

RISK MANAGEMENT PLAN
DECEMBER/JANUARY SCHOOL HOLIDAYS 2022

IN-CENTRE DETAILS			
Date(s) of in-centre	FRIDAY 16/12/2022	Departure & arrival times	NA
Excursion destination	N/A		
Proposed activities	In-Centre: Water Balloons and Icy Poles Today we are starting off the school holidays with a water balloon day! We'll finish off this first day with icy poles for everyone!		WATER HAZARDS? NO
Method of transport, including proposed route	N/A		
Name of excursion coordinator	NA		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER)	N/A
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
Water balloons	Children injuring themselves during the activity	Low	<ul style="list-style-type: none"> • Staff are there to support and assist children if needed • Children are divided into smaller groups when completing the activity to ensure adequate supervision and 	All Educators	During Water Balloon Activity

			<p>staff can monitor interactions and safety levels.</p> <ul style="list-style-type: none"> • Staff will supervise the water balloon making process • When engaging in a water balloon 'fight' children will be separated into age-appropriate groups with high levels of supervision to minimize the risk of injury 		
Icy poles	Allergies	Low	<ul style="list-style-type: none"> • All allergies were taken into consideration by parents who have enrolled their child for this in-centre day • 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 staff members Qualified staff members	At all times during this activity

Plan prepared by	Jared Teo	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 in-centre	MONDAY 19/12/2022	Departure & arrival times	NA
Excursion destination	N/A		
Proposed activities	In-Centre: Christmas Mugs Today we are enjoying the festive season and decorating our very own Christmas mugs!	WATER HAZARDS? NO	
Method of transport, including proposed route	N/A		
Name of excursion coordinator	NA		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER)	N/A
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
Christmas Mugs	Children injuring themselves during the craft	Low	<ul style="list-style-type: none"> • Staff are there to support and assist children if needed • risk of injury is low due to child safe ceramic pens • Children are divided into groups smaller groups when completing the craft to ensure adequate 	All Educators	During Mug Making Activity

			supervision and staff can monitor interactions and safety levels		
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Plan prepared by	Jared Teo	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:
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IN-CENTRE DETAILS			
Date(s) of activity	TUESDAY 20/12/2022	Departure & arrival times	NA
Excursion destination	NA		
Proposed activities	In-Centre: Christmas Hampers We are helping families in need by making Christmas Hampers for St Vincent de Paul, complete with a personal Xmas cards.		WATER HAZARDS? NO
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon		
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
Christmas Hampers and personal cards	Children injuring themselves during the activity	Low	<ul style="list-style-type: none"> Staff are there to support and assist children if needed risk of injury is low due to child safe ceramic pens Children are divided into groups smaller groups when completing the craft to ensure adequate supervision and staff can monitor interactions and safety levels 	All Educators	During hamper and card making activity

Plan prepared by	Jared Teo	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:
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INCURSION DETAILS			
Date(s) of activity	WEDNESDAY 21/12/2022	Activity time	10AM – 1PM

Excursion destination	NA		
Proposed activities	Incursion: Inflatable Obstacle Course Today, we are bringing the fun to the centre with an Inflatable obstacle course, plus a surprise guaranteed to make you laugh!		WATER HAZARDS? NO
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion 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 	
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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	<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

Inflatable obstacle course	Injury	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
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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	THURSDAY 22/12/2022		Activity time	1PM – 3PM
Excursion destination	N/A			
Proposed activities	Incursion: Game Vault The people at Game Vault are back to bring us some exciting video games and Just Dance to play and enjoy!		WATER HAZARDS? NO	
Method of transport, including proposed route	N/A			
Name of excursion coordinator	Rafael Banzon			
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223		(INCURSION NUMBER)	0419 903 922
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

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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.

