

## Early Learning

# Excursions, Regular Outings & Service Events Policy

### Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

### Policy Statement

Uniting Early Learning is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society;
- ensuring that all excursions, regular outings and service events are accessible, affordable and contribute to children's learning and development;
- ensuring the health, safety and wellbeing of children at all times.

### Executive Summary

Children develop a sense of belonging to groups and their communities at an early age. To enable them to broaden their understanding of the world in which they live, opportunities to participate in excursions, regular outings and/or service events is important for their learning. For excursions and service events to be a valuable teaching and learning vehicle, experiences provided will be considered in the context of children's abilities, interests and learning needs. An inclusive approach is essential, to ensure that all children can attend, regardless of their socio-economic background, ability level, and additional or medical needs.

Mandatory prior planning is required, and will include the completion of a risk assessment, gaining parent's written authorisation and on the day, ensuring adequate supervision at all times and child/adult ratios that are above minimum requirements.

### Current Environmental Context

Regular monitoring of all children in attendance, or should be in attendance is critical, particularly at times of transition and while on excursion, regular outing or participating in a service event. Services must regularly check children's presence against accurate attendance records and ensure the identity of each and every child. The Approved Provider/Licensee and educators must all be aware of the additional risks when taking children outside of the service, and when children are being transported.

For the purpose of this policy, a service event excludes a parent attended event, where children are on site and does not form part of the program for children A social occasion, for example; a welcome event in the evening or on the weekend, or an offsite service picnic at the end of the year, is not included in the definition of a service event.

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**Attachment 3a:** Responsibilities relating to the Excursions, Regular Outings and Service Events Policy

**Attachment 3b:** Excursion approval procedure

**Attachment 3c:** Guidelines for accompanying Volunteers/Students

<b>Form 3.1</b>	Excursion Plan
<b>Form 3.2</b>	Excursion Authorisation Form
<b>Form 3.3</b>	Regular Outing Plan
<b>Form 3.4</b>	Regular Outing Authorisation Form
<b>Form 3.5</b>	Service Event Plan
<b>Form 3.6</b>	Service Event Authorisation Form
<b>Form 3.7</b>	Risk Assessment

## Reference/Sources

This policy should be read in conjunction with:

<i>Keeping Children Safe Policy</i> of the Uniting Church in Australia Synod of Victoria and Tasmania Approved June 2015: <a href="https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf">https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf</a>	
<i>Acceptance and Refusal of Authorisations Policy</i>	<i>Administration of First Aid Policy</i>
<i>Administration of Medication Policy</i>	<i>Anaphylaxis Policy</i>
<i>Asthma Policy</i>	<i>Code of Conduct Policy</i>
<i>Dealing with Medical Conditions Policy</i>	<i>Delivery and Collection of Children Policy</i>
<i>Diabetes Policy</i>	<i>Educational Program and Practice Policy</i>
<i>Emergency and Evacuation Policy</i>	<i>Enrolment and Orientation Policy</i>
<i>Epilepsy Policy</i>	<i>Fees Policy</i>
<i>Food Safety Policy</i>	<i>Hygiene Policy</i>
<i>Incident, Injury, Trauma and Illness Policy</i>	<i>Inclusion and Equity Policy</i>
<i>Interactions with Children Policy</i>	<i>Nutrition, Oral Health and Active Play Policy</i>
<i>Occupational Health and Safety Policy</i>	<i>Participation of Volunteers and Students Policy</i>
<i>Sun Protection Policy</i>	<i>Supervision of Children Policy</i>
<i>Safe Travel (Children) Policy</i>	<i>Water Safety Policy</i>

