

Excursion and Incursion Proposal Form

- **WHO:** The staff of Aranda Afters complete this form in consultation with employees when an excursion for children is being planned or when a risk has been identified or reported on a planned excursion.
- **WHEN:** The form is to be completed as soon as possible when a hazard is reported or identified or the service is planning on attending an excursion off site or when conducting an on-site incursion.
- **WHY:** This form will assist in determining the level of risk involved in a proposed excursion and whether sufficient controls can be put in place to reduce the risk to an acceptable level. The form is designed to assist those responsible for resolving the matter/s to prioritise their attention for action.
- **NOTE ⁽¹⁾:** All staff attending the excursion must read the risk assessment prior to attending the excursion.
- **NOTE ⁽²⁾:** *Please ensure the risk assessment is reviewed periodically and communicated to all relevant workers.*

| Excursion / Incursion Proposal | |
|--------------------------------|---------------|
| Organiser: | Isobel Schoon |
| Venue – Site Details | |

| | | | |
|---|-------------------------------------|---------|-------------|
| Venue | Lake Ginninderra | | |
| Address | Lake Ginninderra, Bruce ACT 2617 | | |
| Contact person at excursion venue | Isobel Schoon | | |
| Contact phone number(s) | 0410 620 559 | | |
| Email address | Programcoordinator@arandaafters.com | | |
| Date the venue requires confirmation of booking and final numbers | N/A | | |
| Details of Excursion / Incursion | | | |
| Date of Event | 15/7/22 | | |
| Time of Event | Start: | 10:00am | End: 1:00pm |
| Predicted number of children attending | 54 | | |

| Staffing and Ratios | |
|---|--|
| Staff ratio required | 7 |
| Predicted number of staff attending | |
| Number of additional staff required to meet the ratio required [above 1:11] | N/A |
| Brief details of activities in which children will be engaging [attach more information if more space required - or if the venue has provided a program] | Children will travel to John Knight park via bus and will spend the morning playing and exploring the area, as well as eating their lunch. |
| Recommendations for effective supervision: | Educators will spread themselves out amongst the space for effective supervision. If required, the children and staff will spend at one playground and then move to another playground together. |
| Any site specific / activity instructions for children: | N/A |
| Any weather requirements of the event. If the event is contingent on certain weather conditions, an alternative day plan must be prepared, attached and noted here. | Children will stay at the service in the morning. |

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| Qualified Supervisor attending | Isobel Schoon |
| First Aid Staff attending | Isobel Schoon |
| Contact number of supervisor on day | 0410 620 559 |
| Ratio of staff to Children | 1:8 |
| Specialised skills required [ie: Lifesaving Certificate] | First Aid Qualified staff attending |
| Ages of children | 5-12 |
| Excursion/Inursion Rationale | |
| Rationale: [Include child input and requests] | This location is close to Hoyts, where our second excursion of the day is located. |
| What MTOP learning outcomes, and sub-outcomes, are being addressed? | <ul style="list-style-type: none"> o Children are connected with and contribute to their world (Outcome 2) o Children have a strong sense of well-being (Outcome 3) o Children are confident and involved learners (Outcome 4) o Children are effective communicators (Outcome 5) |

How are these MTOP learning outcomes being achieved? Include how the sub-outcomes are being achieved.

Outcome 2: Children will see how their suggestions and ideas are valued and go towards the planning of the SVC program.

Outcome 3: The children will be given autonomy to monitor their own health and wellbeing through access to toilets, drinking water and rest areas.

Outcome 4: Children will be given the opportunity to navigate their surroundings and choose what path of exploration they will take.

Outcome 5: Children will need to use communication to express wants as needs as well as show respect, fairness and cooperation to others using the space and equipment. Children will communicate to educators of their chosen pathway.

