

# Excursion Risk Assessment & Benefit Analysis

## Great Outdoors Adventure Clifton Gardens

**Date of Excursion:** Wednesday 16<sup>th</sup> April 2025

**Excursion Destination:** Clifton Gardens – Mosman (Morella Street)

**Proposed activities:** Children will take a bus to Clifton Gardens, Mosman. Once there we will be bushwalking, fishing, crab catching and habitat building for native penguins. We will also enjoy a picnic lunch at the Gardens.

**Method of transport:** Bus, Walking **Duration of Excursion:** 7 ½ Hours.

**Proposed Route of excursion:** Bus to Clifton Gardens Mosman from Service, we will move around the gardens on foot, reverse for trip back to the service

**Name of Excursion Coordinator:** Karen McGill

**Number of Children attending excursion:** max 55 children **Number of Educators:** max 8 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details):** 1 educator: 8 children.

**Water Hazard:** Clifton Gardens Beach **Specialised skills needed:** N/A

**Excursion Checklist:** - First aid Kit

- Asthma Kit
- List of children and adults attending the excursion.
- Medical information for children with medical conditions and appropriate Medications (List Below)

---

---

---

- Contact information for children and adults.
- Mobile phone
- iPad

### **RISK BENEFITS LINKED TO MY TOP OUTCOMES: -**

Play is great for children's well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

The excursion to Clifton Gardens is a venue that may provide our children with an experience they have never had before and the benefits of participating in this activity are:

- It is a fun and exciting leisure activity, that can challenge their personal abilities, allow them to take risks in their decision making and to cope with the unexpected.
- It will allow the development of new friendships: As we have many children who come to the service who do not have any of their usual friendship groups, attending vacation care can be very daunting. This excursion will support all children to develop friendship groups during the holiday period, as it is a shared experience they can bond over, allowing them to develop a sense of belonging.
- Together children will be able to express their thoughts and feelings about the activity, with not only their friends, but also with the educators who will be attending with them – allowing our children to feel safe, secure, and supported while in our care.
- Excursion Activities will allow children to broaden their understanding of the world in which they live through learning about the animals that we share our planet with, the environment that they live in and what we can do to minimise our impact on them and their habitats.
- It will also provide an opportunity for the children to gain knowledge and respect for our natural environment and gain an understanding of the impact that humans can have on other living things. It will allow children to show an appreciation for the natural environment and understand how they can better assist to keep these environments healthy for all living things.
- We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things' environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences.
- Children will be able to develop independence as they will be able to freely choose which activities they will participate with at the venue, they have control over their experience which will allow them to enjoy the experience at a level that they feel comfortable, in a relaxed and safe environment.
- It will allow children to learn how to negotiate space and further learn how to read others' behaviour and actions and respond appropriately, in this group environment. This will build and promote a sense of community and allow children to express opinions and views on matters that mean the most to them.
- It is an opportunity for Educators and Children to enjoy time in play, sharing Joy, happiness, and humour. It is an opportunity for children to develop self-confidence and develop trust in others that their wishes will be respected, all this will help foster a strong sense of identity in children.
- It will provide children with a sense of wellbeing as it is an opportunity for children to engage in physical play, outside, that will challenge them and help them to develop self-confidence in their ability.
- It will promote discussion amongst the children and educators in both large and small groups, that will provide the opportunity for children to express themselves and share their ideas, thoughts, observations and experiences.
- It will provide an opportunity for children to explore natural environments, learn about the world around them, and show respect and appreciation for the world around them.

### **My Time Our Place Outcomes:**

#### Outcome 1 – Children have a strong sense of Identity

- '*develop their autonomy, interdependence, resilience and sense of agency*' (1.2)
- '*children develop knowledgeable and confident self-identities*' (1.2).
- '*learn to interact in relation to others with care, empathy and respect*' (1.4).

#### Outcome 2 – Children are connected with and contribute to their world

- '*children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and responsibilities necessary for active participation* (2.1).
- '*become socially responsible and show respect for the environment*' (2.4).

#### Outcome 3 – Children have a strong sense of wellbeing

- '*children to become strong in their social and emotional wellbeing*' (3.1)
- '*children taking increasing responsibility for their own health and physical wellbeing*' (3.2)

#### Outcome 4 – Children are confident and involved learners

- '*Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity*' (4.1)
- '*Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating*' (4.2).