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- Children’s Services Act 1996, s26, 27, 29
- Children’s Services Regulation 2009, r73, 74, 79, 80, 101
- Department of Education & Training: NQF Fact Sheets: Excursions and regular outings. (Updated December 2015)
- Department of Education & Training: Practice Note 14: Excursions and routine outings. May 2010
- Education and Care Services National Law Act 2010: s51, 165, 167, 169, 52
- Education and Care Services National Regulations 2011: Regulations 73, 77, 78, 97, 98, 99, 100-102, 109, 122, 123, 136, 144, 161, 168, 169, 171, 355, 357, 360
- National Quality Standard, Quality Area 1: Educational Program and Practice
- National *Quality Standard*, Quality Area 2: Children’s Health and Safety

## Authorisation

This policy was adopted by Uniting Early Learning on: 13 April 2017

## Review

This policy is to be reviewed by 13 October 2017

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## Attachment 3a - Responsibilities relating to the Excursions/ Regular outings/Service events Policy

### National Regulations & Act

AP=Approved Provider

NS=Nominated Supervisor

CS=Certified Supervisor

### Victorian Regulations & Act

L=Licensee

PN=Primary Nominee

N=Nominee

Action	Approved Provider/Licensee	NS & PN	CS, N and Educators	Parents
An Excursions, regular outings and service events Policy is developed in consultation between Approved Provider/Licensee, Nominated Supervisor/Primary Nominee, Certified Supervisor, Early Childhood Teacher, educators, staff and parents at the service	x	x	x	x
Read and comply with the requirements of this policy	x	x	x	x
Consider the financial ability of families before deciding on an excursion/service event that would require an additional charge. Events that can be planned ahead of time should be included as an expenditure item in the service's budget and, as a result, will not incur additional charges. Inform parents/volunteers of any associated costs before event.	x	x		
Ensure a child does not leave the service premises on an excursion unless prior written authorisation and signed consent has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under legislation	x	x		
Ensure a risk assessment is carried out for an excursions/regular outings and service events before authorisation is sought from parents, including volunteer numbers (Refer to Form 33.7)	x	x		
Ensure all parents have completed, signed and dated their child's enrolment form including details of persons able to authorise an educator to take their child outside the service premises	x	x		
Ensure educators, staff, parents, volunteers, students and others at the service are provided with access and/or a copy of this policy (if requested), and comply with its requirements	x	x		
Ensure emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness	x	x		
Ensure parents or persons named in the enrolment record have provided written authorisation within the past 12 months for the service to take the child on regular outings (refer Glossary), and that this authorisation is kept in the child's enrolment record (refer to Form 3.4).	x	x		
Ensure strategies are in place to provide an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion takes place	x	x		
Ensure that children are adequately supervised at all times	x	x		

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Action	Approved Provider/Licensee	NS & PN	CS, N and Educators	Parents
Ensure that each child's personal medication and current medical management plan is taken on excursions and other offsite activities	x	x		
Ensure that educators follow procedures when children are transported by bus (Refer <i>Safe Travel Children policy</i> ). This includes undertaking regular head counts, identity checks and cross-checking against the attendance record to ensure no child is left behind	x	x		
Ensure that educator-to-child ratios (and only educators who are working directly with children) are maintained at all times during excursions, regular outings and service events.	x	x		
Ensure that excursions/regular outings and service events are based on the approved learning framework, meets the needs and interests of children and families at the service, and that there is a clear purpose and educational value to each excursion/regular outing and service event that is communicated to parents	x	x		
Ensure that parents, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children	x	x		
Ensure all volunteers have a current Working With Children check	x	x		
Ensure that proposed excursions/regular outings and service events are inclusive of all children regardless of their abilities, additional needs or medical conditions	x	x		
Ensure that the number of children attending an excursion does not exceed the number for which service approval has been granted on that day	x	x		
Ensure that vehicles used to transport children have seatbelts fitted and child restraints that are suitable for a child's age/size and that these are correctly used	x	x		
Ensure there is an accurate list of everyone participating in an excursion, including parents, siblings, volunteers and students, with contact details for each individual	x	x		
Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by legislation (Refer to <i>Form 33-7</i> )	x	x		
Provide a mobile phone to enable contact with parents and emergency services in the event of an incident, injury, trauma or illness	x			
Ensure an excursion, regular outing or service event plan has been completed with required documentation (Refer to <i>Form 3.1, 3.3 or 3.5</i> ) and sent to Cluster Manger at least 14 days prior to the event		x		
Ensure cluster managers approval for planned excursion, regular outing and service event is provided		x		
Provide and maintain a portable first aid kit that can be taken on excursions and other offsite activities, and ensure the kits contain the required medication for dealing with medical conditions	x	x		
Portable first aid kit to be adequately stocked and checked for current use-by dates before		x		

