# **RISK MANAGEMENT PLAN**

**SUMMER SCHOOL HOLIDAYS 2024/2025**

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  13/12/2024 | **Departure & arrival times** | | 9:30AM – 1:00PM |
| **Excursion destination** | Esplanade, Dalkeith WA 6009 | | | |
| **Proposed activities** | Excursion: Jo Wheatley All Abilities Park    We are off to Jo Wheatley All Abilities Park, where we have lots of fun play! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Playing in the playground | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  16/12/2024 | **Activity time** | | 10:00AM – 12:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Gymbus  Gymbus is visiting us, and we can explore the secret tunnels and hide from friends, is it swinging fiercely into the foam pits. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Gymbus | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | TUESDAY  17/12/2024 | **Departure & arrival times** | | 9:30AM- 1:00PM |
| **Excursion destination** | 20 Labouchere Rd, South Perth WA 6151 | | | |
| **Proposed activities** | Perth Zoo    We are off to the Zoo today, where we can explore many animals, such as monkeys, elephants, giraffes, etc. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | A screenshot of a map  Description automatically generatedChartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Perth Zoo   * Children are not required to cross any major roads * Children are supervised whilst in the car park area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
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| Toilet Breaks | Stranger Danger  Children getting lost | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | During excursion |
| Transition from Centre to bus &  bus  to excursion | Losing children  Children running across the road |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  |  |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  18/12/2024 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Disco Day  Today we have a Disco Day. This day is about dancing we can do musical statues to musical chairs and have lots of fun. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | Thursday  19/12/2024 | **Activity time** | | 9:30AM- 12:30PM |
| **Excursion destination** | 91 Southside Drive, Hillary’s 6025 | | | |
| **Proposed activities** | AQWA  We are off to AWQA today, where we can explore many sea animals, such as fish, sharks, penguins, etc. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | A map with a route  Description automatically generated Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   AQWA   * Children are not required to cross any major roads * Children are supervised whilst in the car park area | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  20/12/2024 | **Activity time** | | 10:00AM – 12:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Cricket  Today, No Limits Sports visit us and teach us the Cricket game rules and learn basic cricket skills. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Cricket | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  23/12/2024 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Cookie decoration  Today, everything about the festive season as we decorate Christmas cookies and listen to Christmas songs. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  02/01/2025 | **Departure & arrival times** | | 9:30AM – 1:00PM |
| **Excursion destination** | Bibra Lake Reserve, Bibra Lake WA 6163 | | | |
| **Proposed activities** | Excursion: Bibra Lake Reserve    We are off to The Bibra Lake Regional Playground where we can explore a double flying fox to water squirting bulrushes and giant talking rocks telling local Nyungar stories. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Playing in the playground | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
|  |  | | | | | | | | | |
|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  03/01/2025 | **Activity time** | | 10AM- 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | West Oz Wildlife  West Oz Wildlife is visiting us and bring some Australian animals, such as coal, snakes, lizards. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| West Oz Wildlife  Animals | Injury or misuse of equipment, animals | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | MONDAY  06/01/2025 | Departure & arrival times | | 9:30AM – 1:00PM |
| **Excursion destination** | Hoyts, Karrinyup Shopping Centre, 200 Karrinyup Road, Karrinyup 6018 | | | |
| **Proposed activities** | Excursion: Hoyts, Karrinyup Shopping Centre  We are off to the cinema today to watch the Paddington in Peru movie. Get ready for popcorn and water and have some fun! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | A map of a city  Description automatically generated Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of the Karrinyup Shopping Centre. * Children are not required to cross any major roads. * Children are supervised whilst in the carpark area. | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION)** 0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Minimum number of educators on floor** | | **6-7** |
| **Minimum Educator to child ratio**  1 :  9 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the incursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items: N/A | | |