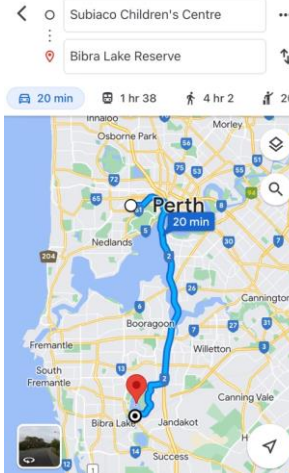
IN-CENTRE DETAILS			
Date(s) of activity	FRIDAY 23/12/2022	Activity time	NA
Excursion destination	N/A		

Proposed activities	In-Centre: Gingerbread Cookies Today is our last day before the Xmas break, so we are putting on our chef hats and making delicious gingerbread cookies.		WATER HAZARDS? NO
Method of transport, including proposed route	N/A		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion 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	

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Making the gingerbread cookies	Injury	Low	• Children will participate in the baking activity in small, manageable, and highly supervised groups to ensure all baking equipment is being used safely and appropriately.	All Staff	During Activity
	Food poisoning	Low	• Staff will follow food safety protocols and ensure children are adhering to these procedures.	Staff facilitating the activity	During Activity

Plan prepared by	Jared Teo	Prepared in consultation with:	Rafael Banzon
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EXCURSION DETAILS			
Date(s) of activity	TUESDAY 03/01/2023	Departure & arrival times	9:15AM – 2:00PM
Excursion destination	Progress Drive, Bibra Lake 6163		
Proposed activities	Incursion: Bibra Lake Playground Today we are off to Bibra Lake Regional Playground to play on the flying fox, trampolines and aerial rope walk!		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 Bibra Lake Playground Children are not required to cross any major roads Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon		
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			

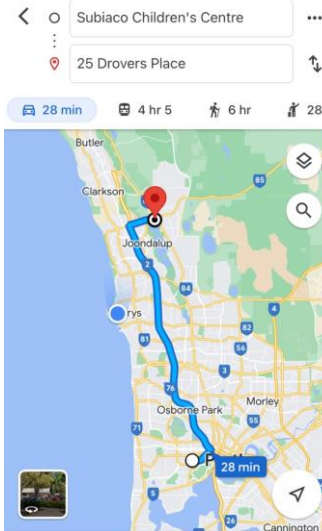
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<ul style="list-style-type: none"> • Medical Information for each child 	<ul style="list-style-type: none"> • Other items, please list

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
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 	All educators	Throughout excursion
	Children injuring themselves or others	Low			
	Heat Stroke	Low			

			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).		
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. 		

		<ul style="list-style-type: none"> • 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 	
Plan prepared by	Jared Teo	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	WEDNESDAY 04/01/2023	Departure & arrival times	9:10AM – 1PM
Excursion destination	N/A		

Proposed activities	Excursion: Mini Golf We are heading to Wanneroo Botanical Gardens to enjoy and play some Mini Golf together!		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 Wanneroo Botanical Gardens • Children are not required to cross any major roads • Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(EXCURSION NUMBER)	08 9405 1475
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	
INCURSION 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 		
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<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
Transition from Centre to bus & bus to Botanical Gardens	Losing children	Low	<ul style="list-style-type: none"> • Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus • 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 the nominated staff counts, another staff member is let onto the bus to keep ratio • Children are seated from the back of the bus 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/she 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 	All staff	Leaving for excursion and whilst on the bus.
Bus ride	Children running across the road	Low			
	Traffic Incident	Low			

			<p>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 staff are assigned groups in order to ensure high levels of supervision throughout the excursion. Chartered bus fitted with seatbelts 		
Toilet Breaks and walking around	Stranger danger	Low	<ul style="list-style-type: none"> Staff will brief the children about the rules around walking around, and asking staff if they need the toilet, SCC staff will be put into groups to ensure sufficient supervision Florescent bibs for easy visibility of children under our care and uniforms are worn by staff members to ensure children can easily identify them Head count and roll call is to be done upon arrival and before departure Children are escorted by staff member and in groups to toilets to avoid children being alone and in risk of danger Headcount is done outside the toilet area before returning to ensure all children are accounted for. Ratio is always kept during all excursion activities. Children are closely supervised throughout the movie and if an emergency occurs, we have a first aider on duty and first aid kit Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times Children will be split into smaller groups for this activity. 	All staff members	At all times during this excursion
	Children wander off	Low		By qualified staff	At all times during this activity
	Injury from game/equipment	Low			