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Action	Approved Provider/ Licensee	NS & PN	CS, N and Educators	Parents
taken on excursion or regular outing				
Display a notice at the service indicating that children are on an excursion, and including the location of the excursion and expected time of return to the service		x		
Ensure a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness		x		
Ensure the emergency details of each staff member, volunteer, parent and student are taken on excursions and regular outings for notification in the event of an incident, injury, trauma or illness		x		
Ensure sunscreen (if required) is taken on excursions/regular outings and service events		x		
Ensure that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other offsite activities		x	x	
Hire/use vehicles fitted with seat belts and child restraints that are suitable for a child's age/size and use these correctly		x	x	
Ensure an attendance record of volunteers participating is taken and maintained		x		
Ensure induction occurs for volunteers, parents and students participating in the excursion/regular outing		x		
Ensure all educators, parents, students and volunteers are familiarised with the risk management plan		x		
Develop excursions/regular outings and service events based on an approved learning framework, the developmental needs, interests and experiences of each child, and the individual differences of each child; communicate the purpose and educational value of each excursions/regular outings and service events to parents			x	
Discuss the aims and objectives of the excursion, regular outing or service event, and items of special interest, with children prior to undertaking the activity			x	
Provide parents or a person named in the child's enrolment record with an excursion, regular outing and service events authorisation form (Refer to <i>Form 3.2, 3.4 or 3.6</i> )			x	
Check that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/regular outing/service event authorisation form prior to the excursion		x	x	
Allow a child to participate in an excursions/regular outings and service events only with the written authorisation of a parent/ guardian or person named in the child's enrolment record (Refer to <i>Form 3.2, 3.4 or 3.6</i> )			x	
Inform parents of items required by children for the excursion, regular outing or service event, e.g. snack/lunch, sunscreen, coat etc.		x	x	
Induct any volunteers, parents and or students to the excursion, regular outing or service event (Refer to <i>Attachment 3b</i> )		x	x	

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Action	Approved Provider/Licensee	NS & PN	CS, N and Educators	Parents
Review risk assessment for an excursions/regular outings and service events on the day and plan for any contingency (Refer to <i>Form 33.7</i> )			x	
Follow appropriate procedures when children are transported by bus. This includes undertaking regular head counts and cross-checking against the attendance record to ensure no child is left behind (refer to <i>Safe Travel Children Policy</i> )			x	
Keep an accurate attendance record for children attending an excursion, and for children remaining at the service while an excursion takes place			x	
Keep accurate lists of everyone participating in an excursion, including parents, siblings, volunteers and students, with contact details for each individual			x	
Ensure all visitors to the centre during service event enter their details in the service visitors' sign in book			x	
Maintain the required educator-to-child ratios at all times, and adequately supervise children during excursions, regular outings and service events			x	
Take a mobile phone, a copy of the attendance record, emergency contact details for each child and the contact details of the child's medical practitioner on excursions and regular outings for notification in the event of an incident, injury, trauma or illness			x	
Take a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other offsite activities			x	
Take each child's personal medication and current medical management plan on excursions and other offsite activities			x	
Take sunscreen (if required) on excursions, regular outing and service events			x	
Adequately supervise parents, volunteers, students and all adults participating in an excursion, and ensure that they are not left with sole supervision of individual children or groups of children			x	
Complete and sign the authorised nominee (refer to <i>Glossary</i> ) section of your child's enrolment form before your child commences at the service				x
Complete, sign and date excursion/service event authorisation forms				x
Provide written authorisation for their child to leave the service premises on regular outings				x
Read the details of the excursions, regular outings and service events provided by the service and ask for additional information if required				x
Comply with all service policies while participating in an excursion or inclusion including the <i>Code of Conduct Policy</i> , <i>Sun Protection Policy</i> and <i>Hygiene Policy</i>				x
Provide items required by your child for the excursions/regular outings and service events e.g. snack/lunch, sunscreen, coat etc				x
Supervise and care for siblings and other children in your care who are not enrolled in the program				x
Understand that, if you participate in an excursions/regular outings and service events as a				x