Facilities and Venue /Activity Assessment

| | |
|---|---|
| Does the site have their own Risk Assessment? [please attach a copy] | No |
| Has a site visit been conducted? | No |
| Where is the Bus Parking? Is there a safe place for children to alight? | Children will alight in the large parking area at the venue, next to front reception. |
| Is there an area for children to have lunch? Where? | Yes - we will have lunch at the designated BBQ area at John Knight Memorial Park. There is a grassed area under shade, as well as a concrete BBQ area that is shaded. |
| Is there potential for other activities onsite/nearby? | Yes, there is a playground nearby. |
| Venue conditions - Is the venue well maintained? Explain | Yes - The area is maintained by ACT Government |

| | |
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| What is the nature of the space? [ie: large / small / enclosed or open] | Large outdoor open space |
| Is there adequate lighting and ventilation? | Venue is outdoors |
| Are there clear boundaries indicating the area for children to remain in? | Yes, pathways. Educators will use cones to set boundaries and will ensure that children are aware of where they are allowed to go and where is out of bounds. |
| What is the condition of the equipment children will be accessing? | Safe and clean, well maintained. |
| Is there adequate shade? | Yes |
| Are there any Water Hazards? Yes | The lake is a water hazard. Educators will monitor closely to stop children from going in. |
| | Yes |
| Where are the toilet facilities/amenities? | The bathrooms are located near the carpark. |
| Emergency evacuation | The marshalling point shall be the sheltered barbeque area adjacent and nearest to Townsend Place. |
| Where is the emergency evacuation meeting point? | The marshalling point shall be the sheltered barbeque area adjacent and nearest to Townsend Place. Once marshalled here, the service will get onto buses and leave the area. |

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| Does the site have staff directly supervising the activity? | No |
| Does our group mix with others groups? | Yes |
| Are staff provided by the venue to assist supervision? | No |
| Instructor qualification [if relevant] | N/A |
| Transport Details | |
| Mode of travel | Bus |
| Details of Transport Company and contact person: | Deanes Transport Services Alyson Deane |
| Date bus booked | 26/5/22 |
| Estimated time of travel between different destinations | 10min |

If not travelling by transport, does the chosen route avoid major roads and crossings as much as possible? [please attach copy of the route]

Yes

It is confirmed that the transport is seat belted

Excursion/Incursion Cost Information

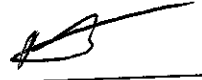
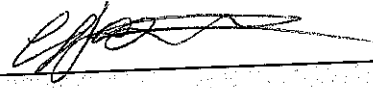
| | <i>Individual cost per child</i> | <i>Group cost</i> |
|---|----------------------------------|-------------------|
| Venue cost per child attending (a) | \$ 0 | \$ 0 |
| Venue cost per staff member attending (b) | \$ 0 | \$ 0 |
| Transport cost per child (c) | \$ 10 | \$ 550 |
| Other costs [eg: equipment hire] (d) | \$ | \$ |

| | | |
|---|--------------------|---------------------------------------|
| Additional staff wage costs to meet ratio (e) | \$ | \$ |
| Total Costs | \$ | \$ 550 |
| <p>To calculate the cost per child for the excursion/incursion use the following formula: $Cost = (a) + ((b)/ratio) + (c) + (d) +$</p> <p>Group cost should be planned on a minimum of 24 children attending the excursion/incursion</p> | | |
| Excursion/Incursion Payment Information | | |
| How does the venue accept payment? | N/A | |
| Is a deposit required? | No | |
| If payment is required "up front" how can we recover costs if the number of children attending is lower than the actual number that attend? | If yes - how much? | By when? Click here to enter the date |
| If payment is required "up front" how can we book and pay for additional children to attend if demand is higher than originally planned? | N/A | |

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| <p>Does the venue have any paperwork that the Director will need to complete [ie - waivers, terms and conditions]</p> <p>No</p> | <p>Note: These need to be completed by the Director and kept on file or the excursion will not be approved.</p> |
|---|--|

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| <p>Does the venue have any paperwork that parents will need to complete [ie - waivers, permission slips]</p> <p>No</p> | <p>Note: These need to be provided to families with the booking forms or the excursion will not be approved.</p> |
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Excursion/Incursion Proposal - Sign-Off

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| Organiser | Isobel Schoon | Date 8/6/22 |  |
| Director: | Emily Hargreaves | Date 8/6/22 |  |

Authority to Complete Risk Assessment

Once the excursion/incursion proposal has been approved authority is given to complete the risk assessment.

NB:

The risk assessment needs to be completed before authority to make any payments for the excursion/incursion is given by the Director and/or Assistant Director.

