

# Policy 15: Excursions and Service Events

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## Mandatory – Quality Area 2

### PURPOSE

This policy will provide guidelines for Lady Forster Kindergarten to plan and conduct safe and appropriate excursions and service events

### POLICY STATEMENT

#### 1. VALUES

Lady Forster Kindergarten is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service events
- promoting road safety education and safe active travel for children.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management and Control, Nominated Supervisor, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Lady Forster Kindergarten, including during offsite excursions and events.

#### 3. BACKGROUND AND LEGISLATION

##### Background

Excursions and service events are planned to extend the educational program and further develop the current interests of children. The *Victorian Early Years Learning and Development Framework* (refer to *Sources*) states that "Participating in their communities strengthens children's sense of identity and wellbeing" (Outcome 2: Children are connected with and contribute to their world). The purpose and educational value of each excursion or service event should be clearly communicated to parents/guardians.

When planning excursions and service events, it is important to ensure that they are inclusive of all members of the service community. Consideration must be given to any extra costs involved and the ability of families to pay these costs. Consideration must also be given to ensuring that all children can attend regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*). Clear procedures must be developed and followed, and these should be communicated to parents/guardians.

A risk assessment must be carried out for each excursion to determine any risks to children's health, safety or wellbeing before permission is sought from parents/guardians (Regulations 100, 101). The risk assessment must identify each risk and specify how the risk will be managed and/or minimised (Regulation

101). Written authorisation for the child to attend the excursion must be obtained from a parent/guardian or person named in the child's enrolment record before the child can be taken outside the service premises. For details regarding information to be included in the written authorisation, refer to Attachment 1.

Active travel excursions near the service have a range of benefits including:

- children and staff being physically active
- providing the opportunity to practice road safety
- engaging with the community.

Early childhood road safety education aims to reduce the risk of serious injury and death from road trauma. It also aims to lay the foundations for children to become safe and independent road and transport users in the future. Road safety education is an important part of a holistic approach to keeping children safe around traffic and in the road environment. Effective traffic skills are best learnt if they occur in a real environment i.e. using crossings and traffic lights.

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard*, including Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety

## **4. DEFINITIONS**

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Adequate supervision:** (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Attendance Record:** Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

**Excursion:** An outing organised by the education and care service. The written permission of parents/guardians or a person named on the child's enrolment record as having lawful authority must be obtained before educators/staff take children outside the service premises.

Under the National Regulations, the definition of 'excursion' does not include an outing organised by services operating from a school site, where the child/ren leave the service premises with an educator/staff member, but do not leave the school site'.

**Risk assessment:** (In the context of this policy) a risk assessment must identify and assess any hazard that poses a risk to a child's health, safety and/or wellbeing while on an excursion, and specify how these risks will be managed and/or minimised (Regulation 101). Risk assessments must consider:

- the proposed route and location of the excursion
- any water hazards (refer to *Water Safety Policy*)
- any risks associated with water-based activities (refer to *Water Safety Policy*)
- transport to and from the proposed location of the excursion (refer to *Occupational Health and Safety Policy*)
- the number of adults and children participating in the excursion
- the number of educators or other responsible adults who will be providing supervision given the level of risk, and whether or not specialised skills are required (e.g. lifesaving skills)
- the proposed activities, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- the proposed duration of the excursion, and the impact of this on children with varying levels of ability, additional needs or medical conditions
- any items/information that should be taken on the excursion e.g. first aid kit, emergency contact details for children, medication for children with known medical conditions (such as asthma, anaphylaxis and diabetes) and a mobile phone.

A sample Excursion Risk Management Plan is provided on the ACECQA website at: [www.acecqa.gov.au](http://www.acecqa.gov.au) (search *Sample forms and templates*)

**Regular outing:** (In relation to education and care services) means an excursion (refer to *Definitions*) such as a walk, drive or trip to/from a location that the service visits regularly as part of its educational program, and where the circumstances covered by the risk assessment are the same on each trip. If an excursion is a regular outing, an authorisation from parents/guardians is only required to be obtained once every 12 months. A new authorisation is required if there is any change to the circumstances of the regular outing.

**Service event:** A special activity, event, visitor or entertainment organised by the education and care service that may be conducted as part of a regular session at the service premises or as an excursion.