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Action	Approved Provider/ Licensee	NS & PN	CS, N and Educators	Parents
volunteer, you will be under the immediate supervision of an educator				
Ensure you are clear on your role and responsibilities while participating in an excursion/regular outing				x
Support educators to supervise all children				x
If participating in an excursion, regular outing or service event, inform an educator immediately if a child appears to be missing from the group				x

**Note:** Volunteers and students, while at the service, are responsible for following this policy and its procedures

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## Attachment 3b – Excursion approval procedure

Educator planning activity is to:

- Read requirements of policy for relevant activity
  - Excursion
  - Regular outing
  - Service event
- Prior to any further planning, discuss with Responsible person the value and relevance of the activity demonstrating:
  - the activity is based upon an approved early learning framework and meets the interests and needs of children and families
  - a clear purpose and demonstrated educational value
- Consult with children and families about intent
- Determine rationale and cost implications
- Complete an excursion/regular outing/service event:
  - **plan** (Form 3.1 or 3.3 or 3.5) and
  - **risk assessment** (Form 33.7)
- Responsible person to approve in writing the excursion/ regular outing/ service event plan
- Send and obtain cluster managers approval at least 14 days before the activity
  - Plan
  - Required documents attached

(Cluster manager to respond within 48 hours)

- Provide families with an excursion/regular outing/service event authorisation form (Form 2 or 4 or 6)
- Ensure excursion/regular outing/service event authorisation is signed for ALL children participating in the activity and that all parents agree with their child undertaking the activity

No excursion/regular outing/service event can be implemented without:

- Prior Cluster manager approval
- Written authorisation from parents

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## Attachment 3c – Guidelines for accompanying Volunteers/Students

Volunteers play an important support role when early childhood services implement excursions and regular outings. Increased adult:child ratios, maximise children’s learning opportunities. The legislative requirements in Victoria however do not allow for volunteers and students to be included in the mandated adult:child ratios. Therefore volunteers/students are in addition to the prescribed number, and their primary role is to support and assist educators.

To participate in an excursion/regular outing, all volunteers/students must hold a current Working With Children check (Volunteer checks are free, refer to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)). However, volunteers/students **are not** responsible for the supervision of the children and must at all times be supervised by a staff member.

All volunteers/students must be aware of their roles and responsibilities when conducting activities outside the service premises. Expectations may be different, risks greater and activities, context driven. Communication and supervision by staff are important processes in orientating volunteers to their role when on an excursion/regular outing. Induction and clear directions, prior to the excursion/regular outing must be provided by staff to assist volunteers to understand and carry out their role and be aware of the service/organisation expectations. All participants (including volunteers/students) have a “duty of care” responsibility to ensure the health, safety and well being of all children, at all times.