Excursion/ Incursion Risk Assessment [Please use Matrix at end of document to assess the risk]

If the venue has its own risk assessment please ensure this has been attached to the Excursion/Inursion Proposal Form and that it is used as a reference when competing the Risk Assessment below

| Identified Hazard | Hazard Implications | Severity | Likelihood | Risk | Current Controls |
|-------------------|---------------------|----------|------------|------|------------------|
|-------------------|---------------------|----------|------------|------|------------------|

| Transportation | | | | | |
|--|----------------------------------|--|--|--|--|
| Children crossing roads/ traffic hazards | Not applicable for this activity | | | | |
| Bus breakdown or accident | Not applicable for this activity | | | | |
| Children exposed to extreme weather conditions during transportation | Not applicable for this activity | | | | |
| Alighting the bus | Not applicable for this activity | | | | |
| Public transport | Not applicable for this activity | | | | |

| Environmental Hazards | | | | | |
|--|--------------------------------------|---|----|---|--|
| Foreign objects [eg: needles and broken glass] | Needle stick injury or other injury. | L | VU | 4 | Venue is well maintained. Only Leaders are trained in first aid and will check areas did dangerous objects prior to child use. |
| Water safety | Children falling in water, injury | M | VU | 4 | Children will be closely monitored at all times. |

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|------------------------|---|---|---|---|---|
| Equipment hazards | There is the potential for equipment hazards given the nature of the environment. | F | U | 4 | Children will be monitored by educators and equipment hazards |
| Venue Specific Hazards | <i>Not applicable for this activity</i> | | | | |

Supervision and Safety

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|--|---|---|----|---|---|
| Lost children | Children getting lost or injured | M | U | 4 | Children will be in designated, educator monitored groups while moving from location to location. While in location, the boundaries of the area are clear, and easily supervised by educators. |
| Injuries that may occur during participation in activities | Serious injuries that may occur from falling including broken limbs or concussion | M | U | 5 | Children will be safety briefed before they are allowed access to the facilities. Aranda Educators will also roam and supervise continuously. |
| Mixing with the public | Aggression, children getting lost | M | VU | 6 | Groups will be maintained and monitored |
| Aggression from others / animals | Violence; Child abduction; injury | M | U | 6 | Identify on arrival a Service safe space for children to withdraw to; arrange and engage in activities away from other members of the public; educators to conduct drills onsite; Educators to complete pre-briefing for all students upon their arrival. |
| Emergency procedure | Lost children, not knowing where to go. | M | VU | 5 | Educators will ensure children remain in designated, monitored groups. Children will be aware of the service phone number as it is printed on their excursion shirts or service lanyards that will be provided. |

Health and Hygiene

Risk Assessment Matrix

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| How serious could the injury be? | How likely is it to be that serious? |
|---|---|

| Risk Assessment Finalisation | | | | | | |
|------------------------------------|--|---|----|---|--|---|
| Date Completed: | 8/6/22 | | | | | |
| Completed by [name]: | Isobel Schoon | | | | | |
| Workers consulted: | No | | | | | |
| Overall Risk Assessment Rating: | 5 | | | | | |
| Toileting facilities | Slippery floors, sanitation issues | F | VU | 6 | Centre is well maintained. Educators to check toileting facilities before child use and to accompany groups to toilet facilities. | All up to date medicines of children accompanying us to the excursion will have medical needs accounted for. Educators will carry this medicine with them at all times. Ambulance will be called where necessary. |
| Medication | Asthma/anaphylaxis issue, medication not available | M | VU | 5 | All food will be children's own and bought from school. Medical and dietary needs are to be known to all staff. Food supplied by Afters follows specific dietary requirements. | Staff will bring sunscreen and look for shade when children are eating lunch. Children are also required to bring sun smart clothing, and sunscreen will be reapplied as needed. |
| Food / allergies | Anaphylaxis, religious/dietary requirements | M | VU | 6 | | |
| Sun smart / weather considerations | Sun damage, heatstroke | M | U | 6 | | |

| | Very Likely | Likely | Unlikely | Very Unlikely |
|--|-------------|--------|----------|---------------|
| Death or permanent injury | 1 | 1 | 2 | 3 |
| Long term illness or injury | 1 | 2 | 3 | 4 |
| Medical attention and several days off | 2 | 3 | 4 | 5 |
| First aid needed | 3 | 4 | 5 | 6 |

Severity – is how seriously a person could be harmed

Likelihood – is an estimate of how probable it is for the hazard to cause harm

Legend

1 and 2

Extreme risk

Take action immediately. Permission required from the **Committee and Director** to conduct the excursion/incursion