**Supervision:** refer to **adequate supervision** in *Definitions* above.

## 5. SOURCES AND RELATED POLICIES

### Sources

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia:* <https://docs.education.gov.au/documents/belonging-being-becoming-early-years-learning-framework-australia>
- *Guide to the National Quality Standard*, ACECQA: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- *Victorian Early Years Learning and Development Framework:* [www.education.vic.gov.au](http://www.education.vic.gov.au)
- VicRoads: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)
- Child Health Promotion Research Centre & Edith Cowan University (2012) *National Practices for Early Childhood Road Safety Education:* <https://childroadsafety.org.au/assets/Research/National-Practices-for-EC-RSE.pdf>

### Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Administration of First Aid Policy*
- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Code of Conduct Policy*

- *Curriculum Development Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Diabetes Policy*
- *Emergency and Evacuation Policy*
- *Enrolment and Orientation Policy*
- *Epilepsy Policy*
- *Fees Policy*
- *Food Safety Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Inclusion and Equity Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Participation of Volunteers and Students Policy*
- *Privacy policy*
- *Road Safety and Safe Transport Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Water Safety Policy*

## **PROCEDURES**

### **The Approved Provider and Persons with Management and Control are responsible for:**

- developing an *Excursions and Service Events Policy* in consultation with the Nominated Supervisor, staff and parents/guardians at the service
- ensuring that staff, volunteers, students and others at the service are provided with a copy of the *Excursions and Service Events Policy* and comply with its requirements
- ensuring that all parents/guardians have completed, signed and dated their child's enrolment form (refer to *Enrolment and Orientation Policy*) including details of persons able to authorise an educator to take their child outside the service premises (Regulation 160)
- ensuring that parents/guardians or persons named in the enrolment record have provided written authorisation within the past 12 months where the service is to take the child on regular outings (refer to *Definitions*), and that this authorisation is kept in the child's enrolment record (Regulation 161) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357)
- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)

- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy*)
- ensuring that staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*
- ensuring that excursions and service events are based on the educational program and meet the needs and interests of children and families at the service (refer to *Curriculum Development Policy*)
- ensuring that there is a clear purpose and educational value to each excursion or service event, and that this is communicated to parents/guardians
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- ensuring strategies are in place to provide an accurate attendance record (refer to *Definitions*) for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring strategies are in place to ensure that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- providing and maintaining a portable first aid kit that can be taken on excursions and other offsite activities
- providing portable first aid kits that contain the required medication for dealing with medical conditions
- providing a mobile phone to enable contact with parents/guardians and emergency services in the event of an incident, injury, trauma or illness (Regulation 98)
- ensuring emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.

**The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:**

- developing an *Excursions and Service Events Policy* in consultation with the Approved Provider, staff and parents/guardians at the service
- ensuring educators, staff, parents/guardians, volunteers, students and others at the service are provided with a copy of the *Excursions and Service Events Policy* and comply with its requirements
- ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4) (refer to Attachment 1 – Developing an excursion/service event authorisation form)
- ensuring that children are adequately supervised (refer to *Definitions*) at all times
- ensuring that educator-to-child ratios are maintained at all times, including during excursions and service events (Regulations 123, 355, 357)
- ensuring only educators who are working directly with children are included in educator-to-child ratios

- ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- ensuring that a risk assessment (refer to *Definitions*) is carried out for an excursion (in accordance with Regulation 101) before authorisation is sought from parents/guardians (Regulation 100)
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101
- developing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy, Water Safety Policy and Road Safety and Safe Transport Policy*)
- ensuring that educators and staff comply with the service's *Road Safety and Safe Transport Policy*
- encouraging parents/guardians to comply with the service's *Road Safety and Safe Transport Policy*
- providing road safety education as part of the curriculum
- where appropriate, taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- ensuring that excursions and service events are based on an approved learning framework, the developmental needs, interests and experiences of each child, and take into account the individual differences of each child (refer to *Curriculum Development Policy*)
- ensuring the purpose and educational value of each excursion or service event is communicated to parents/guardians
- considering the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges (refer to *Fees Policy*)
- ensuring that proposed excursions/service events are inclusive of all children regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy, Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- ensuring an accurate attendance record (refer to *Definitions*) is kept for children attending an excursion, and for children remaining at the service while an excursion is happening
- ensuring that there is an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- ensuring that each child's personal medication and current medical management plan is taken on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy and Epilepsy Policy*)
- ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities
- ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness
- ensuring sunscreen (if required) is taken on excursions and is available as required for service events and that outdoor excursion venues provide adequate shade
- displaying a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service.