## Procedure

### Volunteers will:

- read this policy and adhere to the requirements
- as part of their role in attending the excursion, attend an induction as soon as practical
- at induction, be provided with all relevant information regarding the excursion/regular outing
- commit to following the mission and values of the service while participating
- understand their role and responsibilities while participating
- follow directions from supervising staff member at all times while on the excursion/regular outing
- be supervised by staff at all times
- support the needs of the children at all times
- seek support from their supervising staff member, when required
- provide emergency contact details prior to attending the excursion/regular event

Consideration needs to be given to volunteers’ role if additional children are accompanying a parent on the excursion

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**Induction of volunteers by the Responsible person will include:**

- access to the policy and related policies
- clear information regarding the role and responsibilities of the individual while participating on the excursion/regular outing
- the development of a staff and attendance record, including emergency contact details, of the volunteer
- familiarisation with the risk management plan
- discussion of the educational purpose of the excursion/regular outing
- the nature and details of the excursion/regular outing
  - Location and map, including details of emergency assembly areas, toilets, first aid kit, telephone
  - Toileting process for children
  - Emergency evacuation procedures at the destination site
- Introduction to the children
- Allocation and introduction to their supervising staff member
- Discussion of expectations during the excursion/regular outing
- Discussion of any medical conditions/additional needs of the children in their care
- Explanation of the headcount and child identification process
- Action to take in the case of an emergency situation

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## Form 3.1 – Excursion Plan

Service Name:	
Group/Room:	
Person Completing Plan:	

Date of excursion:							
Excursion location:							
Excursion location contact number:							
Site pre-check conducted?	Yes		Date:		No*	*Approval will not be given without a recent site visit <b>Please attach a detailed map/photo of the destination (i.e. Park, bush area, etc.)</b>	
Purpose of excursion, including proposed activities:							
Number of Children:		Number of Staff:		Number of Volunteers:			
<i>Please ensure above minimum ratios are maintained</i>			<i>Please ensure all Volunteers (incl. parents) as part of the ratio have a current WWCC</i>				
Name of teacher responsible during excursion:							
Contact number during excursion:							
Cost per child?	\$	Service funded		Committee funded		Family funded	

<b>Travel Plan</b>								
Travel times								
Leave service:		Arrive at venue:		Leave venue:		Arrive at service:		
Mode of transport:	Walking		Private Bus		Public Transport		Other:	
<b>Map of travel route:</b> <i>*Please ensure map is clear. If required attach on separate piece of paper and note attachment here.</i>								
Identified safe transport boarding locations:	At service:							
	At venue:							
<b>Risk Assessment</b>								
Attached to template?	Yes		No		If no, please detail why:			

Service Coordinator / Nominated Supervisor/Primary Nominee Signature:		Date:	
Cluster Coordinator Signature:		Date:	

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## Form 3.2 – Excursion Authorisation Form

Dear families,

We are planning an excursion to >insert location<. Please see the details below, if you have any questions please speak to >staff member name<.

Service Name:							
Group/Room:							
Date of excursion:							
Excursion location:							
Purpose of excursion, including proposed activities:							
Your child needs to bring:							
Teacher responsible during excursion:							
Contact number during excursion:							
Anticipated Number of children attending:		Number of Staff:		Required number of Volunteers:		Anticipated Ratio:	
Cost per child:	\$	Please provide payment to:			Payment due by:		
<b>Travel Plan</b>							
Travel times							
Leave service:		Arrive at venue:		Leave venue:		Arrive at service:	
Mode of transport:	Walking	Private Bus	Public Transport	Other:			
Full details and risk assessment are available for viewing at the service, please ask any teacher.							