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| **Risk Assessment** | | | | | | | | |
| **Activity** | | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | **Who** | **When** |
| Transition from bus to venue and to the centre                                                                                                                                                                Play & Toilet breaks                  Popcorn & Water | | Losing children      Children running across the road            Traffic incident                                                                                                                          Food allergies      Stranger danger | Low      Low              Low                                                                                                                    Low    Low | | * Staff are strategically situated in zones at the theatre to maximise supervision      * Children are to wear blue vests, roll call is done on the mat at the Centre, before lining up with their partner to proceed * Head count is then conducted by two staff * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road * A staff member is sent up before any children to check the bus and move to the back * Headcount then takes place with one staff member doing a headcount on children as they move into the bus * For every 10 children counted onto the bus, one new staff member is let onto the bus to keep ratio * Children fill the bus up from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached the venue, roll call is done and staffs are assigned groups or sent to strategic zones in the venue in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts      * Children escorted by educators in groups to toilets to avoid risk of children being alone and in risk of danger.      * Staff situated around the area in strategic locations to ensure maximum level of supervision        * Staffs are aware of children’s Medical and dietary requirements * Popcorn and water will be provided during the movie * Qualified first aider is on duty at all times and first aid kit, action plans, emergency contacts, epi-pens and anaphylaxis forms are accessible at all times | | All Educators | During active portions of the excursion |
| **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | TUESDAY  07/01/2025 | **Activity time** | | 10 AM- 12 PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Game Vault  Today, Game Vault is visiting us and bringing many different video games to play. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Game Vault  Video games | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  08/01/2025 | **Activity time** | | 9:30 AM- 12:30 PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Fitkids  Today we will have lots of fun water play with Fitkids and exploring Splash Tastic Fun activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| FitKids  Splash Tastic Fun | Injury or misuse of equipment and water hazard | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  09/01/2025 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: UNO competition  Everything about UNO card games is today when we are doing different UNO competitions during the day.. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  10/01/2025 | **Departure & arrival times** | | 9:15AM – 1:00PM |
| **Excursion destination** | 25 Drovers Pl, Wanneroo WA 6065 | | | |
| **Proposed activities** | Excursion: Wanneroo Botanical Gardens    We are off to Jo Wanneroo Botanical Gardens, where we can play mini golf and have lots of fun play! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Playing Mini Golf | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  13/01/2025 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Soccer  Today, we have Soccer Day on the Oval and promotes fun for children of all ages and abilities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | |  | | | | | | | | | | | |  | **Prepared in consultation with:** |
|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  14/01/2025 | **Activity time** | | 10 AM- 12 PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Mini Olympic Games  Today we are having sports competitions with No Limits Sports and they facilitates Mini Olympic Games activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| No Limits Sports  Mini Olympics Games | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  15/01/2025 | **Departure & arrival times** | | 9:15AM – 1:00PM |
| **Excursion destination** | Whiteman Park, Whiteman Drive East, Whiteman WA 6068 | | | |
| **Proposed activities** | Excursion: Caversham Wildlife Park    We are off today to Caversham Wildlife Park, where we can visit lots of Australian animals, such as emus, kangaroos, koalas etc. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * A screenshot of a map    Description automatically generatedSeats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Caversham Wildlife | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  16/01/2025 | **Activity time** | | 2 PM- 4PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Bubble Bash Soccer  Today we are participating in bubble soccer incursion, which enhances physical and mental well-being. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Bubble Bash Soccer  Bubble soccer games | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  17/01/2025 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Water play day  We are having lots of fun today with water play games and activities, as everything about the water. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
|  | | |  | | --- | | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  20/01/2025 | **Departure & arrival times** | | 9:15AM – 12:45PM |
| **Excursion destination** | Victoria Quay Road, Fremantle WA 6160 | | | |
| **Proposed activities** | Excursion: WA Maritime Museum    We are off to WA Maritime Museum, where we can see handcrafted sailing boats and discover WA’s affinity with the ocean. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| WA Maritime Museum | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
|  |  | | | | | | | | | |
|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  21/01/2025 | **Activity time** | | 2 PM- 4PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Archery Skirmish  Archery Skirmish is visiting us today and teach us the basic archery skills. It is enhancing basic motor skills, strength and coordination. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Archery Skirmish  Archery activities | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  22/01/2025 | **Departure & arrival times** | | 9:15AM – 12:45PM |
| **Excursion destination** | 2931 W Swan Rd, Caversham | | | |
| **Proposed activities** | Excursion: Pasta in Valley    We are off today to Swan Valley for a ‘Pasta in Valley’ excursion, where we can make our pasta for lunch. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| WA Maritime Museum | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
|  |  | | | | | | | | | |
|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  23/01/2025 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Pottery planting  Today, we are painting and decorating our pottery and making some planting. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | |  | | | | | | | | | | | |  | **Prepared in consultation with:** |
|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
|  | | |  | | --- | | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  24/01/2025 | **Activity time** | | 10 AM-11:30 AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Boot Camp  We are doing Boot Camp activities with Cube Sport and will be challenged during this activity**.** | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Archery Skirmish  Archery activities | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | TUESDAY  28/01/2025 | **Departure & arrival times** | | 9:30AM – 1:00PM |
| **Excursion destination** | 48b Luisini Road, Wangara, WA 6065 | | | |
| **Proposed activities** | Excursion: Pasta in Valley    We are off today to Swan Valley for a ‘Pasta in Valley’ excursion, where we can make our pasta for lunch. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Pasta in Valley | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  29/01/2025 | **Activity time** | | 10 AM-11:30 AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | HIP-HOP Dance  We are learning new dance movements and skills of HIP-HOP dance with Cube sport. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| HIP-HOP Dance  Dancing | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **IN- CENTRE DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  30/01/2025 | **Departure & arrival times** | | N/A |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Drawing session  Today, we are doing drawing sessions led by our talented educators. It will help to every child to improve their drawing skills. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | |
|  | | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | | **When** |
| Member of public entering the centre | | Unknown person | | Low | | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card.   Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | | | Before the incursion begins |
|  | | Injury or misuse of equipment | | Low | | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | | | During incursion |
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|  | | **Plan prepared by** | Bettina Holly | | | | **Venue and safety information reviewed and attached** | | Ji Ni Chooi | | | | |
|  | | **Communicated to:** | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | |
|  | | |  | | --- | | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  31/01/2025 | **Activity time** | | 10 AM-12 PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Basketball  Today, No Limits Sports visiting us to bring some basketball activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| No Limits Sport  Basketball | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  02/03/2025 | **Departure & arrival times** | | 9:30AM – 1PM |
| **Excursion destination** | Sienna Wood Shipwreck Park, Hilbert WA 6012 | | | |
| **Proposed activities** | Excursion: Shipwreck Park    Ahoy Sailors! We are visiting Shipwreck Park which is a nautical-themed playground located 36km in Sienna Wood, Hilbert. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of   Jo Wheatley All Abilities Park   * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1: 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Shipwreck Playground | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
|  |  | | | | | | | | | |
|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | | | |
|  | **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | | | |
|  | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY  04/02/2025 | **Activity time** | | 10 AM-1PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | AFL  Fitkids Au is visiting us today and bringing some footy and AFL sport activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Fitkids Au  AFL | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |