

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	Moncrieff Recreation Park		
Address	Bon Scott Cres, Moncrieff ACT 2914		
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	13/7/22		
Time of Event	Start:	12:00pm	End: 3:30pm
Predicted number of children attending	54		

Staff ratio required	Predicted number of staff attending	Number of additional staff required to meet the ratio required [above 1:11]	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]	Recommendations for effective supervision:	Any site specific / activity instructions for children:	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.	Staffing and Ratios
* 7		N/A	Children and educators will travel via bus to Moncrieff playground where they will eat their lunch and enjoy use of the recreation park.	Educators will be evenly spaced out around the area to maintain effective supervision.		Children will attend an alternate excursion at Inflatable world in Kambah.	

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 will be attending.
Ages of children	4-12
Excursion/Incursion Rationale	
Rationale: [Include child input and requests]	After the completion of a successful excursion in January of this year we will be revisiting this site.
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) Children are effective communicators (Outcome 5)

<p>How are these MTOP learning outcomes being achieved? Include how the sub-outcomes are being achieved.</p> <p>Outcome 2: Children will see how their suggestions and ideas are valued and go towards the planning of the SVC program.</p> <p>Outcome 3: The children will be given autonomy to monitor their own health and wellbeing through safety instructions.</p> <p>Outcome 5: Children will need to use communication to express wants as needs as well as show respect, fairness and cooperation to work together</p>	<p>Facilities and Venue /Activity Assessment</p>	
Does the site have their own Risk Assessment? [please attach a copy]	N/A	Has a site visit been conducted?
Where is the Bus Parking? Is there a safe place for children to alight?	Yes	Is there an area for children to have lunch? Where?
Is there potential for other activities onsite/nearby?	No, alternate activities will be at a separate location	Venue conditions – Is the venue well maintained? Explain
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 – There is a boundary to the playground and staff will be ensuring that children stay within these boundaries
What is the condition of the equipment children will be accessing?	Well maintained, in accordance with safety regulations
Is there adequate shade?	Yes
Are there any Water Hazards? No	If yes please provide detail and ensure this is addressed in the risk assessment.
Are there any water hazards onsite or nearby? No	If yes please provide detail and ensure this is addressed in the risk assessment.
Where are the toilet facilities/amenities?	Yes, to the left of the carpark
Emergency evacuation	N/A
Where is the emergency evacuation meeting point?	N/A
Does the site have staff directly supervising the activity?	No


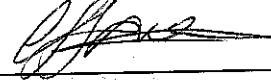
Does our group mix with others groups?	Yes
Are staff provided by the venue to assist supervision?	No
Instructor qualification [if relevant]	N/A
Transport Details	
Mode of travel Bus Details of Transport Company and contact person:	Deanes Transport Services
Date bus booked	26/5/22
Estimated time of travel between different destinations	18min
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	Yes	
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	\$ 10	\$ 550

<p>To calculate the cost per child for the excursion/incursion use the following formula: Cost = (a) + ((b)/ratio) + (c) + (d) + ((e)/ratio)</p> <p>Group cost should be planned on a minimum of 24 children attending the excursion/incursion</p>		<p>Excursion/Incursion Payment Information</p>	
<p>How does the venue accept payment?</p>		<p>No payment required</p>	
<p>Is a deposit required?</p>		<p>No</p>	<p>If yes – how much? \$</p>
<p>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?</p>		<p>N/A</p>	
<p>If payment is required "up front" how can we book and pay for additional children to attend if demand is higher than originally planned?</p>		<p>N/A</p>	
<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>			

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

Organiser	Isobel Schoon	Date 7/8/22	
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/Incursion Proposal Form and that it is used as a reference when completing 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	Injury, death	L	VU	4	Reputable transport service has been chosen for travel
Children exposed to extreme weather conditions during transportation	Not applicable for this activity.				
Alighting the bus	Injury, accident	L	VU	4	Bus will choose safe space away from other vehicles to park in order for children and staff to safely alight.
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	Service is well maintained. Only use maintained and safe areas. Leaders are trained in first aid and will check areas did dangerous objects prior to child use.
Water safety	Not applicable for this activity				

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	Injury, accident	F	U	4	Equipment at park is well maintained in accordance with health and safety regulations.

Supervision and Safety

Lost children	Children getting lost or injured	M	U	4	Children will be monitored by educators, and are aware of service boundaries.
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 begin activity. Children are constantly monitored by educators.
Mixing with the public	Aggression, injury	L	VU	6	Staff will take precautions when in areas with the general public, and try to remain distanced.
Aggression from others / animals	Aggression, injury	L	VU	6	Staff will remain cautious when there are animals in the area. They will keep children as separate as possible.
Emergency procedure	Lost children, not knowing where to go.	M	VU	5	Educators will ensure children remain in designated, monitored groups. Children are aware of emergency procedures.

Health and Hygiene

Toileting facilities	Slippery floors, sanitation issues	F	VU	6	Educators and children are aware of service bathrooms.
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Risk Assessment Matrix			
<i>How likely is it to be that serious?</i>			
How serious could the injury be?		1	1
		2	3
Very Likely	Likely	Unlikely	Very Unlikely
1	2	3	4
1	2	3	4
Death or permanent injury			
Long term illness or injury			

Risk Assessment Finalisation						
Date Completed: 8/6/22						
Completed by [name]: Isobel Schoon						
Workers consulted: No						
Overall Risk Assessment 5						
Medication	Asthma/anaphylaxis issue, medication not available	M	VU	5	Staff will always bring up to date medications and action plans on excursions.	
Food / allergies	Anaphylaxis, religious/dietary requirements	M	VU	6	All food for recess and lunch will be children's own and bought from school.	
Sun smart / weather considerations	Sun damage, heatstroke	M	U	5	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.	

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		


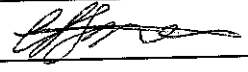
Legend

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 the **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)


Excursion Organiser:	Isobel Schoon	Date: 8/7/22	
Business Manager [if low risk]:		Date:	
Director:	Emily Hargreaves	Date: 8/6/22	
Committee Approval [if required]:		Date:	

Excursion Checklist

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

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
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

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:	8/6/22	
Director:	Emily Hargreaves	Date:	8/6/22	