**Other educators are responsible for:**

- contributing to the development of an *Excursions and Service Events Policy* reading and complying with the requirements of the *Excursions and Service Events Policy*
- providing parents/guardians or a person named in the child's enrolment record with an excursion/service event authorisation form

- checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion
- allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record
- maintaining the required educator-to-child ratios at all times, and adequately supervising (refer to *Definitions*) children during excursions and service events
- adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children (refer to *Participation of Volunteers and Students Policy*)
- undertaking a risk assessment (refer to *Definitions*) for an excursion or service event prior to obtaining written authorisation from parents/guardians
- ensuring the risk assessment (refer to *Definitions*) identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101
- implementing strategies to improve children's safety in high risk situations such as excursions near water or near a road (refer to *Supervision of Children Policy*, *Water Safety Policy* and *Road Safety and Safe Transport Policy*)
- complying with the service's *Road Safety and Safe Transport Policy*
- developing excursions and service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child (refer to *Curriculum Development Policy*)
- providing road safety education as part of the curriculum
- taking walking excursions in the local community to promote physical activity, safe active travel and community connectedness
- communicating the purpose and educational value of each excursion or service event to parents/guardians
- supporting all children to participate in excursions and service events regardless of their abilities, additional needs or medical conditions (refer to *Inclusion and Equity Policy*, *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- taking each child's personal medication and current medical management plan on excursions and other offsite activities (refer to *Dealing with Medical Conditions Policy*, *Asthma Policy*, *Anaphylaxis Policy*, *Diabetes Policy* and *Epilepsy Policy*)
- taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities
- keeping an accurate attendance record (refer to *Definitions*) of children attending excursions, and for children remaining at the service while an excursion is happening
- keeping an accurate list of all adults participating in an excursion, including parents/guardians, volunteers and students, with contact details for each individual
- taking a mobile phone, a copy of the attendance record, emergency contact details for each child and the contact details of the child's medical practitioner on excursions for notification in the event of an incident, injury, trauma or illness
- taking sunscreen (if required) on excursions/service events
- discussing the aims and objectives of the excursion or service event, and items of special interest, with children prior to undertaking the activity
- informing parents/guardians of items required by children for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.

**Parents/guardians are responsible for:**

- reading and complying with the requirements of this *Excursions and Service Events Policy*
- completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the service

- completing, signing and dating excursion/service event authorisation forms
- providing written authorisation for their child to leave the service premises on regular outings (see *Definitions*)
- reading the details of the excursion or service event provided by the service and asking for additional information if required
- providing items required by their child for the excursion or service event e.g. snack/lunch, sunscreen, coat etc.
- understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an educator or the Approved Provider at all times
- if participating in an excursion or service event, informing an educator immediately if a child appears to be missing from the group
- supervising and caring for siblings and other children in their care who are not enrolled in the program
- complying with all service policies while participating in an excursion or service event including the *Code of Conduct Policy, Road Safety and Safe Transport Policy, Sun Protection Policy and Hygiene Policy*.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

## ATTACHMENTS

- [Attachment 1: Developing an excursion/service event authorisation form](#)
- [Attachment 2: LFK Beach Excursion Risk Management Plan](#)
- [Attachment 3: LFK Beach Excursion Authorisation Form \(Annual\)](#)
- [Attachment 4: LFK Beach Excursion Authorisation Form \(Weekly\)](#)

## AUTHORISATION

This policy was adopted by the Approved Provider of Lady Forster Kindergarten on 29 October 2020.

**NEXT REVIEW DUE BEFORE:** 29 October 2021



Tammy Rip, President, Lady Forster Committee 2020



# Developing an excursion/service event authorisation form

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The *Education and Care Services National Regulations 2011* (Regulation 102) specify that written authorisations for excursions, given by a parent/guardian or person authorised on the child's enrolment record, must include the following details:

- the child's name
- the reason the child is to be taken outside the service premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing (refer to *Definitions*))
- a description of the proposed location of the excursion
- the method of transport to be used
- proposed activities to be undertaken as part of the excursion
- the period of time that the child will be away from the service premises
- the anticipated number of children attending the excursion
- the anticipated ratio of educators to children attending the excursion
- the anticipated number of staff members, and any other adults who will accompany and supervise children on the excursion
- confirmation that a risk assessment has been prepared and is available at the service.