	Heat Stroke	Low	<ul style="list-style-type: none"> Children will be reminded of safety rules regarding animals and using other equipment on the excursion. 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). 		
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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	THURSDAY 05/01/2023		Activity time	9:30AM-12:30PM
Excursion destination	N/A			
Proposed activities	Incursion- Toonworld Today the lovely people at ToonWorld are helping us put on our creative hats and produce some amazing cartoons.		WATER HAZARDS? NO	
Method of transport, including proposed route	N/A			
Name of excursion coordinator	Rafael Banzon			
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223		(INCURSION NUMBER) 0423 548 146	
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 	

• 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
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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	<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
Drawing cartoons	Injury	Low	<ul style="list-style-type: none"> Children will be encouraged to follow centre's safety rules (e.g. no running) and will be briefed on the incursion rules. Children will be separated into 2 smaller groups to avoid injury and increase supervision. 	All Educators	During incursion

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Communicated to:	All staff members on duty	Venue and safety information reviewed and attached	Yes / No Comment if needed:
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IN-CENTRE DETAILS			
Date(s) of In-Centre	FRIDAY 06/01/2023	Departure & arrival times	NA
Excursion destination	NA		

Proposed activities	In-Centre: Water Play Day Bring your super soakers and bathers for the annual Water Play Day! Paired with a dunking station and Slip n Slide for a day of fun!		WATER HAZARDS? YES
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion 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 incursion warrant a higher ratio? If yes, please provide details.		No
INCURSION CHECKLIST			
• First Aid Kit		• List of adults participating in the excursion	
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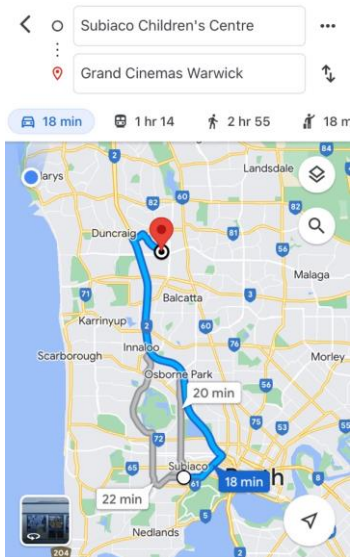
Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Member of public entering the centre	Unknown person	Low	<ul style="list-style-type: none"> Has been requested that incursion personnel have a working with children's card Will report to 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 in-centre begins
Dunking Station	Injury	Low	<ul style="list-style-type: none"> Children will be encouraged to follow centre's safety rules (e.g. no running) 	All Educators	During activity

			<p>and will be briefed on the rules of the dunking station. Children will be separated into smaller groups to avoid injury and increase supervision.</p> <ul style="list-style-type: none"> • First Aiders will be present with first aid kits 		
Slip 'n Slide	Injury	Low	<ul style="list-style-type: none"> • Children will be encouraged to follow centre's safety rules (e.g. no running) and will be briefed on the rules of the dunking station. Children will be separated into smaller groups to avoid injury and increase supervision. • First Aiders will be present with first aid kits 	All Educators	During activity

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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	MONDAY 09/01/2023	Departure & arrival times	9:10AM – 1:15PM
Excursion destination	Grand Cinemas Warwick, 639 Beach Road, Warwick WA 6024		
Proposed activities	<p>Excursion: Puss in Boots 2 at the Cinema</p> <p>We are off to the cinemas to watch Puss in Boots: The Last Wish! Get ready for popcorn, drinks and a lot of fun!</p>		WATER HAZARDS? NO

<p>Method of transport, including proposed route</p>	<p>Chartered Bus from BusWest with seatbelts:</p> <ul style="list-style-type: none"> • Seats up to 57 passengers • Bus drops at the front of the Grand Cinemas Warwick • Children are not required to cross any major roads • Children are supervised whilst in the carpark area 				
	<p>Name of excursion coordinator Rafael Banzon</p>				
<p>Contact number of excursion coordinator (SCC MOBILE) 0413 170 223</p>		<p>(INCURSION NUMBER) 08 9247 7488</p>			
<p>Number of children attending 50 (expected)</p>	<p>Number of educators/parents/volunteers</p>		<p>6/7</p>		
<p>Educator to child ratio 1 : 10</p>		<p>Does this excursion warrant a higher ratio? If yes, please provide details.</p>	<p>No</p>		
<p>EXCURSION CHECKLIST</p>					
<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 			
<p>Risk Assessment</p>					
<p>Activity</p>	<p>Hazard identified</p>	<p>Risk Assessment (Use matrix)</p>	<p>Elimination / control measures</p>	<p>Who</p>	<p>When</p>

