

	<p>At the roundabout take the 2nd exit onto Harbord Rd At the roundabout take the 2nd exit onto Cavill St Turn right onto Pine St Arrive at your destination</p>
Means of transport	Private coach-North Sydney Bus Charters
Requirements for seatbelts or safety restraints in your state or territory have been met.	No legislative requirement to have seat belts in a bus/coach that is transporting more than 12 passengers. Where available we will hire coaches that are fitted with seatbelts, but we recognise this will not always be possible. Where seat belts are not fitted, we will ensure all children are secure in their seats and do not move around the coach. This information has been verified by Kids and Traffic and by checking the laws and regulations.
Number and full names of each adult involved in the excursion.	<p>Joanna Dalby Ball 0432 000 817 Additional Educators TBC</p>
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.	1:12
The number of children involved in the excursion.	TBC
Any water hazards during the excursion, including any risks	Yes

associated with water-based activities?	
Educator to child ratio, including whether this excursion warrants a higher ratio.	1:12
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations</p> <p>Exiting centre</p> <p>All children assemble and the roll is called using Xplor Playground</p> <p>Any child in attendance who has not been signed in or is a last-minute booking is added to the roll to ensure correct numbers</p> <p>Once the roll is correct a head count roll is conducted and recorded</p> <p>Children are put with a buddy and line up at the service entrance gate</p> <p>A physical head count is done, and numbers cross referenced and verified</p> <p>An educator waits at the bottom of the stairs, one walks to the coach door and waits there</p> <p>Other educators accompany the children to the coach door whilst the educator at the bottom of stairs counts the children through in pairs, ensuring this is done slowly and methodically</p> <p>Once all children are through, the educator checks the physical head count numbers against recorded numbers and completes a final and thorough check of the premise</p> <p>Children are counted onto the bus and numbers checked and verified</p> <p>Once all children are on the coach a final head count roll is done and numbers cross referenced and verified</p>	

Arrival at excursion destination

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Numbers are cross referenced and verified.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Once all children have assembled a head count roll is conducted and recorded and a physical head count is conducted, numbers are cross referenced and verified

Departure from excursion destination

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Numbers are cross referenced and verified.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Once all children have assembled a head count roll is conducted and recorded and a physical head count is conducted, numbers are cross referenced and verified

Arriving at the centre

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Children enter the centre with their buddy and an educator conducts a head count as they are entering the service

As children enter the centre an educator greets them, and they are asked to sit down whilst all the children enter the centre

Once all children have entered the centre and have assembled a head count roll is conducted and numbers checked and verified with the physical head count numbers

Describe the procedures for embarking and disembarking the vehicle

Children are in pairs when embarking/disembarking

Head counts are conducted before embarking/disembarking

Recorded and physical head counts are cross referenced and verified

Head counts are done when children embark/disembark and once seated

The Responsible Person checks every seat and onboard toilet) if applicable

Excursion checklist – items to be readily available during the excursion
(please tick)

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults attending
<input checked="" type="checkbox"/> List of children attending	<input checked="" type="checkbox"/> Contact information for each adult
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input checked="" type="checkbox"/> Medication, medical management plans	<input checked="" type="checkbox"/> Other items, please list Emergency management backpack

Risk assessment

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When
Travel	Accident	High	Hire experienced licensed drivers. Use reputable coach service. Follow proposed routes. Monitor driver's speed. Communicate the correct route to drivers. Have adequate First Aid kits and trained educators attending.	RP Staff attending	Coaches booked prior to excursion

Travel	Motion sickness	Low	<p>Ask parents to identify any children who have motion sickness.</p> <p>Have vomit bags ready, sit with children at the front of bus.</p>	<p>Nominated Supervisor to organise and communicate.</p> <p>RP to coordinate</p> <p>Staff attending</p>	During excursion	
Travel	Child left on coach	Child left on coach	High	<p>Strict procedures will be followed (as detailed above)</p> <p>Roll calls</p> <p>Head counts</p> <p>2 staff check coach</p> <p>Bus driver checks coach</p>	<p>Nominated Supervisor develops procedures and communicates these to staff</p> <p>RP conducts roll call and head counts</p> <p>RP and another educator check coach</p> <p>Bus driver checks coach</p>	<p>Procedures communicated prior to excursion</p> <p>During excursion</p>
Use of public toilets	Dangerous person	Moderate	<p>Staff will accompany children to the toilets. Staff will check toilets are safe before children enter and wait outside the toilet door.</p> <p>Whenever possible male and female staff will be</p>	Nominated Supervisor to organise and communicate	<p>Staff told of procedures prior to excursion.</p> <p>Procedures communicated to parents.</p> <p>Procedures practiced on excursion.</p>	

			<p>rostered on excursion days. If this is not possible toilets will still be checked staff will call 'hello is anyone in there I am coming in to check the toilets'</p> <p>Children will use the buddy system</p>	<p>RP to coordinate</p> <p>Staff attending</p>	
Use of public spaces	Unfamiliar environment/hazards	Low	Excursion site will be visited by the Joanna (Director) prior	Director	Prior to excursion
Using public space/walking from bus to premises	<p>Child lost</p> <p>Traffic</p>	Moderate	<p>Adequate supervision</p> <p>Procedures to be followed-use the SANDWICH procedure, staff are located at the front and back of the group and dispersed throughout the group</p> <p>Staff will monitor traffic conditions and stand on</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>Communicated to staff prior to excursion</p> <p>During excursion</p>

			<p>road to stop traffic when children crossing.</p> <p>When using footpaths children will not walk on the roadside, staff will position themselves to ensure safety</p> <p>Head counts</p>		
Using public space	Being separated from the group-lost child	Moderate	<p>Communicate to staff and children our buddy system</p> <p>Children will not be in a large group; staff will have individual groups of 10 children</p> <p>Routine head counts</p> <p>Children to wear Camp Bilgola and wrist bands t-vests with mobile phone number</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>Communicated to staff prior to excursion</p> <p>During excursion</p>

Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder, torrential rain, flooding	Low	Monitor weather forecast and adjust activities where necessary	Nominated Supervisor to organise and communicate RP to coordinate Staff attending	During excursion Prior to excursion
Medical Emergency	Accident, injury, allergic reaction	Moderate	Ensure any child attending with a diagnosed medical issue is identified. Check all relevant medical management plans and medications are taken on the excursion. Ensure at least one attending staff member is First Aid trained Check First Aid kits are well stocked	Nominated Supervisor to organise and communicate RP to coordinate Staff attending	Prior to excursion During excursion

			Review risk assessments developed by the centre and excursion specific risk assessments developed by the excursion provider		
Playing near a body of water	Drowning	High	<p>Children are not swimming, only playing near water.</p> <p>Witches hats mark our safe play zone.</p> <p>Strong supervision.</p> <p>Safety briefing.</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>Prior to excursion</p> <p>During excursion</p>

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

Plan and Review			
Plan prepared by:	Full name: Joanna Dalby Ball Role/Position: NS, Director	Date: 25.05.2026	
Prepared in consultation with:	Relevant laws, regulations and safety standards		
Communicated to all relevant staff:	Yes Comment if needed: All procedures clear and communicated		
Vehicle safety information reviewed and attached:	Kids and Traffic contacted to check procedures		
Risk assessment to be evaluated and reviewed on:	Date: This is a one-off excursion, if the same excursion is done again, risk assessment will be reviewed, and a new risk assessment developed		