Taree Great Lakes Gloucester Five Star Family Day Care **Excursion authorisation and risk management plan**

Excursion details							
Date form completed		Educator name:		Educator signature:			
Date of Non Routine excursion (Authorisation signed for each excursion)		Frequency of Routine Excursion (Authorisation to be signed every 6 months)					
Excursion destination (including address)							
Purpose / Proposed / planned activities (Provide explanation) Excursions must provide an opportunity to expand children's understanding of the community and the world							
Departure and arrival times	Water hazards? Yes/No						
				If yes, detail in risk	assessment , refe	erring to Risk Matrix E05b	
Method of transport	□ Walking □ Public Transport						
	Other Restraint check date						
Proposed safest route							
Number of children attending excursion				Names of any other persons accompanying children on the excursion (Child: adult ratio)			
Excursion checklist							
☐ First aid kit			☐ Sunscreen/ hats/ clothes/ nappies /food/drink				
☐ Educator lanyard with list of children attending the excursion		☐ Identification for children (ie wrist bands/t-shirts/ vest)					
☐ Contact information for each child		☐ Mobile phone / other means of communicating with the service & emergency services					
☐ Medical information for each child		□ Notified the service prior to this excursion (Forward completed forms)					

Form: E05a Date developed: September 2018 Version: 6 Review date: March 2020

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Risk Assessment Reminder: monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs including weather.

Hazard identified	Risk assessment (use matrix)	Elimination/control measures		When
Example: No hand washing facilities at venue	Moderate to high	Have antibacterial hand sanitizer and wipes with us	Educator	During excursion
Example: Duck pond on walking route to park	High	Ensure the children are either in prams or holding the educators hands on route to park. Discuss safety with the children prior	Educator	Prior to and to and from venue

Parent / Guardian consent

Child's name	Parent/ Guardian name	Parent / Guardian signature	Date	

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