

RISK MANAGEMENT PLAN

APRIL SCHOOL HOLIDAYS 2023

EXCURSION DETAILS			
Date(s) of activity	TUESDAY 11/04/2023	Departure & arrival times	9:15AM – 1:00PM
Excursion destination	Faulkner Park, 215 Wright St, Cloverdale, WA, 6105		
Proposed activities	Excursion: Faulkner Volcano Park Today we are off to Faulkner Park to climb up to the big volcano. It has a couple of slides on the side of the volcano or we can use the pathway to get back down. We also can play on the flying fox.		WATER HAZARDS? NO
Method of transport, including proposed route	Chartered Bus from BusWest with seatbelts: <ul style="list-style-type: none"> Seats up to 57 passengers Bus drops at the front of Faulkner Park Children are not required to cross any major roads Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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			
<ul style="list-style-type: none"> First Aid Kit List of Children attending the excursion Contact information for each child Medical Information for each child 	<ul style="list-style-type: none"> List of adults participating in the excursion Contact information for each adult Mobile phone/ other means of communicating with the service & emergency services Other items, please list 		

Risk Assessment						
	Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Playing in the playground	Children wandering off	Low	<ul style="list-style-type: none"> 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. 	All educators	Throughout excursion	

	Children injuring themselves or others	Low	<ul style="list-style-type: none"> 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). 		
	Heat Stroke	Low			
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.		<ul style="list-style-type: none"> 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. 		

		<ul style="list-style-type: none"> • 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. • bChartered bus fitted with seatbelts 		
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	Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
	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.				

IN-CENTRE DETAILS

Date(s) of activity	WEDNESDAY 12/04/2023	Departure & arrival times	NA
Excursion destination	NA		
Proposed activities	In-Centre: Movie Day Today we are bringing the movies to us with an In-Centre Movie Day! We will be making our own snacks and fun choosing some our favourite movies.	WATER HAZARDS? NO	
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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		

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Popcorn	Food Allergy	Low	<ul style="list-style-type: none"> Children's food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. A qualified first aider is always on site should a reaction occur; they will follow the child's medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency 	All staff members	During the in-centre activity

			contacts and anaphylaxis forms are accessible at all times. <ul style="list-style-type: none"> Parents have also considered their child's allergies when enrolling them for this incursion. 		
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Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
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.			

EXCURSION DETAILS			
Date(s) of excursion	THURSDAY 13/04/2023	Departure & arrival times	9AM – 12PM
Excursion destination	Bounce 1371 Albany Highway, Cannington WA 6107		
Proposed activities	Bounce Excursion Today we are heading south to Bounce in Cannington where one of their instructors will be teaching us how to do some pretty cool moves on their trampolines.		WATER HAZARDS? NO
Method of transport, including proposed route	Chartered Bus from BusWest with seatbelts: <ul style="list-style-type: none"> Seats up to 57 passengers Bus drops at the front of Bounce Children are not required to cross any major roads Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(EXCURSION NUMBER) 0413 170 223	
Number of children attending	50 (expected)	Minimum number of educators on floor	6
Minimum 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: N/A

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Trampolining	Children injuring themselves—slips, sprains, misuse of equipment and facilities	Low	<ul style="list-style-type: none"> • Staff are there to support and assist children if needed • risk of injury is low due to staff strategically situated in areas/zones for maximum supervision. • Staff will ensure that children in their groups/zones are using the equipment and facilities correctly 	All Educators	During active portions of the excursion
	Stranger Danger	Low	<ul style="list-style-type: none"> • Staff are strategically situated in zones or groups at the venue to maximise supervision 		
	Transition from bus to centre	Low	<ul style="list-style-type: none"> • Children are to wear blue vests, roll call is done on the mat at the Centre, before lining up with their partner to proceed 		
	Losing children	Low	<ul style="list-style-type: none"> • Head count is then conducted by two staff 		
	Children running across the road	Low	<ul style="list-style-type: none"> • Staff are dispersed between the line with one staff member in front and one at the back to lock 		

	Traffic incident	Low	<p>the Centre after everyone leaves</p> <ul style="list-style-type: none">• 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		
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<p>Play & Toilet breaks</p>		<p>Low</p>	<p>children/ lost property remains on the bus.</p> <ul style="list-style-type: none"> • Once we have reached the venue, role 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 	
<p>Lunch</p>	<p>Stranger danger</p>	<p>Low</p>	<ul style="list-style-type: none"> • Children will be gathered in one area with all staff during lunch • Staffs are to observe other children's lunch closely and remove any child away from high-risk area who are at risk of allergic reaction to allergens found. • 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 	

	Food allergies			
Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon	
Communicated to:	All staff members on duty and made available to all parent's prior to booking	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.				

EXCURSION DETAILS			
Date(s) of activity	FRIDAY 13/04/2023	Departure & arrival times	9:10AM – 12PM
Excursion destination	1 The Terrace, FREMENTALE, WA 6160		
Proposed activities	Excursion: Fremantle Prison Today we are stepping inside and exploring Fremantle Prison from its convict origins in the 1850's until its closure as a maximum-security gaol in 1991 and discover how time was passed in the yards, while marvelling at original prisoner works of art.		WATER HAZARDS? NO
Method of transport, including proposed route	Chartered Bus from BusWest with seatbelts: <ul style="list-style-type: none"> • Seats up to 57 passengers • Bus drops at the front of the Fremantle Prison. • Children are not required to cross any major roads • Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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	

Risk Assessment						
	Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Transition from Centre to bus & bus to excursion	<p>Losing children</p> <p>Children running across the road</p> <p>Traffic incident</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> 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 	All staff	Leaving the centre.	

			<p>the back of the bus is let out last in order to ensure no children/ lost property remains on the bus.</p> <ul style="list-style-type: none"> 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. Chartered bus fitted with seatbelts 			
Toilet Breaks	<p>Stranger danger</p> <p>Children get lost</p>	<p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> Children are escorted by educators in groups to toilets in order to avoid children being alone and in risk of danger. 	All Educators	During excursion	
Playing at Nostalgia Box	<p>Children wandering off</p> <p>Children injuring themselves or others.</p>	<p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> 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 play skills A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. 	All Educators	During excursion	
	Returning to the centre via chartered bus	<p>Losing children</p> <p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> Roll call of the children is done before leaving the venue. 	All Educators	Leaving Excursion	

	<p>Leaving children behind</p> <p>Children running across the road</p> <p>Traffic incident</p>	<p>Low</p>		<ul style="list-style-type: none"> • At least two educators conduct a head count of the line. • Staff are dispersed between the line with one staff member in front and one at the back. • Children are escorted to the bus using the safest possible route, with educators blocking roads if necessary for children to cross. • 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 	
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				property remains on the bus. <ul style="list-style-type: none"> Once we have reached the centre, roll call is done immediately on the mat. 	
	Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon	
	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.					

INCURSION DETAILS			
Date(s) of activity	MONDAY 17/04/2023	Activity time	10AM – 1:30PM
Excursion destination	N/A		
Proposed activities	Incursion: Archery Kids The children will be engaged in learning the basics of archery target shooting, competitions several fun challenges and let's not forget the best part of archery it's just plain fun.		WATER HAZARDS? NO
Method of transport, including proposed route	N/A		
Name of incursion coordinator	Rafael Banzon & 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			
<ul style="list-style-type: none">First Aid Kit	<ul style="list-style-type: none">List of adults participating in the excursion		
<ul style="list-style-type: none">List of Children attending the excursion	<ul style="list-style-type: none">Contact information for each adult		
<ul style="list-style-type: none">Contact information for each child	<ul style="list-style-type: none">Mobile phone/ other means of communicating with the service & emergency services		
<ul style="list-style-type: none">Medical Information for each child	<ul style="list-style-type: none">Other items, please list		

Risk Assessment

Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Member of public entering the centre	Unknown person	Low	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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:	Rafael Banzon
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.			

EXCURSION DETAILS			
Date(s) of excursion	TUESDAY 18/04/2023	Departure & arrival times	9:10AM – 12AM
Excursion destination	Ellie Eaton Theatre, 1 Graylands Road, Claremont, WA, 6010		
Proposed activities	Excursion: Ellie Eaton Theatre in the Claremont Showground. Show Day We are off to the theatre today to watch Show Day an energetic celebration of a community and the triumphs and challenges of their annual, much loved Ag Show.		WATER HAZARDS? NO

Method of transport, including proposed route	Chartered Bus from BusWest with seatbelts: <ul style="list-style-type: none"> • Seats up to 57 passengers • Bus drops at the front of the Claremont Showground. • Children are not required to cross any major roads • Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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 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: N/A	

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Transition from bus to centre	Losing children	Low	<ul style="list-style-type: none"> • 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 	All Educators	During active portions of the excursion
	Children running across the road	Low			
	Traffic incident	Low			

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

<p>Play & Toilet breaks</p>	<p>Stranger danger</p>	<p>Low</p>	<p>children/ lost property remains on the bus.</p> <ul style="list-style-type: none"> • 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 		
<p>Lunch</p>	<p>Stranger danger and food allergies</p>	<p>Low</p>	<ul style="list-style-type: none"> • Children will be gathered in one area with all staff during lunch • Staffs are to observe other children's lunch closely and remove any child away from high-risk area who are at risk of allergic reaction to allergens found. • 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 		

Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
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.			