Please return this section to the service by {date}

Excursion to:							on:	
Child's name:								
Known allergies / medical conditions:								
Best contact person during excursion:					Phone Number:			
Next contact person during excursion:					Phone Number:			
Doctor name:					Phone Number:			
I give permission for my child to attend the above excursion. I understand that in the unlikely event of an accident or illness, staff may obtain or administer any medical assistance or treatment my child may reasonably require								
I am able to assist on the day of the excursion	Yes	No						
Parent/Guardian Name:								
Signature:					Date:			

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## Form 3.3 – Regular Outing Plan

Service Name:			
Group/Room:			
Person Completing Plan:			
Proposed date range of plan:	From:		To:

Title of regular outing:					
Dates or day of regular outing:					
Outing location:					
Site pre-check conducted?	Yes		Date:		No *
<p><i>*Approval will not be given without a recent site visit. Please attach a detailed map/photo of the destination (ie. Park, bush area, etc)</i></p>					
Purpose of regular outing, please include how this connects to the approved Learning Framework					
Number of Children:		Number of Staff:		Number of Volunteers:	
<p><i>Please ensure above minimum ratios are maintained</i> <span style="margin-left: 100px;"><i>Please ensure all Volunteers (incl. parents) as part of the ratio have a current WWCC</i></span></p>					
Cost per child:	\$	Please provide payment to:		Payment due by:	
Name of teacher responsible during outing:					
Contact number during outing:					

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Travel Plan							
Travel times							
Leave service:		Arrive at venue:		Leave venue:		Arrive at service:	
Mode of transport:	Walking		Private Bus		Public Transport		Other:
Travel boundary: <i>*Please describe the streets/landmarks that define the travel route or boundary of your outing. Please attach a map that clearly shows these points.</i>							
Identified safe transport boarding locations: *if using transport		At service:					
		At venue:					
Communication Plans							
In the event the regular outing is cancelled (on an particular day), we will		inform families by:					
		inform staff by:					
		inform children by:					
		inform the venue by: <i>(if applicable)</i>					
Any decision to cancel a regular outing must be discussed and approved by the Service Coordinator /Nominated Supervisor/Primary Nominee							
In the event of a change of teacher in charge, we will		inform families by:					
		inform staff by:					
		inform children by:					
Risk Assessment							
Attached to template?	Yes		No		If no, please detail why:		
Service Coordinator / Nominated Supervisor/Primary Nominee Signature:						Date:	
Cluster Coordinator Signature:						Date:	

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## Form 3.4– Regular Outing Authorisation Form

Dear families,

We are planning to go on regular outings to >insert location<. Please see the details below, if you have any questions please speak to >staff member name<.

Service Name:							
Group/Room:							
Title of regular outing:							
Dates or day of outing:							
Outing location/area:							
Purpose of outing, including proposed activities:							
Teacher responsible during outing:							
Contact number during outing:							
Anticipated Number of children attending:		Anticipated child:adult Ratio:		Number of Staff:		Required number of Volunteers:	
Cost per child:	\$	Please provide payment to:			Payment due by:		
<b>Travel Plan</b>							
Travel times							
Leave service:		Arrive at venue:		Leave venue:		Arrive at service:	
Mode of transport:	Walking	Private Bus	Public Transport	Other:			
Full details, maps and risk assessment are available for viewing at the service, please ask any teacher.							

Please return this section to the service by {date}

Outing to:							
Valid period of permission		From:				To:	
Child's name:							
Known allergies / medical conditions:							
Emergency contact person during outing:						Phone Number:	
Secondary contact person during outing:						Phone Number:	
Doctor name:						Phone Number:	
I give permission for my child to attend the above excursion. I understand that in the unlikely event of an accident or illness, staff may obtain or administer any medical assistance or treatment my child may reasonably require							
I am able to assist on the day of the excursion		Yes	No				
Parent/Guardian Name:							
Signature:						Date:	

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## Form 3.5 – Service Event Plan