The authorisation form should require parents/guardians to include contact details for two people and for the child's medical practitioner in the event that the child experiences an incident, injury, trauma or illness while on the excursion.

The form must be signed and dated by the parent/guardian or a person authorised on the child's enrolment form.

Services should also include information about:

- additional costs involved, if any, and
- whether parents/guardians/siblings are able to participate in the excursion and, if so, details of the supervision requirements for additional family members.

# LFK Beach Excursion Risk Management Plan

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## Lady Forster Kindergarten Beach Excursions Risk Management Plan

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**Supervising teachers/staff: Allison Prasser, Emma Jedwab, Claire Wilson, Linda Jane Rutherford, Adric Small, Amy Zhang, Mary Jane Glasson, (at least four staff members. Ratio=1.7.5 or less)**

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**Emergency Contacts: Police, Fire, Ambulance: 000**

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**ALL KINDERGARTEN STAFF WILL CARRY CHARGED MOBILE PHONES**

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**EMERGENCY CONTACT DETAILS FOR PARENTS AND TEACHERS WILL BE CARRIED BY EACH STAFF MEMBER OR PARENT**

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**Program: Extended Hours Kindergarten**

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**Dates: Every Wednesday from February  
Wednesdays 10.00am-11.45am (approx.)**

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**Location: Elwood Beach between Elwood Sailing Club and Elwood Life Saving Club or  
Elwood Foreshore area between Point Ormond and the pier at the end of Head St**

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Risk Description	Existing Controls	Rating			Treatment Priority <sup>11</sup>	Treatment
Describe the risk event, cause/s and consequence/s. For example,  <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List:  What will be done? Who is accountable? When will it happen?
Animal bite	Stay a recommended distance from any animals. Children must wear covered shoes.  Program planning /site(s) chosen / animal education  Stocked first aid kit and operational mobile phone carried at all times.  First aid trained staff – Level 2  Emergency contact numbers for children and staff carried.	Unknown	Major	Unlikely	Monitor	Call ambulance  Call parent/guardian  Complete incident report and notify DEECD
Dog Bite	Dog safety awareness for children provided in first term of Kindergarten tbc  Staff to closely supervise when other users of beach interact with children, to minimise contact with other parties.	Unknown	Moderate	Unlikely	Monitor	Staff to remain vigilant concerning presence of dogs.  First aid  Call parent/guardian  Complete incident report and notify DEECD.
Child getting lost	Adult / child ratio and constant supervision.  Program planning, selection of appropriate location.  Familiarising children with useable area. Children to wear red shirts/suits to improve visibility.  Children to be taught procedure if lost - stay in one place (do not move) and call out. Staff to wear high visibility vests.	Unknown	Major	Unlikely	Treat	Familiarise children with area and environs.  Familiarise children with location of life saving club and practice of going to this location if child cannot find teachers.  staff to search for child.  Call police/ parents.

Child being hit by vehicle	<p>Adult / child ratio and constant supervision.</p> <p>Selection of location away from parking areas/roads. Walking on paths only.</p>	Satisfactory	Major	Rare	Treat	<p>Reinforce road safety awareness in children.</p> <p>First aid.</p> <p>Call ambulance.</p> <p>Co-operate with Emergency Services.</p> <p>Remove other children from environs.</p> <p>Request additional assistance from available staff.</p> <p>Organise de-brief counselling for staff, parents and children as necessary.</p>
Stranger interference	<p>Adult / child ratio and constant supervision.</p> <p>Protocol established for Kindergarten staff to monitor other users of beach/foreshore when interacting with children, to minimise contact .</p> <p>High visibility shirts supplied to staff, children and volunteers.</p>	Satisfactory	Major	Rare	Treat	<p>Call police/ parents.</p> <p>Notify DEECD.</p>
Broken limb/other serious injury	<p>Selection of appropriate areas</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff – Level 2</p>	Satisfactory	Moderate	Rare	Monitor	<p>(Refer to Sunburn/Extreme Weather Conditions, below.)</p> <p>First aid.</p> <p>Call parent/guardian.</p> <p>Complete incident report and notify DEECD.</p> <p>Insurer for advice (liability/claims management).</p>
Child fall from structure	<p>Adult / child ratio and constant supervision</p> <p>Educate children about risk-taking;</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff –Level 2</p>	Satisfactory	Moderate	Unlikely	Monitor	<p>First aid.</p> <p>Call ambulance.</p> <p>Call parent/guardian.</p> <p>Notify Ranger.</p> <p>Complete incident report and notify DEECD.</p> <p>Contact insurer for advice</p>

						(liability/claims management).
Drowning/Near Drowning	<p>Children to be kept at arms -length of adult when near water and not to pass adult standing at deepest point.</p> <p>Children to only enter the water up to their knee. Program on water safety in conjunction with Kings Swim/Elwood Lifesaving Club</p> <p>Adult / child ratio.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff – Level 2</p> <p>Program planning / site(s) chosen / water /environmental education as part of program.</p>	Unknown	Major	Rare	Treat	<p>First aid.</p> <p>Call ambulance.</p> <p>Co-operate with Emergency Services.</p> <p>Call parent/guardian.</p> <p>Remove other children from environs.</p> <p>Request additional assistance from available Committee member(s).</p> <p>Complete incident report and notify DEECD.</p> <p>Contact insurer for advice (liability/claims management).</p> <p>Organise de-brief counselling for staff, parents and children as necessary.</p>
Sunburn/ Heat Exposure / Extreme Weather conditions	<p>Monitor weather conditions ahead of each week's session, including UV index.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff –Level 2</p> <p>Protective clothing</p> <p>Children bring water bottles and water available.</p> <p>Apply Kindergarten SunSmart policy.</p> <p>Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather conditions.</p>	Satisfactory	Minor	Unlikely	Monitor	<p>Cancel excursion if extreme weather conditions are considered too hazardous.</p> <p>Inform parents whose children are not appropriately dressed.</p> <p>Return to the kindergarten</p> <p>Provide a small shade tent .</p>
Insect bite / sting. Ingestion of or reaction to plant/other material.	<p>Protective clothing / education of children as part of Kindergarten program.</p> <p>Stocked first aid kit and operational</p>	Satisfactory	Minor	Unlikely	Monitor	<p>First aid.</p> <p>Call ambulance if severe reaction.</p> <p>Call parent/guardian.</p>

	mobile phone carried at all times. First aid trained staff –Level 2 Request allergy information from parents as per normal procedure. Carry Emergency Action Plans and Epi-pens and Asthma Medication for relevant children. Carry emergency Epi-Pen in case of first time reaction. Use of repellent approved by Parents					Inform parents whose children are not appropriately dressed.
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Monitor	

### Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of each risk for treatment.

<b>Consequences</b>	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
		<b>Likelihood</b>			
<b>Treat</b>		<b>Monitor</b>			

Reviewed: 08/02/18

# LFK Beach Excursion Authorisation Form (Annual)



Parents,

Please sign here to acknowledge that you have read and understand the Beach Excursion Risk Management Plan for our foreshore excursions. Excursions are dependent on weather conditions, staffing arrangements and group dynamics. Staff may choose to stop/limit excursions if deemed appropriate.

Excursions will take place most Wednesdays between 10am and 11.45am approx. The foreshore area extends from the playground at the end of North Rd Brighton to the MO Moran reserve near the Elster Canal.

Please sign below if you allow your child to leave the kindergarten for the above excursions (permission will be sought for individual excursions on the day).

I (Parent/Guardian name)