3 and 4

Moderate risk

Take action as soon as possible. Permission required from the **Director** to conduct the excursion/incursion

5 and 6

Low risk

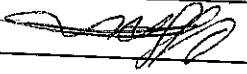
Take action when applicable. Permission required from **Assistant Director** to conduct the excursion/incursion

Final Risk Assessment and Excursion/Incursion Sign-Off

(NB: Copies of all bookings and booking confirmations need to be attached to the risk assessment)

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|-------------------------|---------------|--------------|---|
| Excursion Organiser: | Isobel Schoon | Date: 8/8/22 |  |
|-------------------------|---------------|--------------|---|

Excursion Checklist

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|-----------------------------------|---|-----------------------------------|
| Assistant Director [if low risk]: | Director: | Committee Approval [if required]: |
| | Emily Hargreaves | |
| Date: | Date: 8/6/22 | Date: |
| |  | |


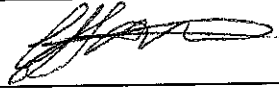
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|--|------|--------------------------|---------------|--------------------------|--------------|--------------------------|--------------------|--------------------------|-------------|--------------------------|---|--------------------------|-----------|--------------------------|--------------------|--------------------------|--------------------|--------------------------|----------------|--------------------------|----------|--------------------------|
| Items to take on Excursion [tick off when packed]: | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Roll | <input type="checkbox"/> | First aid kit | <input type="checkbox"/> | Mobile phone | <input type="checkbox"/> | Emergency contacts | <input type="checkbox"/> | Group lists | <input type="checkbox"/> | Children's Medication and Management Plan | <input type="checkbox"/> | Sunscreen | <input type="checkbox"/> | Food [as required] | <input type="checkbox"/> | Required Equipment | <input type="checkbox"/> | Walkie Talkies | <input type="checkbox"/> | Day Plan | <input type="checkbox"/> |

Notes:

This section is to be completed by the excursion organiser and submitted to the Director as soon as possible after the excursion has occurred (maximum 2 days post-excursion/incursion).

| Yes | No | N/A | Checklist Item |
|-----|----|-----|--|
| Y | N | N/A | A weather check has been conducted to ensure that the weather conditions are suitable for the excursion/incursion to proceed. |
| Y | N | N/A | A signed permission form for the specific excursion/incursion and any specific activity which is to take place during the day has been received from the parents for all children attending. |
| Y | N | N/A | A list of children attending the excursion is left at the service prior to departure and a copy carried by the excursion supervisor for the purpose of checking at regular intervals during the course of the excursion. |
| Y | N | N/A | The excursion or incursion is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service. |
| Y | N | N/A | A fully stocked first aid kit is ready to be taken on the excursion, or has been put in an appropriate and accessible location for the incursion. |

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| Each participating child's emergency contact details have been updated and a copy is available to take on the excursion. | Y | N | N/A |
| A mobile phone is organised to take on the excursion and is on floor during the excursion. | Y | N | N/A |
| Medication and a management plan for any children attending are available and updated. | Y | N | N/A |
| A designated educator has been assigned to directly supervise any child with a chronic illness/allergic conditions. [NB: The educator is to hold the child's medication and management plan throughout the excursion.] | Y | N | N/A |
| At least one Educator in attendance has First Aid Training. | Y | N | N/A |
| In-centre activities and a day plan for the remainder of the day have been planned and a schedule is available for all staff working on the day. | Y | N | N/A |
| A menu, if required, for the day has been planned and displayed at the centre. | Y | N | N/A |
| Shopping requirements for the day of the excursion have been communicated to the Canteen Manager in writing. | Y | N | N/A |

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|---------------------------------------|------------------|--------------|--|
| Y | N | N/A | Payments for authorisation have been given to the Director and/or the Assistant Director to approve and forward to the bookkeeper. |
| Y | N | N/A | A cheque has been prepared and signed, if a cheque is required for payment on the day of the excursion/incursion. |
| Y | N | N/A | The additional needs of any child attending have been considered and accommodated, and if necessary, a child-specific day plan has been written up and shared with relevant staff. |
| Excursion Check-List Sign-Off: | | | |
| Excursion Organiser: | Isobel Schoon | Date: 8/8/22 |  |
| Director: | Emily Hargreaves | Date: 8/6/22 |  |

