



National Regulations 99-102

EDUCATOR: \_\_\_\_\_

**Excursion Parents Authorisation**

Excursion Name: \_\_\_\_\_

Date of Excursion: \_\_\_\_\_ Day: \_\_\_\_\_

Excursion Destination: \_\_\_\_\_

**OR**

Ongoing Excursion Date Range: \_\_\_\_\_

(If a regular outing, authorisation is only required to be obtained once in a 12-month period)

Method of Transport: Educators Registered Car with At Home Family Day Care Scheme. Registration: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Proposed Activities/Reason for Excursion: \_\_\_\_\_

Estimated Time of Excursion: \_\_\_\_\_

Educator Assistant Attending: Nil

**Please contact your coordinator or the office to advise before leaving for the excursion**

(Keeping within our sun smart policy REG:168)

Ratio: 1- 7 (regulation 1.7)

No of Child Attending	Child's Name	Parent Name	Parent Contact Numbers	Parent Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				

See full Excursion Details on page 2 and Risk Assessment on page 3 & 4

## Risk Assessment

Excursion details			
Date(s) of excursion	[REDACTED]	Excursion destination	[REDACTED]
Departure and arrival times			
Reason/Proposed educational and developmental activities (Section 51 National Law)	[REDACTED] [REDACTED]	Water hazards? <b>Yes/No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route and maps	Car – Maps attached		
Name of excursion educator	[REDACTED]	Mobile Number:	[REDACTED]
Contact number of excursion co-ordinator	Kylie Oastler 0436 013 370	<a href="mailto:kylie@athomefdcs.com.au">kylie@athomefdcs.com.au</a> 14/2-4 Ricky Street, Capalaba QLD 4157 After Hours Phone number: 0428 799 317	
Number of children attending excursion	7	Number of educators/parents/volunteers	1 Educator
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:7 [REDACTED]		
Method of transport, (e.g., train, bus, van, walking etc) including proposed route and maps	[REDACTED]		

Requirements for seatbelts or safety restraints in your state or territory have been meet	<p><b>Yes/No</b></p> <p>Comment: _____</p>
Describe the process for entering and exiting the service premises and the pickup location or destination (as required)  (Including how each child is accounted for)	<p>_____</p> <p>_____</p>
Describe the procedures for embarking and disembarking the vehicle;(including how each child is accounted for in embarking and disembarking)	<p>_____</p> <p>_____</p>

Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion and contact details
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Excursion forms with contact details and approval of travelling
<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 information for each child	<input type="checkbox"/> Other items, please list – Bottled Water, Nappies, Wipes

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Driving to and from destination points	Car accident	Low-High	Obey road rules and stay alert to any traffic/road hazards	Educator	At all times while driving

			<p>Drive in a safe and responsible manner and obeying Queensland Road Rules at all times.</p> <p>Provide a copy of current vehicle registration to the Coordination office</p>		
Driving to and from destination points	Breakdown of vehicle	Low	<p>Maintain regular servicing of vehicle</p> <p>Bring extra food and water supplies</p> <p>Check fuel gauge and ensure fuel level is sufficient to get to and from destination points before excursion</p>	Educator	Before driving
Driving to and from destination points	Children climbing out of car restraints/child restraint seat	Moderate	<p>Discuss with children importance of always wearing a seatbelt at all times while seated in the car.</p> <p>All children to travel using an age-appropriate car restraint/child restraint seat. <b>(If unsure of correct restraint for a child, please contact your Coordination office immediately)</b></p> <p>Educator checks seatbelts/car restraints are securely fastened before driving</p> <p>All car restraints and seatbelts have had a car restraint check that is registered with the Coordination office.</p> <p>A Positive car safety certificate for the Educator's registered vehicle is obtained and submitted to the Coordination office.</p>	Educator	Before driving and at all times while driving
Children entering and exiting vehicle at destination points near road/car park	Child struck by traffic	Low-High	<p>Ensure vehicle is parked as close as possible to destination point.</p> <p>Children are reminded to remain seated in car upon exiting the vehicle and remain in a safe area upon entering the vehicle.</p> <p>Children only enter/exit vehicle on kerbside of road, and clear instructions are given to children regarding road safety and to wait on footpath area while educator locks/unlocks the vehicle.</p> <p>Educator checks vehicle for any items left in vehicle, once all children have been counted for upon exiting the vehicle</p> <p><b>All prep aged children must be picked up and dropped off at their classroom by the educator.</b></p>	Educator	At all times when children are entering/exiting vehicle

Driving to and from destination points	Traffic jam	Low	Bring extra supplies e.g., water, food, nappies, wipes	Educator	Before driving
Out in public	Child wandering off or becoming separated from educator/group	Moderate-High	Discuss with children importance of always staying close to educator for safety  Discuss what to do if lost/separated e.g., meeting point, stay where they are until they are found  Active supervision/holding hands if walking from one place to another	Educator/Children	Before and at all times during excursion

Plan prepared by	Educator: _____	Signature: _____
Approved/Declined	Coordinator: _____	Signature: _____
Communicated to:	At Home Family Day Care Scheme	
Venue and safety information reviewed and attached	<b>Yes/No</b> Comment if needed: <b>Prep aged children to be dropped off and picked up from classroom by educator. All other children to be escorted until inside school grounds in the mornings and meet educator at designated area inside school grounds in the afternoons.</b>	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. Educators must position themselves so they are able to supervise all children at all times</b>		

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

- Complete the above table of Consequence by ticking or circling applicable likelihood
- Supply Proposed Route by Google Maps