



Risk Management Plan

P. (07) 3372 1711
 E. fdccadmin@ich.org.au
 W. myplacefdc.org.au
 A. 38 Sittella street, Inala Qld 4077
 Inala Community House

Educator Name:

Educator Address:

Subject: Excursion / Transport / Regular Outing




Purpose: To Identify, Assess And Minimise The Impact Of Risks Associated With Excursions And Transport In A Family Day Care Environment



Owners Of Risk: Educator / Educators Assistant / Nominated Supervisors / My Place Family Day Care Management & Administration Staff




Risk Level



Very High
 High
 Medium
 Low




Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
Transport Vehicles ✓ Safety ✓ Use	Possible	Severe		Physical Injury Legal Repercussion Civil Litigation	✓ Ensure transport vehicle is suitable, safe, and authorised for intended transport purpose. ✓ Vehicle to be registered and maintained to a safe Roadworthy standard. ✓ Power windows locked to prevent accidental opening or entrapment. ✓ Child locks activated on doors to prevent accidental opening. ✓ Vehicle should have appropriate levels of fuel or electrical charge at all times.
Public Transport ✓ Supervision & safety ✓ Appropriate seating for children ✓ Using prams on public transport	Possible	Severe		Physical Injury Legal Repercussion Civil Litigation	✓ Approval from the service and families must occur if public transport will be used to transport children to enable families to make an informed decisions on care arrangements. ✓ Supervision & safety when boarding & disembarking ✓ Avoid overcrowding & making sure children are not overwhelmed when travelling ✓ Be aware of correct seating for children & the use of prams ✓ Log books to be used while travelling and follow instructions
Driver/s ✓ Licensed	Unlikely	Moderate		Legal Repercussion Civil Litigation	✓ Ensure the driver of any vehicle used to transport children in care is the holder of a current and valid Australian Drivers Licence for the type of vehicle being used.



Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
<p>Child Restraint</p> <ul style="list-style-type: none"> ✓ Safety ✓ Suitability ✓ Valid 	Possible	Severe		Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Transport vehicle should have sufficient child restraint anchor points for required child restraint seating. ✓ Vehicle should have Australian Standard approved child restraints that are properly fitted and adjusted and not out-of-date. ✓ Placement of children in the vehicle must comply with current transport legislation. ✓ All children travelling in a transport vehicle must travel in approved car seats or baby capsules, appropriate to age and size. ✓ Older children must wear an approved safety belt or child harness. ✓ A Car Safety Restraint Check must be completed yearly, or when a new motor vehicle or child restraint is purchased. ✓ Complete regular inspections of seating, child restraints and anchor points for damage, wear or maladjustments.
Children with medical condition, physical disability or special needs that are not able to use a compliant child restraint or seatbelt.	Rare	Significant		Physical Injury Legal Repercussion Civil Litigation Transport Offences	<ul style="list-style-type: none"> ✓ Ensure current Medical Certificate is obtained from child's Doctor (certificate can only be issued for maximum of 12 months). ✓ Driver of Transport vehicle must carry this Certificate and produce if requested. ✓ A current Prescribers Certificate issued by a medical practitioner (general practitioner or specialist), occupational therapist, psychologist, physiotherapist or biomedical engineer must be obtained for the use of a modified approved child car seats, imported speciality seats, postural harnesses, behavioural harnesses, or harnesses allowing children to lie across the back seat to travel safely in a vehicle. ✓ Any modified child restraint is correctly fitted and adjusted.
<p>Transport Staffing</p> <ul style="list-style-type: none"> ✓ Insufficient ✓ Supervision ✓ Authorised 	Rare	Moderate		Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Identify the number of educators or other authorised adults required to provide appropriate supervision and whether any adults with specialised skills are required. ✓ Educators and/or Educational Assistants are to remain with the children at all times. ✓ Leaving a child unattended has the potential to be life threatening and lead to Criminal proceedings. ✓ No unauthorised persons are to conduct or assist with the transport of children in care.



Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
<p>Transport</p> <ul style="list-style-type: none"> ✓ Duration ✓ Geographic locations ✓ Parking 	Unlikely	Minor		Physical Injury Psychological Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Vehicle to be driven and parked in a safe and appropriate manner in accordance with weather conditions, environmental conditions, geographical locations and building structures. ✓ Determine the proposed route of transport having regard to time of day. ✓ Determine the proposed duration of transport having regard to meal and rest times and toileting needs. ✓ Identify any potential route hazards or environmental hazards for each stop and have contingency plans if circumstances require. ✓ Be familiar with the drop-off / pick-up locations or destination. ✓ Be familiar with the local processes for entering and exiting the specific drop-off / pick-up locations. ✓ Vehicle is not to be parked in a manner that causes distress or injury to the occupants. ✓ Vehicle not to be parked in a location that presents a risk to disembarking occupants. ✓ Ensure vehicle is parked legally.
<p>Communication</p> <ul style="list-style-type: none"> ✓ Telephones ✓ Access ✓ Signal Reception 	Rare	Severe		Operational Harm Strategic Harm Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ During excursion, the Educator / Educational Assistants must carry a mobile phone or other communication device with relevant numbers installed at all times. ✓ Telephones should be located where educators can easily access them without leaving children unsupervised. ✓ Ensure communications devices are charged and operating correctly and are not locked for outgoing calls or out of credit. ✓ Carry relevant charging equipment. ✓ Attempt to identify any communication 'black spots' where contact may be impeded and advise parents/carers and coordinators.


Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
Weather ✓ Forecast ✓ Child Safety	Possible	Minor		Physical Injury Psychological Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Be aware of current weather conditions. ✓ Be aware of weather forecast. ✓ Be aware of actual weather conditions. ✓ Be aware of any child with a health condition that may be affected by weather (e.g. Asthma) ✓ Take appropriate protective clothing. (see Clothing RM) ✓ Administer sunscreen as required. ✓ Take sufficient fluids if required. ✓ Park vehicle in sheltered or shaded areas where possible. ✓ Monitor heat inside vehicle/s parked in hot conditions. ✓ Be mindful of children who may become anxious or distressed by adverse weather conditions (storms/thunder/lightening/hail etc.)
Traffic Accident / Incident	Possible	Minor - Severe		Physical Injury Psychological Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Drive vehicle in a safe and appropriate manner and in accordance with road, speed limit and weather conditions. ✓ Educator and Assistants to carry a photographic ID and contact details of themselves and each child in their care in transport vehicle/s and on their person. ✓ While waiting for repair/towing/replacement transport, children will be kept safe, comfortable, and occupied with suitable activities. Comfort any distressed children. ✓ The FDC Nominated Supervisors / Management and parents/carers are to be notified as per Incident Reporting guidelines. ✓ Complete an Incident report.
Vehicular breakdown ✓ Mechanical ✓ Electrical	Possible	Minor - Moderate		Physical Injury Psychological Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Regular inspection and servicing of transport vehicle/s to keep to a Roadworthy standard. ✓ Carry break down service contact numbers. ✓ While waiting for repair/towing / replacement transport / breakdown service, children to be kept safe, comfortable, and occupied with suitable activities. ✓ The FDC Nominated Supervisors and Management and parents/carers to be notified as soon as is possible. ✓ Complete an Incident report.


Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
<p>Vehicle refueling / Recharging</p>	<p>Rare</p>	<p>Minor</p>		<p>Physical Injury Psychological Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Park at pump, engage handbrake, turn off engine and remove keys. ✓ Leave children safely buckled in vehicle whilst refuelling (unless electric vehicle in which case, charging time and environment will dictate whether to remove them to a place of safety within charging location). Conduct head count. ✓ If pump/charging station is exposed to adverse weather conditions open or close vehicle windows accordingly. ✓ Closely supervise children in car or charging station during refuelling process. ✓ After refuelling / recharging take ALL children with Educator to service counter for payment. ✓ No children to be left in vehicle with an unauthorised person (person other than a registered Educators Assistant). ✓ Leaving a child unattended has the potential to be life threatening and lead to Criminal proceedings. ✓ Instruct children of dangers of the movement of other vehicles using Service Station. ✓ Return children to vehicle and conduct head count. ✓ Enter details in the Record of Transportation (log Book).
<p>Illness / Injury / Medical Condition</p> <ul style="list-style-type: none"> ✓ Medication ✓ First Aid Kit <p>Injury to Child</p> <ul style="list-style-type: none"> ✓ On excursion ✓ During transport 	<p>Possible</p>	<p>Minor</p>		<p>Physical Injury Psychological Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Carry fully stocked First Aid kit. ✓ Carry prescribed and authorised medication/s, in accordance with health plans for individual children. ✓ Be aware of the needs of children with medical conditions such as asthma or diabetes. ✓ First Aid kit in transport vehicle is accessible to Educators/Educators Assistants, but not to children. ✓ If child is injured apply First Aid as applicable ✓ Ensure the FDC Nominated Supervisors / Management and parents/carers are to be notified as per Incident Reporting guidelines. ✓ Complete an Incident report. ✓ Th FDC Nominated Supervisors / Management and parents/carers are to be notified as per Incident Reporting guidelines. ✓ Complete an Incident report.


Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
First Aid Kit ✓ Contents ✓ Date Valid ✓ Location	Rare	Minor		Physical Injury Psychological Injury Legal Repercussion Civil Litigation	✓ Educators should provide a suitable first aid kit at the residence or family day care venue that is easily recognisable and readily accessible to adults. ✓ First aid kits should also be taken when leaving the care premises for excursions, routine outings or emergency evacuations. ✓ Kits should be checked regularly to ensure they are fully stocked, and no products have expired. ✓ Consider keeping a checklist of the contents inside each first aid kit and initial the list each time the contents are checked. ✓ When determining how many first aid kits are 'appropriate', Educators should consider the number of children in attendance as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest first aid kit. ✓ Consider a first aid kit for each vehicle used for excursions or transports. ✓ Consider the merit of having a choking suction emergency device in your first aid kit.
First Aid Training ✓ Currency ✓ Validity	Rare	Moderate		Physical Injury Legal Repercussion Civil Litigation Operational Harm Strategic Harm	✓ Educators and their Assistants to have completed and be current in accredited First Aid training. Ensure at least one educator: ✓ Holds a current approved first aid qualification, and ✓ Has undertaken anaphylaxis management training, and ✓ Has undertaken emergency asthma management training
Record of Transport (Logbook) ✓ Lost / Misplaced	Rare	Insignificant		Operational Harm Strategic Harm	✓ If misplaced, complete a temporary record and transfer these details into the main Record of Transport (Logbook) as soon as practicable. ✓ Notify FDC Nominated Supervisors and Management of original Logbook loss as soon as possible. ✓ If lost, obtain and commence a new Record of Transport (Logbook).


Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
Embarking Procedure ✓ Safety	Rare	Moderate		Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Instruct children of safe embarking procedure. ✓ Teach children applicable road rules. ✓ Children to enter transport vehicle whilst it is parked stationary with engine off. ✓ Open relevant door/s of transport vehicle in relation to child seating position/s. ✓ Check interior for hazards or loose property. ✓ Children’s bags, belongings and requirements are stored and secured in safe area/s within transport vehicle. ✓ Physical placement of children in seating positions must comply with current legislative requirements. ✓ Secure children in appropriate seating, child restraints and check each child restraint is properly fastened and adjusted. ✓ Complete head count and enter details of each embarking child into Record of Transport (Logbook). ✓ Leaving a child unaccounted for has the potential to be life threatening and lead to Criminal proceedings.
Disembarking Procedure ✓ Safety	Rare	Moderate		Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Prior to drop off, instruct children of safe disembarking processes at destination. ✓ Teach children applicable road rules. ✓ Instruct children of any hazards (e.g. vehicular, pedestrian or geographical) at arrival location. ✓ Disembark exiting children in safe parking area. ✓ Children to exit transport vehicle whilst it is parked stationary with engine off. ✓ Complete head count and enter details of each disembarking child into Record of Transport (Logbook). ✓ Check vehicle that all children have exited with their property, and requirements before locking vehicle. ✓ Leaving a child unaccounted for in the vehicle has the potential to be life threatening and lead to Criminal proceedings.




Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures
<p>Loss of Child ✓ Embarking</p>	<p>Rare</p>	<p>Significant</p>		<p>Physical Injury Psychological Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Check at door of premises that ALL children are present and have their property, and individual requirements. ✓ Ensure educator and educator assistants have all necessary requirements for exiting children. ✓ Requirements for the transport of children with special needs, disabilities or medical conditions is to be accessed and catered for. ✓ Children to enter transport vehicle whilst parked stationary with motor off. ✓ Complete head count in vehicle and ensure ALL children are inside vehicle. ✓ Enter details of each child being transported into a Record of Transport (Logbook). ✓ Leaving a child unaccounted for has the potential to be life threatening and lead to Criminal proceedings. ✓ Educator to carry a photographic ID and contact details of themselves and each child in their care.
<p>Loss of Child ✓ Disembarking</p>	<p>Rare</p>	<p>Significant</p>		<p>Physical Injury Psychological Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Children to exit transport vehicle whilst parked stationary with engine off. ✓ Complete head count and enter details of each child exiting vehicle into a Record of Transport (Log Book). ✓ Check vehicle to ensure that ALL children have exited with their property, and other requirements before locking vehicle and/or parking garage. ✓ Leaving a child unaccounted for in the vehicle has the potential to be life threatening and lead to Criminal proceedings. ✓ Educator to carry a photographic ID and contact details of themselves and each child in their care.

Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/prevention /control measures
<p>Excursion – School / Kindergarten</p> <ul style="list-style-type: none"> ✓ Drop Off ✓ Pick Up 	<p>Rare</p>	<p>Moderate</p>		<p>Physical Injury Psychological Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Prior to drop off, instruct departing children of exiting processes at the school drop off/pick-up zones. ✓ Drop off exiting children in safe drop off zone/s that are appropriate and relevant for each disembarking child. ✓ When required (not a drive through drop off/pick up zone), park vehicle in designated car park area/s and walk the departing children into school. ✓ Where the departing children are required to be walked in and delivered into school care, ALL non-departing children in transport vehicle are to also exit and walk with Educator into school with the departing children. NO CHILD IS TO BE LEFT BEHIND IN VEHICLE. ✓ Leaving a child unaccounted for in the vehicle has the potential to be life threatening and lead to Criminal proceedings. ✓ No children to be left in vehicle with an unauthorised person (person other than a registered Educators Assistant). ✓ Conduct head count of all children before leaving transport vehicle with departing children. ✓ Check vehicle to ensure that ALL children have exited with their property, and other requirements before locking vehicle. ✓ After returning to transport vehicle complete another head count of any remaining children and enter details in the Record of Transport (Log book). ✓ Secure remaining children in appropriate seating and child restraints and check each child restraint is properly fastened and adjusted. ✓ Return home and disembark remaining children (if any). ✓ Physically check the interior of transport vehicle to ensure NO CHILDREN or required property remains. ✓ Secure parked transport vehicle. ✓ Repeat procedure for picking up children from school and returning to Transport vehicle. ✓ Upon arrival at care premises physically check the interior of the transport vehicle to ensure NO CHILDREN or required property remains. ✓ Enter details if record of Transport (Log Book).

Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/prevention /control measures
<p>Excursion - Parks & Recreation Areas</p> <ul style="list-style-type: none"> ✓ Drop Off ✓ Pick Up <p>Hazards</p> <ul style="list-style-type: none"> ✓ Arrangement of play equipment ✓ Condition of play equipment ✓ Suitability of play equipment ✓ Close to busy road ✓ Discarded Rubbish ✓ Broken Glass ✓ Discarded syringes ✓ Insect bite ✓ Child allergies ✓ Unsafe Water Features ✓ Unsafe Waterways / Pools ✓ Toileting needs 	Possible	Moderate		<p>Physical Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Notify the FDC Nominated Supervisors and Management of intended excursion. ✓ Educator to carry a photographic ID and contact details of themselves and each child in their care. ✓ Be mindful of weather conditions and forecast prior to departure. Consider choosing the coolest time of day. ✓ Set a time limit at the park. ✓ Ensure children have appropriate clothing, footwear, headwear and sunscreen. ✓ Carry fully stocked First Aid kit. ✓ Carry prescribed and authorised medication/s, in accordance with health plans for individual children. ✓ Take sufficient water and foodstuffs. ✓ Attempt to toilet children prior to leaving home. ✓ Determine proposed route and method of travel (vehicle / walking). If walking instruct children of road dangers and safe use of footpaths. Consider use of prams or strollers. ✓ If driving. instruct children of safe disembarking processes at park or recreation area. ✓ Instruct children of the hazards and dangers and the importance of not touching, opening, or picking up foreign objects. ✓ Park transport vehicle in a safe and legal parking area. ✓ Use safe disembarking procedure to exit children from transport vehicle (if used). ✓ Leaving a child unaccounted for in the vehicle has the potential to be life threatening and lead to Criminal proceedings. <p>Continued on next page</p>

Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/prevention /control measures
<p>Excursion -Parks & Recreation Areas</p> <ul style="list-style-type: none"> ✓ Drop Off ✓ Pick Up <p>Hazards</p> <ul style="list-style-type: none"> ✓ Arrangement of play equipment ✓ Condition of play equipment ✓ Suitability of play equipment ✓ Close to busy road ✓ Discarded Rubbish ✓ Broken Glass ✓ Discarded syringes ✓ Insect bite ✓ Child allergies ✓ Unsafe Water Features ✓ Unsafe Waterways / Pools ✓ Toileting needs 	Possible	Moderate		Physical Injury Legal Repercussion Civil Litigation	<p>Upon arrival:</p> <ul style="list-style-type: none"> ✓ Scan and evaluate the current suitability of the park for children and there are no open water hazards. ✓ Identify shaded or protected areas at park. ✓ Identify toilet facilities. ✓ Evaluate equipment for age level appropriateness. ✓ Evaluate equipment for any height dangers. ✓ Check for sufficient soft fall around play equipment. ✓ Inspect and identify any faulty or broken equipment ✓ Advise children of any potential dangers. ✓ Scan area for harmful insect nests or infestations. ✓ Inspect surroundings and play equipment for loose hazards and use gloves to remove them. ✓ Inspect buildings and structures for hazards. <p>Take all children to the toilet together when using public toilet facilities.</p> <p>Provide active supervision in close proximity of children that are using the park equipment and facilities.</p> <ul style="list-style-type: none"> • Be alert and responsive. • Know where your children are. • Be able to see and hear your children. • Call out to children out of your sight. • Be near enough to render immediate assistance if required. • Conduct regular head counts. <p>If injury occurs, the FDC Nominated Supervisors / Management and parents/ carers are to be notified as per Incident Reporting guidelines.</p>

Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/prevention /control measures
<p>Excursion</p> <ul style="list-style-type: none"> ✓ Shopping Centre's <p>Hazards</p> <ul style="list-style-type: none"> ✓ Close to roads ✓ Car park traffic ✓ Child misbehaviour ✓ Child becoming separated from group ✓ Injury while shopping ✓ Escalators use ✓ Shopping trolley use 	<p>Unlikely</p>	<p>Moderate</p>		<p>Physical Injury Psychological Injury Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> ✓ Notify the FDC Nominated Supervisors and Management of intended excursion. ✓ Educator to carry a photographic ID and contact details of themselves and each child in their care. ✓ Be mindful of weather conditions and forecast prior to departure. ✓ Set a time limit at the shopping centres. ✓ Plan trip for non-busy periods at shopping centres. ✓ Ensure children have appropriate clothing, footwear and headwear. ✓ Attempt to toilet children prior to leaving home. ✓ Consider use of prams and strollers. ✓ Teach children applicable road rules near shopping centre. ✓ Instruct children on road dangers near shopping centre. ✓ Instruct children on dangers of shopping centre car parks. ✓ Instruct children on behavioural expectations at centre and the need to stay close and together as a group. ✓ Instruct children of the hazards and dangers and the importance of not touching, opening, or picking up foreign objects. ✓ Supervise closely and conduct regular head counts. ✓ Carry fully stocked First Aid kit. ✓ Carry prescribed and authorised medication/s, in accordance with health plans for individual children. ✓ Use safe disembarking procedure to exit children from transport vehicle. ✓ Leaving a child unaccounted for in the vehicle has the potential to be life threatening and lead to Criminal proceedings. ✓ No children to be left in vehicle with an unauthorised person (person other than a registered Educators Assistant). ✓ At larger shopping centres carry or hold the hand of young children on escalators. ✓ If available, consider using elevator lifts instead of escalators. ✓ Children not to ride in or on shopping trolleys. ✓ Carry healthy snack foods and fluids for children. ✓ Identify location of toilet facilities. <p>Continued on next page</p>

Hazards Identified /Possible Risks	Risk Probability	Risk Severity	Risk Level	Potential Consequence if Risk Occurs	Elimination/prevention /control measures
<p>Excursion</p> <ul style="list-style-type: none"> ✓ Shopping Centre's <p>Hazards</p> <ul style="list-style-type: none"> ✓ Close to roads ✓ Car park traffic ✓ Child misbehaviour ✓ Child becoming separated from group ✓ Injury while shopping ✓ Escalators use ✓ Shopping trolley use 	Unlikely	Moderate		Physical Injury Psychological Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> ✓ Take all children to the toilet together when using public toilet facilities. ✓ Provide active supervision in close proximity of children whilst at the shopping centre. <ul style="list-style-type: none"> • Be alert and responsive. • Know where your children are. • Be able to see and hear your children. • Be near enough to render immediate assistance if required. • Conduct regular head counts. ✓ If injury occurs, the FDC Nominated Supervisors / Management and parents/ carers are to be notified as per Incident Reporting guidelines.
<p>Wildlife</p> <ul style="list-style-type: none"> ✓ Exposure to unfamiliar wildlife whilst on an excursion. 	Possible	Minor		Physical Injury Psychological Injury	<ul style="list-style-type: none"> ✓ Explain to children the safe behaviours to use around unfamiliar wildlife should they encounter them on an excursion. ✓ Safety consideration should be assessed if children do encounter unfamiliar wildlife when on excursions.
<p>National Law & Regulations</p> <ul style="list-style-type: none"> ✓ Non compliance ✓ Offences ✓ Penalties <p>s. = Section r. = Regulation</p> <ul style="list-style-type: none"> ✓ Other Legislation Impacting Duty of Care 	Possible	Significant		Physical Injury Psychological Injury Legal Repercussion Civil Litigation Financial Penalty Strategic Harm Operational Harm	<ul style="list-style-type: none"> ✓ Be aware of responsibilities, offences and penalties involved for non-compliance with the National Law & National Regulations including: <ul style="list-style-type: none"> • Inadequate supervision (s.165) • Protection of children from harm & hazards (s.167) • First Aid Kits (r.89) • Telephone & Communication Devices (r.98) • Children Leaving Care Premises (r.99) • Excursion Risk Assessment (r.100 & r.101) • Excursion Authorisation (r.102) ✓ Be aware that there are other legislative governances that impact on the Duty of Care for the provision of Child Care such as The Child Protection Act 1999, Workplace Health & Safety Act 2011 and Education Care & Services Act 2013, Legislation (Department of Transport & Main Roads)-this is not a complete list. ✓ Breaches of the provisions of this associated legislation may carry their own penalties.

Educators Name: _____ **Educators Signature:** _____ **Date:** _____

Educational Assistant signature (if applicable): _____ **Date:** _____

Nominated Supervisor Name: _____ **Nominated Supervisors Signature:** _____ **Date:** _____