**4.2. Outcome 5 – Children are effective Communicators.**

- *interact verbally and non-verbally with others for a range of purposes* (5.1)

| Activity/Hazard  | Risk<br>(use<br>matrix) | Risk Control  | Who  | When  |
|--|-------------------------|---|--|---|
| Entering and Exiting the education and Care Service premises                         | Low                     | <ul style="list-style-type: none"> <li>✓ Roll Call and head count completed prior to leaving the Education and Care service Premises.</li> <li>✓ Number of children on excursion communicated to all Educators.</li> <li>✓ We will not leave the premises until the bus is directly out the front and waiting for us.</li> <li>✓ Children will be counted out the gate by one educator, and then counted onto the bus by a second educator. Educators will ensure that the number of children match with each other and the roll.</li> <li>✓ On arrival back at the service children will be counted back into the service. Check number matches roll. ✓ Excursion Supervisor will be the last person off the bus to ensure that they check everyone is off the bus.</li> </ul> | Excursion Supervisor<br>" " "<br>" " "<br>Educators<br>Educators<br>Excursion Supervisor | Prior to Excursion<br>" " "<br>" " "<br>On Excursion<br>" " "<br>" " "<br>" " " |
| Walking to and from bus.<br>→ Struck by car/bus on road<br>→ Trip on uneven footpath | Low<br>Moderate         | <ul style="list-style-type: none"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion.</li> </ul>  | Vac Care Coordinator All<br>Educators All<br>educators                                   | Prior excursion<br>On excursion<br>Prior Excursion                              |

| Activity/Hazard  | Risk<br>(use<br>matrix)  | Risk Control   | Who   | When   |
|--|--------------------------|--|---|--|
| Road Accident on route to venue or service<br>→ Injuries to passengers | Moderate                 | <ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion.</li> <li>✓ Nobody is to move around the bus when the bus is in motion.</li> <li>✓ Children are not to distract the driver while the bus is in motion.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>   | Excursion Supervisor<br>All educators<br>All educators<br>All educators                             | Prior to Excursion<br>On excursion<br>On excursion<br>On excursion |
| Road Accident  | Moderate<br><br><br>High | <p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> <li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li> <li>✓ Contact centre and Manager as soon as possible. <i>If the accident is serious:</i></li> <li>✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</li> <li>✓ Deal with casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> <li>✓ Contact centre and Manager as soon as possible. – Educators will begin contacting parents as soon as it is safe to do so.</li> </ul> | All Educators<br>" "<br>Excursion Supervisor<br>All Educators<br>" "<br>Excursion Supervisor<br>" " | On Excursion<br>" "<br>" "<br>" "<br>" "<br>" "<br>" "             |

|                      |     |   |                                |                            |
|----------------------|-----|---|--------------------------------|----------------------------|
| Mechanical Breakdown | Low | <ul style="list-style-type: none"> <li>✓ Keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li> <li>✓ Educators to supervise staff to avoid danger until problem is fixed or replacement bus arrives.</li> </ul> | All<br>educators<br>" "<br>" " | On Excursion<br>" "<br>" " |
|----------------------|-----|---|--------------------------------|----------------------------|

| Activity/Hazard   | Risk<br>(use matrix) | Risk Control  | Who  | When   |
|---|----------------------|---|--|--|
| Child becomes lost during Transition from one point to another. | Low                  | <ul style="list-style-type: none"> <li>✓ Head count taken on a regular basis especially: - Getting off the bus on arrival - Throughout the day – especially recess and lunch</li> <li>✓ Group to be seated together– with educators spread out among children.</li> <li>✓ Prior to leaving – roll call and head count taken. ✓ All children will be wearing blue ACI excursion shirts and coloured wrist bands – these will have service phone Numbers on them.</li> </ul>  | Excursion Supervisor<br>All<br>Educators<br>" "<br>" " | On Excursion<br>" "<br>" "<br>Prior to Excursion |
| Child protection issues   | High                 | <ul style="list-style-type: none"> <li>✓ Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care.</li> <li>✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.</li> <li>✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc....</li> <li>✓ Report any suspicious behaviour to excursion supervisor – maintain active supervision at all times.</li> </ul> | All<br>Educators<br>" "<br>" "<br>" "                  | On excursion<br>" "<br>" "<br>" "                |