EXCURSION DETAILS			
Date(s) of activity	WEDNESDAY 19/04/2023	Departure & arrival times	9:00AM – 12:00AM
Excursion destination	Earthwise, 315-317 Bagot Road, Subiaco , WA 6008		
Proposed activities	Excursion: Earthwise- Lessen with Peg Today we are walking to the Earthwise, where we are participating a workshop about sustainability and rethink waste with so many 'lessens' (essence of less) to think about and try, we need to have some possible and achievable options.		WATER HAZARDS? NO
Method of transport, including proposed route	Walking: <ul style="list-style-type: none"> • Children are not required to cross any major roads • Children are supervised whilst walking on the road 		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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		

Risk Assessment						
	Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When

Playing in the playground	<p>Children wandering off</p> <p>Children injuring themselves or others</p> <p>Heat Stroke</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • 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	Throughout 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.		<ul style="list-style-type: none"> • 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. 			

		<ul style="list-style-type: none"> • 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. • bChartered bus fitted with seatbelts 		
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	Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
	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.

IN-CENTRE DETAILS			
Date(s) of activity	THURSDAY 20/04/2023	Departure & arrival times	NA
Excursion destination	NA		
Proposed activities	In-Centre: STEM Experience These days, STEM learning is more important than ever. Science, technology, engineering, and math are the keys to many modern careers. Today we are participating and creating motor inventions.		WATER HAZARDS? NO
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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		

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Popcorn	Food Allergy	Low	<ul style="list-style-type: none"> Children's food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. A qualified first aider is always on site should a reaction occur; they will follow the 	All staff members	During the in-centre activity

			child's medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. <ul style="list-style-type: none"> Parents have also considered their child's allergies when enrolling them for this incursion. 	
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Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
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.			

EXCURSION DETAILS			
Date(s) of activity	FRIDAY 21/04/2023	Departure & arrival times	9:00AM – 1:15PM
Excursion destination	Cnr Flynn and Selby St, Wembley WA 6018		
Proposed activities	Excursion: Herdsman Lake- Aboriginal Experience Today we are off to Herdsman Lake to participate in indigenous learning activities conducted on the banks of Noogenboro (Herdsman Lake), which was a traditional Nyungar camp ground. Dreaming-time stories and art and dance lessons from Nyungar Aboriginals provide a bridge of common understanding between contemporary and traditional thinking, breaking down cultural barriers as students learn about the modern and ancient ecological footprint.		WATER HAZARDS? NO
Method of transport, including proposed route	Chartered Bus from BusWest with seatbelts: <ul style="list-style-type: none"> Seats up to 57 passengers Bus drops at the front of Herdsman Lake Children are not required to cross any major roads Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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	

Risk Assessment						
	Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Playing in the playground	Children wandering off	Low	<ul style="list-style-type: none"> 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 	All educators	Throughout excursion	
	Children injuring themselves or others	Low				
	Heat Stroke	Low				

			will wear sun protective wear (e.g. hats, sunscreen).		
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.		<ul style="list-style-type: none"> • 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. 		

		<ul style="list-style-type: none"> 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. Chartered bus fitted with seatbelts 		
	Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
	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.				

IN-CENTRE DETAILS			
Date(s) of activity	THURSDAY 24/04/2023	Departure & arrival times	NA
Excursion destination	NA		
Proposed activities	In-Centre: Pajama and Pizza Day Today we are spending the school development day in our pajamas and making pizza. Let's relax with comfy clothes and good food on our last day before school.		WATER HAZARDS? NO
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon & Bettina Holly		
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			
<ul style="list-style-type: none"> First Aid Kit 		<ul style="list-style-type: none"> List of adults participating in the excursion 	
<ul style="list-style-type: none"> List of Children attending the excursion 		<ul style="list-style-type: none"> Contact information for each adult 	

<ul style="list-style-type: none"> Contact information for each child 	<ul style="list-style-type: none"> Mobile phone/ other means of communicating with the service & emergency services
<ul style="list-style-type: none"> Medical Information for each child 	<ul style="list-style-type: none"> Other items, please list

Risk Assessment

Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Pizza	Food Allergy	Low	<ul style="list-style-type: none"> Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. Parents have also considered their child’s allergies when enrolling them for this incursion. 	All staff members	During the in-centre activity

Plan prepared by	Bettina Holly	Prepared in consultation with:	Rafael Banzon
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.