

FAMILY DAY CARE AUSTRALIA

CHECKPOINT SERIES

RISK ASSESSMENTS FOR EXCURSIONS

Family day care services provide a unique opportunity for children to participate in outings within their local community. Ensuring that children are protected from harm and from hazards likely to cause injury is particularly important with excursions.

The National Regulations¹ set out specific requirements for excursions and require that the approved provider, nominated supervisor and the educator ensure that a risk assessment for an excursion has been undertaken.

Key Points

- Excursions offer children diverse learning opportunities; participation in familiar or unfamiliar family life activities; and community engagement.
- Consideration is to be given to how the outing supports the program and the children's learning.
- Excursions or outings can be referred to as
 - Regular outing - The day to day activities forming a part of the service such as school and pre-school collections, visits to the library or playgroups.
 - Non-regular outings – such as special trips to the zoo, a farm, police station.
 - Incursion – where an artist, show or group comes to the educator's home.
- The National Law requires all excursions to be assessed for any potential dangers or hazards prior to permission being sought.
- A regular outing requires an initial risk assessment and then additional risk assessments if the circumstances change. Permission is required once within a 12 month period.

- Written parental / guardian permission is required for excursions and outings.

Checkpoint Questions

- Are you familiar with your service's excursion policies and procedures?
- Are you aware of the different requirements for regular and non-regular excursions?
- Are you certain about when you are required to undertake risk assessments and gain permission for excursions?
- Do you undertake a new risk assessment for a regular excursion if there is a change to the circumstances?
- Do you obtain written parental / guardian permission for every excursion?
- Can you explain how the excursion will support the program and children's learning?
- Do you ensure records of excursion risk assessments are maintained with excursion permission forms?

Useful Resources

[Excursion Risk Management Plan](#)

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PO Box 571 Gosford NSW

Telephone: 1800 658 699

Email: enquiries@fdca.com.au

Website: www.fdca.com.au



Please note that the information in this Fact Sheet represents general guidance only to encourage critical reflection on your practice. If the content raises any concerns for you, please check with your Coordinator or Service.

¹ Regulations 99-102