|  |                             |  |  |  |
|--|-----------------------------|--|--|--|
| Weather Conditions<br>→ Over exposure to sun<br>→ Dehydration<br>→ Wet Weather | Moderate<br>Moderate<br>Low | <ul style="list-style-type: none"> <li>✓ Parents need to be informed that children advising children must have hats, wear the centre shirt with selves, sunscreen and suitable clothing for changing weather conditions.</li> <li>✓ Check weather forecast for the day of excursion. ✓ Ensure all children have a refillable drink bottle. ✓ Ensure sunscreen is packed and distributed to children throughout the day.</li> <li>✓ Ensure lunch area is in a well shaded area</li> <li>✓ Ensure staff and each group have a fully stocked first aid kit.</li> <li>✓ Wet weather – ensure children have ponchos – unless severe weather excursion will go ahead.</li> </ul> | Vac Care Coordinator<br>" "<br>All Educators<br>Excursion Supervisor<br>" "<br>" "<br>Vac Care Coordinator | Prior to excursion<br>" "<br>" "<br>On Excursion<br>" "<br>" "<br>Prior to excursion |
|--|-----------------------------|--|--|--|

| Activity/Hazard        | Risk (use matrix) | Risk Control   | Who  | When  |
|------------------------|-------------------|--|--|---|
| Slip/Trip/fall hazards | Moderate          | <ul style="list-style-type: none"> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Ensure children follow directions of staff and signs at Venue ✓ Inform venue of any slip/trip/fall hazards</li> <li>✓ Educators to scan and observe the environment for any potential hazards if any &amp; identify these to children, other educators and venue and event organisers.</li> <li>✓ Parents to ensure Children to have on closed in comfortable walking shoes</li> </ul> | All educators<br>All Educators<br>All Educators<br>Parents | On excursion<br>On excursion<br>On Excursions<br>Prior to Excursion |

|  |                                  |   |  |   |
|--|----------------------------------|---|--|---|
| Lost child at Clifton Gardens  | High                             | <ul style="list-style-type: none"> <li>✓ Children will be informed to stay with educators at all times and what to do if they become separated from the group. Educators not to leave children unattended and to ensure all children stick together in their group.</li> <li>✓ All children will be in centre T-shirt and wrist band – this shirt must be visible – which has centre phone number on it and informed of what they should do if they become separated from the group.</li> <li>✓ Children will be in groups throughout the day, with educators. All educators will be provided with a list of children who are in their group. Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.</li> <li>✓ Educators to have service mobile phones on them to ensure communication between groups</li> </ul> | <p>Excursion Supervisor<br/>" " "</p> <p>" " "</p> <p>All educators</p>                    | <p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p>                           |
| Clifton Gardens/Bush Walk<br>→ Snake/Spider bite   | Moderate                         | <ul style="list-style-type: none"> <li>✓ Inform children of rules.</li> <li>✓ Avoid areas with long grass</li> <li>✓ Obey any signs and take note surroundings.</li> <li>✓ Maintain educator/child ratios at all times.</li> <li>✓ All groups are to have a fully stocked first aid kit with them and a charged mobile phone.</li> <li>✓ Ensure there is at least one fully qualified first aid certificate holder in each group</li> </ul>   | <p>Excursion Supervisor<br/>Educators<br/>Educators<br/>Excursion Supervisor<br/>" " "</p> | <p>On Excursion</p> <p>" " "</p> <p>" " "</p> <p>Prior to Excursion</p> <p>On Excursion</p> |
| Walking through bush<br>→ Uneven surfaces<br>→ Tripping and Falling<br>→ Exposure to potential allergens | Moderate<br>Moderate<br>Moderate | <ul style="list-style-type: none"> <li>✓ Enforce rule of no running on uneven surfaces at any time</li> <li>✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure.</li> <li>✓ Children's Allergy medications should be taken on the excursion and kept with the appropriate children at all times.</li> </ul>  | <p>Educators<br/>" " "</p> <p>" " "</p>  | <p>On excursion</p> <p>" " "</p> <p>" " "</p>   |

| Activity/Hazard | Risk<br>(use matrix) | Risk Control | Who | When |
|-----------------|----------------------|--------------|-----|------|
|                 |                      |              |     |      |