Transition from Centre to bus & bus to Cinemas	Losing children	Low	<ul style="list-style-type: none"> Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus 	All staff	Leaving for excursion and whilst on the bus.
	Children running across the road	Low	<ul style="list-style-type: none"> 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 		
Bus ride	Traffic Incident	Low	<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 are seated from the back of the bus 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/she 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 staff are assigned groups in order to ensure high levels of supervision throughout the excursion. Chartered bus fitted with seatbelts 		
Popcorn and drinks handed out at the movie	Allergies	Low	<ul style="list-style-type: none"> All allergies were taken into consideration by parents who have enrolled their child for this excursion 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 staff members Qualified staff members	At all times during this activity
Watching The movie & Toilet Breaks	Stranger danger Children wander off Injury	Low Low Low	<ul style="list-style-type: none"> Staff from the cinema, spread across the rows and on the outskirts of the rows to ensure no children wander off and ensure adequate supervision Staff will brief the children about the rules around watching the movie and asking staff if they need the toilet, SCC staff will be put into groups in order to ensure sufficient supervision Florescent bibs for easy visibility of children under our care and uniforms are worn by staff members to ensure children can easily identify them Head count and roll call is to be done upon arrival and before departure Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger 	All staff members By qualified staff	At all times during this excursion At all times during this activity

		<ul style="list-style-type: none"> • Headcount is done outside the toilet area before returning to the cinema to ensure all children are accounted for. Ratio is kept at all times during all excursion activities. • Children are closely supervised throughout the movie and if an emergency occurs, we have a first aider on duty and first aid kit 		
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Plan prepared by	Jared Teo	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	TUESDAY 10/01/2023		Activity Time	10AM – 12PM
Excursion destination	N/A			
Proposed activities	Incursion: WestOz Wildlife Today we are bringing the zoo to us with WestOz Wildlife! Come prepared to see and touch some incredibly interesting animals.		WATER HAZARDS? NO	
Method of transport, including proposed route	N/A			
Name of excursion coordinator	Rafael Banzon			
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223		(INCURSION NUMBER)	0420 570 432
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
Being in the presence of wildlife	Injury due to animals	Low	<ul style="list-style-type: none"> Children and staff will be briefed around the rules of holding the animals and handling the activities. The staff will supervise and ensure these rules are being followed Children are escorted by staff member to toilets to avoid children wandering off Children are closely supervised throughout the activity and if an emergency occurs, we have a first aider on duty and first aid kit 	All Educators	During incursion

Plan prepared by	Jared Teo	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 11/01/2023	Activity time	NA
Excursion destination	N/A		
Proposed activities	In-Centre: Mosaics We are getting creative today by and making our own stunning mosaic tiles to take home and cherish!		WATER HAZARDS? NO
Method of transport, including proposed route	N/A		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion 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 	

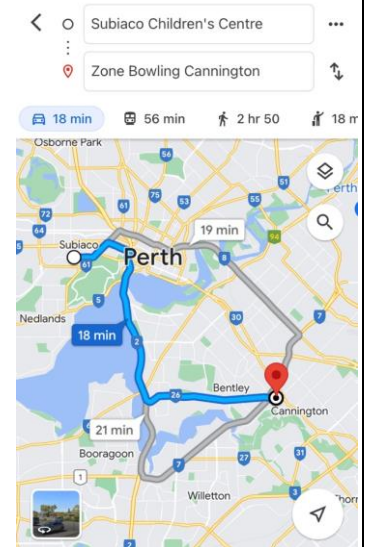
Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Making the Mosaics	Children injuring themselves during the craft	Low	<ul style="list-style-type: none"> Staff are there to support and assist children if needed risk of injury is low due to child safe ceramic pens Children are divided into groups smaller groups when completing the craft to ensure adequate supervision 	All Educators	During Mosaic Making Activity

			and staff can monitor interactions and safety levels		
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Plan prepared by	Jared Teo	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	THURSDAY 12/01/2023	Departure & arrival times	9:10AM – 1:00PM
Excursion destination	Manning Rd &, Burton St, Cannington WA 6107		
Proposed activities	Excursion: Zone Bowling We are heading to Zone Bowling for a great time competing against each other in a fun game of bowling!		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 Zone Bowling
- Children are not required to cross any major roads
- Children are supervised whilst in the carpark area



Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(EXCURSION NUMBER)	08 7701 9752
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, and bus to Zone Bowling	Losing children	Low	<ul style="list-style-type: none"> • Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus • 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 the nominated staff counts, another staff member is let onto the bus to keep ratio • Children are seated from the back of the bus 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/she can proceed • Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order 	All Educators	Leaving for excursion and whilst on the bus
	Children running across the road	Low			
Bus ride	Traffic incident	Low			

			<ul style="list-style-type: none"> to ensure no children/ lost property remains on the bus. Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion. Chartered bus fitted with seatbelts 		
Zone bowling & arcade games	Injuries	Low	<ul style="list-style-type: none"> Qualified First aider will be on duty at all times & first aid kit will come on the excursion also 	Qualified first aider	During bowling & arcade games
Lunch at Zone Bowling – children bring their own lunch	Allergies	Low	<ul style="list-style-type: none"> Staff sit with children during the mealtime and supervise. Staff remind children that we don't share our own food with others 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 	<p>All staff members</p> <p>Qualified first aider</p>	During lunch
Toilet breaks	Stranger danger Children wandering away	Low Low	<ul style="list-style-type: none"> Staff will remind children at the beginning of the excursion that they will need to come directly to a staff member if they need to use the bathroom and a staff member will go with them Staff are dispersed evenly across the bowling lanes & through the arcade to ensure a high level of supervision is maintained High visibility bibs are worn by the children so that we can easily identify our children Head count & roll call is done upon arrival and before departure 	All staff members	During toilet breaks & transition between activities

		<ul style="list-style-type: none"> • A head count of children going to the toilet is done before & after to ensure that those who went in to the toilets have come back out • Toilets are checked before children enter and staff ensure that they can still hear children whilst in the bathroom 	
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Plan prepared by	Jared Teo	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	FRIDAY 13/01/2023		Departure & arrival times	9:30AM – 12PM
Excursion destination	N/A			
Proposed activities	Incursion: Bop til you Drop! Bop til you Drop! are helping us put on our detective hats and solving the SCC Mystery! Followed by an hour of fun with a Silent Disco!		WATER HAZARDS? NO	
Method of transport, including proposed route	N/A			
Name of excursion coordinator	Rafael Banzon			
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223		(INCURSION NUMBER)	1300 130 313
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
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
Mystery Activity & Silent Disco	Injury	Low	<ul style="list-style-type: none"> Children will be encouraged to follow centre's safety rules (e.g. no running) and be briefed on the incursion rules. Children will be in smaller groups to avoid injury and increase supervision. 	All Educators	During incursion

Plan prepared by	Jared Teo	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 16/01/2023	Activity time	10AM – 12PM
Excursion destination	N/A		
Proposed activities	Incursion: CircusWA Today we have CircusWA here to lead a workshop on all things circus with tricks and toys for everyone!		WATER HAZARDS? NO
Method of transport, including proposed route	N/A		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER)	0435 374 492
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 		<ul style="list-style-type: none"> List of adults participating in the excursion 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 	Nominated Person in Charge (Supervisor)	Before the incursion begins

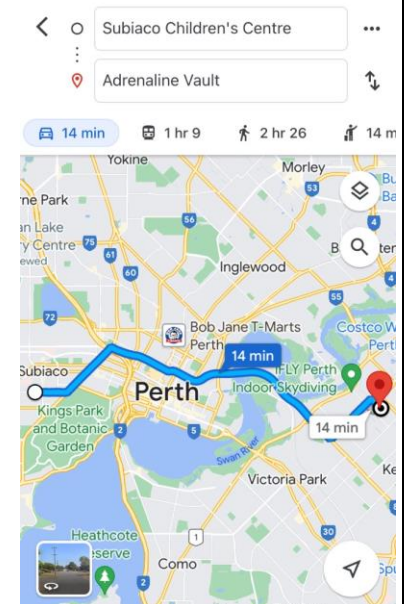
			<ul style="list-style-type: none"> Supervisor will assess if they are in a state fit to be around children 		
Participate in the circus activities	Injury	Low	<ul style="list-style-type: none"> Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times Children will be split into smaller groups for this activity. Children will be reminded of safety rules regarding activities in the centre and will be briefed on the rules of this incursion 	All educators	During incursion

Plan prepared by	Jared Teo	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	TUESDAY 17/01/2023	Departure & arrival times	9:10AM – 1:15PM
Excursion destination	72 Robinson Ave, Belmont WA 6104		
Proposed activities	Excursion: Rock Climbing We are off to Adrenaline Vault Rock Climbing to go to new heights and work on our climbing skills.		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 Adrenaline Vault
- Children are not required to cross any major roads
- Children are supervised whilst in the carpark area



Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(EXCURSION NUMBER)	08 6107 8359
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

Rock Climbing	Children injuring themselves	Low	<ul style="list-style-type: none"> • Staff are there to support and assist children if needed • risk of injury is low due to Adrenaline Vault staff present and general rock climbing safety procedures • Children are divided into smaller groups when engaging in the excursion • Other activities are present for those uncomfortable to engage in rock climbing 	All Educators	During active portions of the excursion
Transition from bus to centre	Losing children	Low	<ul style="list-style-type: none"> • Children are to wear florescent bibs, 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 Adrenaline Vault, role call is done and staffs are assigned groups in order to ensure high levels of supervision throughout the excursion. 		
	Children running across the road	Low			
	Traffic incident	Low			

Arcade & Toilet breaks	Stranger danger	Low	<ul style="list-style-type: none"> • Charters 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 • 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 		
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Plan prepared by	Jared Teo	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.			

INCURSION DETAILS			
Date(s) of activity	WEDNESDAY 18/01/2023	Activity time	10AM – 12PM
Excursion destination	N/A		
Proposed activities	Incursion: Hip Hop CubeSports is here to teach us all things Hip Hop, so bring your best dance moves for a boppin' time!	WATER HAZARDS? NO	
Method of transport, including proposed route	N/A		

Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER) 1300 907 291	
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
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
Hip Hop Dancing	Injury	Low	<ul style="list-style-type: none"> Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times 	All educators	During incursion

			<ul style="list-style-type: none"> • Children will be split into smaller groups for this activity. • Children will be reminded of rules regarding the specific incursion 		
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Plan prepared by	Jared Teo	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 19/01/2023	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 Disney movies.		WATER HAZARDS? NO
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon		
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
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 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	Jared Teo	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	FRIDAY 20/01/2023	Departure & arrival times	10AM – 12PM
Excursion destination	N/A		
Proposed activities	Incursion: Bricks4Kidz Today is all about space and galaxies! We will be creating our very own galaxy slime and UFO's. We will be finishing off the day with a glow in the dark party.		WATER HAZARDS? NO
Method of transport, including proposed route	N/A		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER)	0415 829 511
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

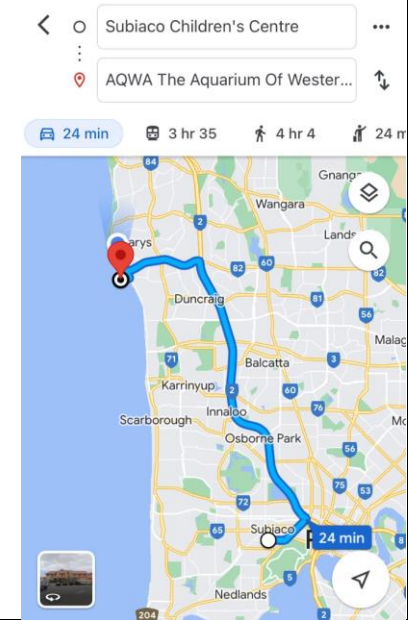
Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Playing with Lego bricks	Choking	Low	<ul style="list-style-type: none"> • Children to be supervised and managed in a controlled environment where incursion personnel and educators are aware of the children's actions 	All Educators	During the incursion
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 	Nominated Person in Charge (Supervisor)	Before the incursion begins

			<ul style="list-style-type: none"> • 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 		
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Plan prepared by	Jared Teo	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	MONDAY 23/01/2023	Departure & arrival times	9:10AM – 2PM
Excursion destination	AQWA, 91 Southside Dr, Hillarys WA 6025		
Proposed activities	Excursion: AQWA Today we are hopping on the bus and heading to AQWA for a day of adventure down into the deep, deep ocean.		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 AQWA
- Children are not required to cross any major roads
- Children are supervised whilst in the carpark area



Name of excursion coordinator	Rafael Banzon				
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223		(EXCURSION NUMBER) 08 9447 7500		
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	Elimination / control measures	Who	When

		(Use matrix)			
Transition from Centre to bus & bus to excursion	Losing children	Low	<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. • 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 	All staff	Leaving the centre.
	Children running across the road	Low			
Traffic incident	Low				
Toilet Breaks	Stranger danger	Low	<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
	Children get lost	Low			

Walking around AQWA centre	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 accessible at all times. • All water areas are out of bounds to minimise risk, however educators with aquatic rescue qualifications will be present for extra precaution. 	All Educators	During excursion
Returning to the centre via chartered bus	Children injuring themselves or others.	Low			
	Losing children	Low	<ul style="list-style-type: none"> • Roll call of the children is done before leaving the venue. • 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. 	All Educators	Leaving Excursion
	Leaving children behind	Low			
	Children running across the road	Low			
	Traffic incident	Low			

			<ul style="list-style-type: none"> • 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 centre, roll call is done immediately on the mat. 	
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Plan prepared by	Jared Teo	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.			

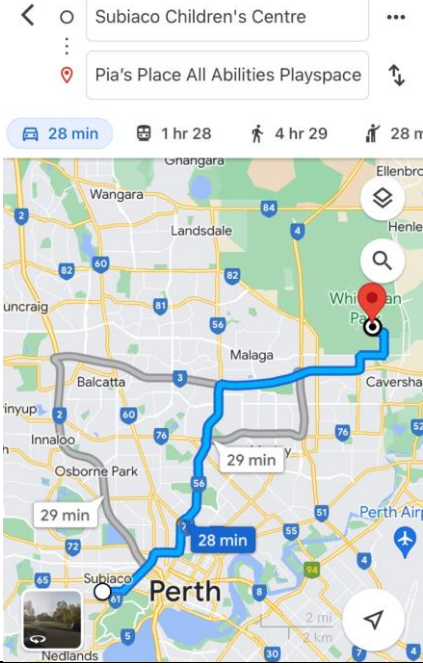
INCURSION DETAILS				
Date(s) of activity	TUESDAY 24/01/2023		Activity Time	9:45AM – 2PM
Excursion destination	N/A			
Proposed activities	Incursion: Cube Sports AFL Today CubeSports are back. to teach us all things AFL! It will be a day of sport and activities so be sure to pack a water bottle and hat.		WATER HAZARDS? NO	
Method of transport, including proposed route	N/A			
Name of excursion coordinator	Rafael Banzon			
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER)	1300 907 291	
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
AFL	Injury	Low	<ul style="list-style-type: none"> Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times Children will be split into smaller groups for this activity. Children will be reminded of safety rules regarding the incursion 	All educators	During incursion

Plan prepared by	Jared Teo	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 25/01/2023	Departure & arrival times	9:05PM – 1:45PM
Excursion destination	Pia's Place, Whiteman Park 6068		
Proposed activities	Excursion: Pia's Place Playground We are heading to Pia's Place in Whiteman Park to spend the day at the playground. Hopefully we all get to climb the giant lighthouse!		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 Pia's Place • Children are not required to cross any major roads • Children are supervised whilst in the carpark area 		
Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(INCURSION NUMBER)	
Number of children attending	50 (expected)	Number of educators/parents/volunteers	6/7
Educator to child ratio		Does this excursion warrant a higher ratio?	No

1 : 10	If yes, please provide details.
EXCURSION CHECKLIST	
<ul style="list-style-type: none"> • First Aid Kit • List of Children attending the excursion 	<ul style="list-style-type: none"> • List of adults participating in the excursion • Contact information for each adult
<ul style="list-style-type: none"> • Contact information for each child • Medical Information for each child 	<ul style="list-style-type: none"> • 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. • 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. 	All educators	Throughout excursion
	Children injuring themselves or others	Low			

	Heat Stroke	Low	<ul style="list-style-type: none"> 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). 		
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. 		

