

Service Name: Bilgola Plateau Public School OOSH Care Centre	
Excursion details: Collaroy Beach Rockpool and playground	
Date of excursion.	27.01.2026
Proposed activities.	Travel to and from venue by private coach Collaroy Beach playground Swimming
Pick up location and destination	Pick up location-148A Plateau Rd Bilgola Ply 2107 Destination- 1097 Pittwater Rd, Collaroy Beach 2097
Estimated departure and arrival times and duration of the excursion.	Departure centre @ 10.30am arrive @ venue at approx. 11am Depart venue @ 2.15pm arrive back @ centre at approx. 2.45pm Duration: 4 ¼ hours
Proposed route	Head northeast on Plateau Rd toward Bilambee Avenue At the roundabout, take the 3 rd exit onto Barrenjoey Rd Road name changes to Pittwater Rd Keep straight onto Pittwater Rd Arrive across the Rd from 1097 Pittwater Rd, coach will stop in the Collaroy Beach car park

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.	Joanna Dalby Ball 0432 000 817 Additional Educators TBC
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.	1:12 1:5 when swimming
The number of children involved in the excursion.	TBC
Any water hazards during the excursion, including any risks associated with water-based activities?	Yes

Educator to child ratio, including whether this excursion warrants a higher ratio.	1:12 1:5 when swimming
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations</p> <p>Exiting centre</p> <p>Our digital and paper rolls are checked to ensure numbers correlate.</p> <p>The roll is called, and children are checked off, any children not on the roll are added to digital and paper roll</p> <p>A head count is done on site</p> <p>Children are put with a buddy and line up at the service entrance gate</p> <p>A staff member waits at bottom of stairs and leads the group as children exit the gate another head count is done</p> <p>An educator checks the premises and ensures no children are left, this information is passed to the educator who did the head count and numbers checked.</p> <p>Children are escorted to the coach with an educator in front of the group, behind the group and as per numbers, throughout the group</p> <p>As children enter the coach another head count is done and verified</p> <p>Once all children are on the coach a final head count is done</p> <p>Arrival at excursion destination</p> <p>Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a head count as children disembark. Numbers are checked and verified.</p> <p>Children disembark with their buddy and assemble at assembly point</p>	

Once all children have assembled the roll is called and another head count is done, and numbers verified

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

Departure from excursion destination

Children assemble at assembly point

A head count is done, and numbers verified

Children are paired with their buddy

As children enter the coach another head count is done, and numbers verified

Once all children are on the coach a final head count is done

Arriving at the centre

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a 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 an educator conducts a head count, numbers are checked and verified

Once inside the centre all children assemble, a final head count is done, and the roll is marked

Describe the procedures for embarking and disembarking the vehicle

Children are pairs when embarking/disembarking

Head counts are conducted before embarking/disembarking

Digital and paper rolls are checked against head count numbers

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 involved in the excursion
<input checked="" type="checkbox"/> List of children involved in the excursion	<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, health plans and risk assessments for individual children	<input checked="" type="checkbox"/> Other items, please list Emergency management backpack

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Accident/ motion sickness	Low	<p>Hire experienced licensed drivers.</p> <p>Ask parents to identify any children who suffer motion sickness. Have First Aid Kit ready, sit children with an educator at front of bus</p>	<p>Joanna (Director)</p> <p>Joanna (Director)</p>	<p>Coaches booked prior to excursion</p> <p>Notice sent to parents</p>
Travel	Child left on coach	Moderate	<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 to staff prior to excursion.</p> <p>During excursion</p>

Use of public toilets	Dangerous person	Low	<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 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>	All staff, RP to coordinate	<p>Staff told of procedures prior to excursion.</p> <p>Procedures communicated to parents.</p> <p>Procedures practiced on excursion.</p>
Use of public spaces	Unsuitable space	Low	Excursion site will be visited by the Joanna (Director) prior to excursion to assess suitability.	<p>Director</p> <p>All staff, RP to coordinate</p>	<p>Prior to excursion</p> <p>During excursion</p>
Using public space/walking from bus to premises	<p>Being separated from the group-lost child</p> <p>Traffic</p>	Moderate	Communicate to staff and children our buddy system	All staff, RP to coordinate	<p>Prior to excursion</p> <p>During excursion</p>

			<p>Staff will monitor traffic conditions and stand on 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>Educators in direct supervision to a known group of 12 children</p> <p>Staff member at front and back of group.</p> <p>Routine head counts</p> <p>Children to wear Camp Bilgola and wrist bands t-shirts with mobile phone number</p>		
Playing in the playground ground	Injury	Low	<p>Active supervision</p> <p>Children given boundaries and safe play instructions</p>	All staff	During excursion

Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder	Low	Hats will be worn Sun cream applied at 2 hourly intervals Monitor weather forecast and adjust activities where necessary	All staff Responsible Person	During excursion Prior to excursion
Playing near water/swimming	Drowning	High	Reduced educator to child ratio Educators in direct supervision to a known group of children Educators placed between children and water Staff trained in First Aid 1:5 ratio when in water	Nominated Supervisor to organise and communicate RP to coordinate Staff attending	Prior to excursion During excursion

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

Plan and Review			
Plan prepared by:	Full name: Joann dalby Ball Role/Position: NS, Director	Date: 17.12.2025	
Prepared in consultation with:	Relevant laws, regulations and safety advice Lily Faithfull Senior Educator		
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 Yes		
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		