

## Wanguri OSHC

Wanguri Terrace, NT 0810 - 08 89457954  
[wanguri.oshc@childaustralia.org.au](mailto:wanguri.oshc@childaustralia.org.au)



## Excursion Risk Management Plan

Excursion Details	
Date(s) of Excursion: 05 <sup>th</sup> July 2024	Excursion destination: <b>Event Cinemas Palmerston</b>
Departure and Arrival Times Approximately: <b>To Be Advised Later</b>	
Proposed Activity <b>To travel to Cinemas an watch a Movie</b>	Water Hazards? Yes/No If yes, detail in risk assessment below.
Method of Transport, including proposed route – <b>Please see Map Attached</b>	
Name of Excursion Co-ordinator – <b>Tanya Hocking</b>	Contact Number of Excursion Co-ordinator <b>0401</b>
Costs for Excursion - <b>\$0 included in Fees</b>	
Number of children attending excursion - <b>40</b>	Number of Educators/ Parents/Volunteers - <b>0401859840</b>
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details. <b>1:10</b>	
Excursion Details (Tick once items are included)	
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> List of adults participating in the excursion.
<input type="checkbox"/> List of children attending the excursion.	<input type="checkbox"/> Contact Information for each adult.
<input type="checkbox"/> Contact information for each child.	<input type="checkbox"/> Mobile phone / other means of communicating with the service and emergency services.
<input type="checkbox"/> Medical information for each child.	<input type="checkbox"/> Other items, please list. (Umbrellas if required)

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### Risk Assessment

Activity	Hazard/Risk identified	Who is at risk	Risk Assessment (use matrix)	Controls needed
Bathroom	That strangers approach the children	All children	High	Talk about Stranger danger before going on excursion Staff to accompany children to bathroom and where possible enter and wait for them
Entering and Exiting the Bus	Fall/slip hazard	All Children and adults	Medium	Assist where possible, and talk about safely getting on the bus
Entering and exiting bus	Strangers at Bus Stop harassing us as we get on/off	All Children and Staff	Medium	Staff to closely monitor and assess situation closely.

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### Authorisation for excursion form

#### Parental Consent

Your attention is drawn to the following important points:

- Students are under the teacher's/supervisor's authority for the duration of the excursion. A student may be returned home at the expense of the parent/caregiver if the teacher/supervisor considers that circumstances warrant such action.
- The Department of Education has a duty of care for students engaged in school related activities, including excursions and sporting events under its direction or supervision. All reasonable steps will be taken to protect students against reasonably foreseeable risks of injury or harm.
- Financial responsibility for medical and other costs incurred in emergency situations or where a decision is taken to return a student home, rests with the parent/guardian of the student. Parents may wish to take out additional insurance to cover such costs.
- Liability for loss, theft or damage to student property is the responsibility of the parent/guardian of the student.
- Students are not permitted to transport other students in vehicles regardless of written permission being provided.

Childs Name: ..... Date of Birth .....

Permission is given to attend this excursion.

YES

NO

Permission is given for school staff to administer first aid if required

YES

NO

Permission is given to secure medical attention in case of illness/accident whilst on this excursion and I accept responsibility for any costs involved including ambulance transport if applicable.

YES

NO

I agree to pay the excursion costs outlined above.

YES

NO

Where the excursion involves aquatic activities, I consent to my child swimming with supervision.

YES

NO

..... / ..... / .....

Parent/Caregiver Name

Parent/Caregiver Signature

Date

.....

Parent Contact Number for the Day

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		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High