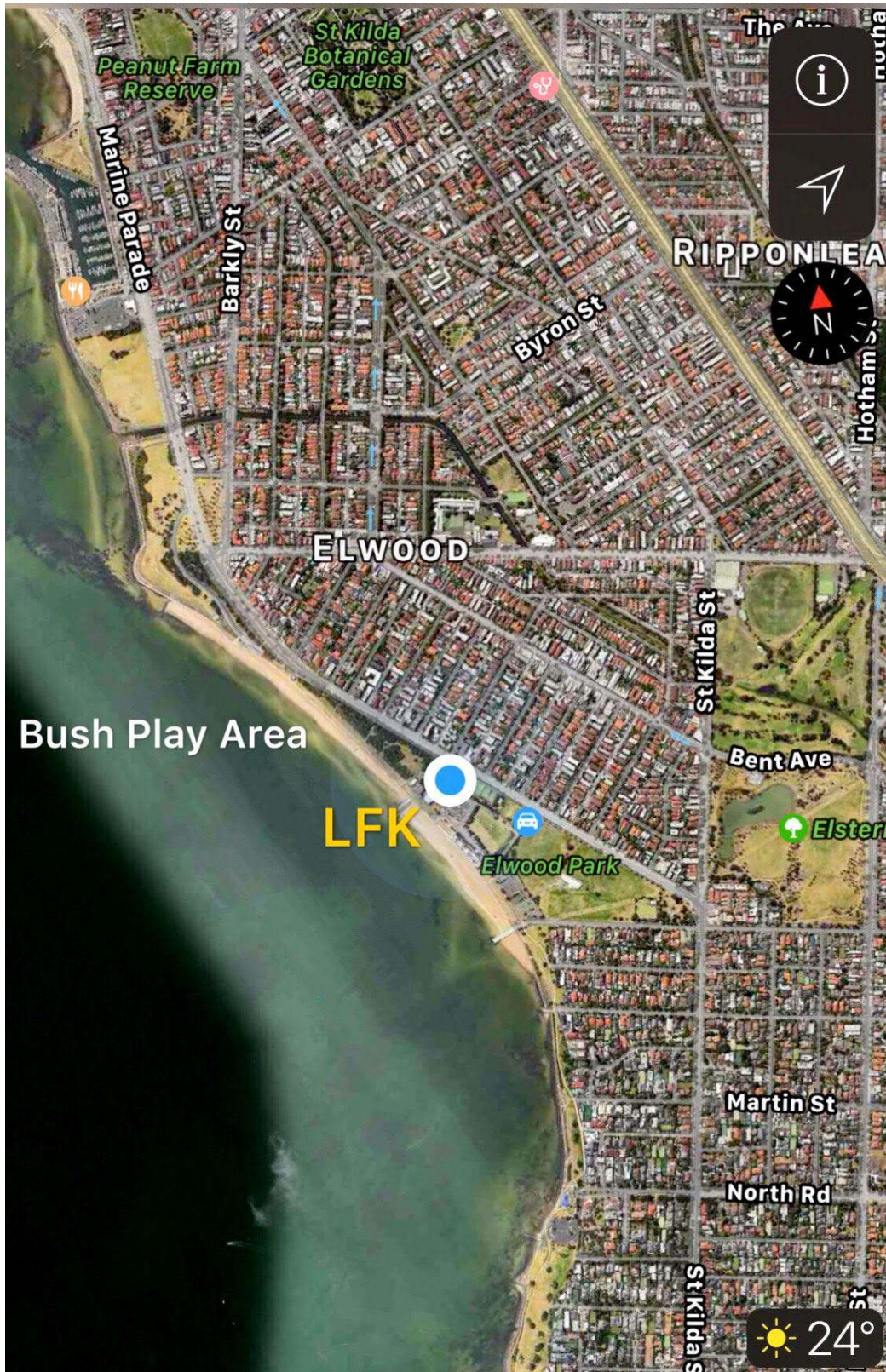
\_\_\_\_\_

Give permission for my child (child's name) \_\_\_\_\_

to attend the aforementioned excursions to Elwood Foreshore

(signed)\* \_\_\_\_\_ date \_\_\_\_\_

*\*I understand that at least four staff members will be in attendance and that all due care will be taken*





# LFK Beach Excursion Authorisation Form (Weekly)



Dear Parents

Today, \_\_\_\_\_, we would like to begin our regular visits to Elwood foreshore as part of our coastal curriculum program. We will leave the kindergarten at approx 10.00am and return to the kindergarten at approx 11.45am.

This will be a short visit focusing on exploring the natural environment and exploration. Please sign below to acknowledge that you have read the beach excursion risk assessment plan and that you allow your child to leave the kindergarten to attend this excursion.

I (parent's name)	give permission for my child (child's name)	to attend the above excursion on ...../...../18 (signed)**

\*\*I have read the Beach Excursion Risk Management Plan and understand that at least four staff members will be in attendance and that all due care will be taken.