|   |                   |   |   |  |
|---|-------------------|---|---|--|
| Observing the animals<br>→ Bites from Animals | Moderate          | <ul style="list-style-type: none"> <li>✓ Instruct children not to touch any animals sighted on the island</li> <li>✓ Children to follow direction of Educators and Ranger Jamie team – who will be guiding us.</li> <li>✓ Carry a fully stocked first aid kit</li> <li>✓ Always obey warning signs</li> </ul>   | Excursion Supervisor<br>Educators   | On Excursion<br>“ “ “<br>“ “ “<br>“ “ “  |
| Exposure to Allergens<br>→ Food<br>→ Asthma   | Moderate/<br>High | <ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, on booking form. Then chase up management plans and Medications required.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis is present on excursion</li> <li>✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications.</li> <li>✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located.</li> <li>✓ Ensure child/ren with allergies are aware which educator has their medication OR has their medication on them (depending on condition) – so if they are feeling unwell, they know who to go to.</li> <li>✓ Ensure Educators hold the appropriate qualifications to administer (Asthma/Anaphylaxis).</li> <li>✓ Ensure educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens.</li> </ul> | Service Manager<br>“ “ “<br>Excursion Supervisor<br>Excursion Supervisor<br>Excursion Supervisor<br>Excursion Supervisor<br>Excursion Supervisor<br>Excursion Supervisor<br>All<br>Educators<br>“ “ | On Excursion<br>Prior to Excursion<br>On Excursion<br>“ “ “<br>“ “ “<br>On the day – Prior to leaving service.<br>Day of Excursion |
| Behaviour, inappropriate or unsafe            | Low               | <ul style="list-style-type: none"> <li>✓ Children that don't follow the rules set down by the educators, and display behaviour that may affect the safety of themselves or others, will be guided to other activities.</li> </ul>   | Educators   | On activity day  |

|                        |     |  |                           |                    |
|------------------------|-----|--|---------------------------|--------------------|
| Inappropriate clothing | Low | ✓ Children and families will be reminded prior to the excursion that they need to wear clothing that is appropriate to be walking and moving around in all day and the weather conditions. | Vacation Care Coordinator | Prior to excursion |
|------------------------|-----|--|---------------------------|--------------------|

| Activity/Hazard                    | Risk (use matrix) | Risk Control  | Who   | When   |
|------------------------------------|-------------------|---|---|--|
| Fishing<br>- Injury from hooks/rod | Medium            | <ul style="list-style-type: none"> <li>✓ Children will be instructed of the safe handling of rods – rods that are appropriate for children will be used ✓ Rod tips should remain up and at a predetermined distance ✓ If a hook comes off eyelet – then children are to inform educators who will assist.</li> <li>✓ Children not following direction will not be able to participate</li> <li>✓ Ranger Jamie team will bait hooks – children are not to do so.</li> <li>✓ If a fish is caught then only Ranger Jamie team are to remove fish and return to the ocean.</li> </ul> | Ranger Jamie Leaders All<br><br>Educators<br><br>" " "<br><br>Ranger Jamie Leaders<br>" " " | On Excursion<br><br>" " "<br><br>" " "<br><br>" " "<br><br>" " " |
| Fishing<br>- Injury from Casting   | Medium            | <ul style="list-style-type: none"> <li>✓ Ranger Jamie Team will display and instruct the correct casting technique.</li> <li>✓ There will be no overhead casting</li> <li>✓ Children will be appropriately spaced apart so they do not cause injury to others.</li> </ul>   | Ranger Jamie Leaders All Educators  | On Excursion<br><br>" " "<br><br>" " "                           |

|          |      |  |   |   |
|----------|------|--|---|---|
| Drowning | High | <ul style="list-style-type: none"> <li>✓ Educators to be positioned near all bodies of water. ✓ All educators should be actively supervising and engaging in play with the children.</li> <li>✓ Educators to be rostered on this day who have CPR training and current first aid certificate</li> <li>✓ Educators will mark out an area for children to eat and play on the reserve and ensure that they are positioned around and actively supervising.</li> <li>✓ Regular head counts will take place to ensure that all children are accounted for.</li> <li>✓ Children will be in ACI blue excursion shirts for easy visibility of the children for the staff.</li> <li>✓ Children will not be permitted to swim in the beach – they may be permitted to wade in the water (ankle deep) if weather and conditions are safe.</li> </ul> | All Educators<br>" " "<br>Manger<br>All Educators<br>" " "<br>" " "<br>Excursion Supervisor | On Excursion<br>" " "<br>" " "<br>" " "<br>" " "<br>" " "<br>" " "<br>" " " |
|----------|------|--|---|---|

**Plan Prepared By:** Karen McGill **Position:** Vacation Care Coordinator **Date:** Monday 7<sup>th</sup> April 2025