		<ul style="list-style-type: none"> • 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 	
Plan prepared by	Jared Teo	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	FRIDAY 27/01/2023	Activity Time	NA
Excursion destination	NA		
Proposed activities	In-Centre: Damper Today we are making damper at SCC! Get ready to learn how to make this ancient indigenous dish.	WATER HAZARDS? NO	
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon		
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
Making the Damper	Injury	Low	<ul style="list-style-type: none"> Children will participate in the baking activity in small, manageable, and highly supervised groups to ensure all baking equipment is being used safely and appropriately. 	All Staff	During Activity
	Food poisoning	Low	<ul style="list-style-type: none"> Staff will follow food safety protocols and ensure children are adhering to these procedures. 	Staff facilitating the activity	During Activity

Plan prepared by	Jared Teo	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:
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IN-CENTRE DETAILS			
Date(s) of activity	MONDAY 30/01/2023	Activity Time	NA
Excursion destination	NA		
Proposed activities	In-Centre: Motorised Inventions Get ready to make our very own motorised inventions. We get to build them from scratch and watch them move on their own!		WATER HAZARDS? NO
Method of transport, including proposed route	NA		
Name of excursion coordinator	Rafael Banzon		
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 	

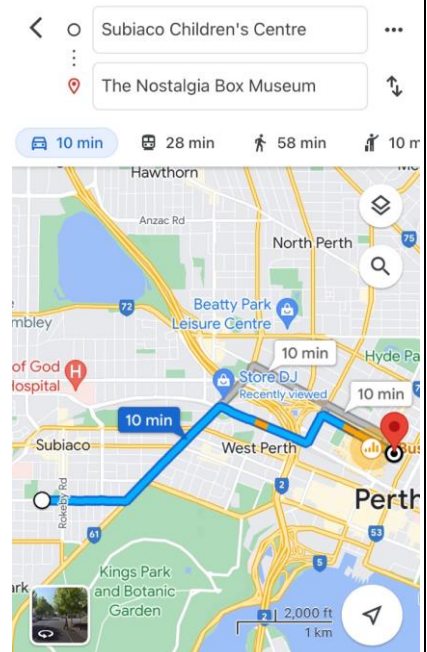
Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When

Making the motorized inventions	Injury	Low	<ul style="list-style-type: none"> Children will participate in the STEM activity in small, manageable, and highly supervised groups to ensure all equipment is being used safely and appropriately. 	All Staff	During Activity
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Plan prepared by	Jared Teo	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	TUESDAY 31/01/2023	Departure & arrival times	9:15PM – 1PM
Excursion destination	1/16 Aberdeen St, Perth WA 6000		
Proposed activities	Excursion: Nostalgia Box Who loves video games? Come with us to explore all the retro games at Nostalgia Box.		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 Francis Street Coach Bus Stop for a 1 minute walk to Nostalgia Box



Name of excursion coordinator	Rafael Banzon		
Contact number of excursion coordinator	(SCC MOBILE) 0413 170 223	(EXCURSION NUMBER)	08 9227 7377
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
Transition from Centre to bus & bus to excursion	Losing children	Low	<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. 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 	All staff	Leaving the centre.
	Children running across the road	Low			
	Traffic incident	Low			
Toilet Breaks	Stranger danger	Low	<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
	Children get lost	Low			

Playing at Nostalgia Box	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 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
	Children injuring themselves or others.	Low			
Returning to the centre via chartered bus	Losing children	Low	<ul style="list-style-type: none"> • Roll call of the children is done before leaving the venue. • 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. 	All Educators	Leaving Excursion
	Leaving children behind	Low			
	Children running across the road	Low			
	Traffic incident	Low			

			<ul style="list-style-type: none"> • 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 centre, roll call is done immediately on the mat. 		
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Plan prepared by	Jared Teo	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.			