children – Rough/inappropriate play/overcrowding – Challenging behaviour – Broken/damaged/hot equipment – Unsuitable equipment for ability – Children leaving designated play area (to retrieve balls from road etc) – Overexertion – Reckless riding causing falls/collisions/losing control – Children entering riding area not on scooters – Overcrowding of scooters – Wet surfaces	High	✓ All children will be in blue Excursion T-shirt – which must be visible.	RP/Children	On Excursion
Riding Scooters			✓ 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
Playing group games/free play			✓ Children briefed on rules and behaviour prior to leaving	All Educators	Prior to Excursion/as needed
Pizza Picnic for lunch			✓ Children reminded to stay with group and what to do if separated	Educators/Children	Prior to Excursion/as needed
Toilet Use			✓ Meeting point decided and told to children in case they are separated from group	RP/Children	Prior to Excursion
			✓ Safety check completed prior to use of each area	All Educators	As Required
			✓ Collaboration between staff and families of high-risk children prior to establish strategies and plan of action	Coordinator/ Families	Prior to Excursion
			✓ High risk children monitored closely	All Educators	At All Times
			✓ Children sent home if unable to remain safe	RP	As Required
			✓ Extra water bottles taken	All Educators	Prior to Excursion
			✓ Regular drink breaks recommended	Educators/Children	As Required
			✓ Children briefed on riding rules	Educators/Children	As Required

	– Mechanical faults of shooters – Inappropriate use of scooter (including sharing) – No helmet or poorly fitted – Children attempting tricks beyond their ability – Children riding outside designated space – Inadequate supervision – Heat/UV exposure/dehydration – Uneven surfaces/ground – Equipment used incorrectly – Insect/animal bites/dangerous animals – Allergy or anaphylaxis – Dietary needs not met – Pizza not maintained at safe temperature to consume – Poor hand hygiene – Inadequate access to drinking water – Unhygienic surfaces/toilets – Storm water drain accessible – Utility/power line accessible – Inadequate supervision – Child protection issues		✓ Educators' discretion on how many children ride at once (no more than 7 at a time) ✓ Educators spaced out across the park, especially at high-risk areas which are identified in photos ✓ Each staff member to have and use walkie talkies to monitor children's movement and provide confirmation ✓ Families provided with photos of riding track/bowl and only confident riders to bring scooters ✓ Children may not be able to ride if they're deemed not confident, have faulty scooters/helmets, or a helmet that doesn't fit at educators' discretion ✓ Families will be encouraged to dress their children in long pants and bring additional knee/elbow pads ✓ Scooter ramp/bowl used at educators' discretion (if staffing positioning, ratio, ability and weather allow) ✓ Educators supervise using PAT approach ensuring positioning considers high risk areas and where children are ✓ If educators feel that a child may not have the appropriate skill level to complete a park activity, they will be supported to try or asked to move to a different activity if safety is a concern ✓ UV monitored and Sun Safe Policy abided by ✓ Drink breaks encouraged ✓ Children reminded to not approach animals and briefed on what to do if they are approached ✓ RMP and medication taken ✓ List of children with medical and dietary needs available	All Educators All Educators All Educators Coordinator/RP Educators/ Children Families/RP Educators/ Children All Educators All Educators/ Children Educators/Children All Educators Educators/ Children RP RP Coordinator/RP	Prior to Activity As Required At all Times At all Times Prior to Excursion As Required Prior to excursion As Required At all Times As Required At all Times Regularly As Required On Excursion On Excursion
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			✓ Pizza options provided in permission note for families to decide what their child/ren eat ✓ Children must consume pizza within 2 hours of arrival (will be disposed of appropriately after 2 hours) ✓ Children accompanied by an educator to the bathrooms to adequately wash hands/go to the toilet (no child to go unaccompanied) ✓ Bathrooms checked prior to each use to ensure no individual is lurking and cleaned with disinfectant wipe as needed ✓ Children told of out of bounds areas and educators supervise adequately using PAT to ensure no member of the public is alone with children in our care and interactions are kept minimal ✓ Headcount conducted on a regular basis ✓ Report any suspicious behaviour to Excursion Supervisor – always maintain active supervision. ✓ If approached – ➤ Keep still and do not make sudden moves. ➤ Do not use phone in perpetrator's presence. ➤ Obey perpetrator's instructions. ➤ Observe perpetrator's appearance. ➤ Allow perpetrator to leave but do not follow. ➤ Educators are to ensure children stay in designated area and not engage in conversations with strangers. ➤ Notify Emergency Services. ✓ Children's medication is taken including Medical Management Plan/Risk	Educators/Children Educators/Children All Educators All Educators All Educators Educators/Children Educators/Children RP RP All Educators RP All Educators	Prior to Excursion On Excursion As Required As Required Prior to Excursion, at all times Regularly As Required As Required On Excursion On Excursion At all Times On Excursion At all Times
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			Minimisation Plan, medication form and medication ✓ First Aid is taken ✓ Educators are aware of which children have medical/dietary requirements ✓ List of all children in attendance along with emergency phone numbers are available ✓ Educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens		
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Risk Matrix

Plan prepared by:	Full Name: Alanah Rye	Date: 19/8/26
	Signature: A.R	
	Role/Position: Educational Leader	
Prepared in consultation with:	Full Name: Liz Sakeson	
	Signature: <i>ES</i>	
	Role/Position: Coordinator	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	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.		Next Vacation Care period the Service is visiting;

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

Likelihood	IMPACT					
		Insignificant	Minor	Moderate	Major	Severe
	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 Sue Savage Park Excursion

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