Service Name:					
Group/Room:					
Person Completing Plan:					
Date of event:					
Event location: <i>ie inside, outside, carpark, etc</i>					
Will the children be leaving the licensed area?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>	*Please ensure this is reflected on the permission form
Purpose of event, please include how this connects to the approved Learning Framework :					
Number of Children:	<input type="text"/>	Number of Staff:	<input type="text"/>	Number of Volunteers:	<input type="text"/>
<i>Please ensure above minimum ratios are maintained Please ensure all Volunteers (incl. parents) as part of the ratio have a current WWCC</i>					
Name of teacher responsible during service event:					
Cost per child?	\$ <input type="text"/>	Service funded	<input type="checkbox"/>	Committee funded	<input type="checkbox"/>
		Family funded	<input type="checkbox"/>		
<b>Contractor Information</b>					
Business Name:				ABN: (if applicable)	<input type="text"/>
Contact Name:				Phone:	<input type="text"/>
Workers Comp or Income Protection Insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	*Contractors without appropriate insurance are not permitted to conduct work on the premise. Record of insurance policy numbers will be taken as part of the Contractor Induction Checklist completed on the day of the service event.
Public Liability Insurance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>Risk Assessment</b>					
Attached to template?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, please detail why: <input type="text"/>
Service Coordinator / Nominated Supervisor/Primary Nominee Signature:				Date	<input type="text"/>
Cluster Coordinator Signature:				Date	<input type="text"/>

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## Form 3.6 – Service Event Authorisation Form

Dear families,

We are planning a service event. Please see the details below, if you have any questions please speak to >staff member name<.

Service Name:							
Group/Room:							
Title of Service Event:							
Date:							
Time:							
Event location/area:							We will >not< be leaving the licensed premises.
Purpose of service event, including proposed activities:							
Teacher responsible during:							
Anticipated Number of children participating:		Anticipated child:adult Ratio:		Number of Staff:		Required number of Volunteers:	
Cost per child:	\$	Please provide payment to:				Payment due by:	
Full details including risk assessment are available for viewing at the service, please ask any teacher.							

Please return this section to the service by {date}

Title of Event:							
Date:					Time:		
Child's name:							
Known allergies / medical conditions:							
I give permission for my child to attend the above service event. I understand that in the unlikely event of an accident or illness, staff may obtain or administer any medical assistance or treatment my child may reasonably require.							
I am able to assist on the day of the service event	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Parent/Guardian Name:							
Signature:						Date:	

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## Form 33.7 – Risk Assessment

Person Leading Risk Assessment:		Person Supporting Risk Assessment:		Date Initially completed:		
Identified Risk:						
Hazard Description	Risk Rating		Control Measures	Who is accountable?	When will it happen?	Review
Describe the event, cause/s and consequence/s. <i>Something occurs ... caused by ... leading to ...</i>	As per the risk matrix		What task or actions will be undertaken to reduce the risk?			What has been the outcome? Please date all review entries
	Extre	High				
	Med	Low				
	Extre	High				
	Med	Low				
	Extre	High				
	Med	Low				
	Extre	High				
	Med	Low				
	Extre	High				
	Med	Low				
	Extre	High				
	Med	Low				

Attach additional pages if required.

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Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Things to consider as part of the risk assessment <i>(This is not a complete list, please ensure you consider other specific risks of your planned excursion, regular outing or service event.)</i>	
<b>Transport</b>	Child Missing Child left on the bus Bus involved in traffic accident Boarding locations
<b>Climate / Weather</b>	Climate / Weather unsuitable for safe procedure. Heat / Sun Rain / Cold
<b>Emergency Communication</b>	Out of phone range, mobile / land line.
<b>Water</b> <i>Lake / River / Channel / Ocean or Swimming Pool</i>	Drowning slipping/falling with physical injuries cut feet stung / bitten by marine creature
<b>Bush Walking</b>	Lost (children and adults) Bites / Stings Poisonous plant exposure Injury from falls Snakes/wild animals
<b>Walking in groups Town</b>	Collision with vehicle. Animals (aggressive, bite, scratch etc) Road crossing Road Rage Undesirable behaviour of other persons
<b>Gas BBQ / Cooking</b>	Burns Injuries Explosion
<b>Gathering &amp; meeting in public areas</b>	Child lost Child/ren communicating with undesirable persons

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