

## **ANMK LOCAL COMMUNITY REGULAR EXCURSION RISK ASSESSMENT**

### **PURPOSE**

Committee members and staff have developed this document with a view to regular monitor and update this document. Ideas, recommendations and concerns which are not already addressed in this document are welcomed and participants are encouraged to contact the kindergarten with any views on this document. This document is not intended to apply to Bush Kinder.

### **LOCAL COMMUNITY REGULAR EXCURSION DETAILS**

- **Program:** Alfred Nuttall Memorial Kindergarten 3YO and 4YO kindergarten program – local community walking excursions
- **Excursion Details:** regular excursions may involve any or all of the following:
  - o Walking from the ANMK Home Kinder Site to Breavington Park (situated between Plimsoll Gve and Hall St, Fairfield), spending time at Breavington Park and walking back to Home Kinder.
  - o Walking to and from the letter box on the corner of Perry St and Rayment St in Fairfield.
  - o Walking the block comprising Separation St, Sparks Ave, Perry St and McGregor St in Fairfield.
- **Times:** At various times within the 3 YO and 4YO program session times as and when educational staff feel it is appropriate and in the children's interest to do so. It is expected that excursions may take between 15 minutes and 2 hours depending on the destination and purpose.  
(N.B. Possum Group: Monday/Thursday, Kookaburra Group: Tuesday and Wombat Group: Wednesday/Friday – 8.30am to 4pm in Victorian school terms)
- **Means of Transport:** Walking
- **Process for exiting and entering Home Kinder:** All children to be checked for identification wrist bands and head count conducted prior to leaving the building. Each child to be assigned and communicated a buddy child for the duration of excursion and reminded of rules and expectations while on excursion. Head counts to be conducted immediately upon arrival back at Home Kinder.
- **Responsible Staff in Charge:** Susie Alston (Director, Nominated Supervisor and Teacher) or otherwise the Teacher in charge of the session.
- **Supervision:** The adult to child ratio for the local community regular excursions will operate at a minimum of 1:9 (inclusive of parent/adult volunteers), with the number of educational staff in attendance sufficient to ensure the regulatory minimum educational staff ratio of 1:11 is always met. Parents, guardians or other adult relatives are permitted to participate if:
  - o they have a valid and current working with children's check and have provided evidence of this to ANMK in advance;
  - o they have read and understand the Volunteer Guidelines circulated to families at the start of each year;
  - o they have returned a signed copy of the ANMK Code of Conduct;
  - o they are rostered on for parent duty or have agreed participation with the teacher in charge; and
  - o they are not prohibited from assisting as a result of public health restrictions as a result of the COVID-19 pandemic.

- **Number in attendance:** Up to 26 ANMK kindergarten children may be in attendance (depending on the attendance level of the group on any given day). Siblings are permitted to attend alongside a parent/guardian or other adult relative, but that adult is responsible for the sibling and should consider if it is appropriate for the sibling to attend in the context of the activity in question, the age and nature of the child and the impact on the kindergarten children. Where a sibling does attend, the adult responsible for the sibling cannot be counted in the adult/child ratio determination relevant to local community regular excursions.

## EMERGENCY CONTACTS

- Emergency Mobile Phone: 0480 196 160
- ANMK Home Site: 34 Separation Street, Fairfield, 3078. Ph 9489 0262
- ANMK Committee Representative: Possum Group: Renee Crea 0422 674 874, Wombat Group: Phuong Phan 0421 309 848, Kookaburra Group: Stephanie McIntyre 0431 332 811
- Ambulance/Police/Emergency Services: 000
- Austin Hospital (closest to site): 145 Studley Rd, Heidelberg, 3084, ph 9496 5000

## REGULAR EXCURSION CHECKLIST

The following items to be readily available during the excursion:

- First Aid Kit
- List of children involved in the excursion
- Contact information for each child
- Medication, health plan & risk assessment for relevant individual children
- List of adults involved in the excursion
- Contact information for each adult
- Mobile phone (means of communicating with the service and emergency services)
- Each child to be wearing:
  - o ANMK identification silicon wrist band;
  - o closed toe shoes;
  - o clothing appropriate for the weather (including HAT and sunscreen if UV is forecast to be above 3)
- If the length of excursion warrants it, each child's water bottles and snack.

## RISK REGISTER

The risks assessed below apply to the operation of the local community regular excursions taking place in the streets surrounding the ANMK Home Site. In the event an identified risk actually occurs, the below register outlines action required to be taken. Once actioned, consideration must be given as to whether VMIA should be contacted for advice and management of the incident and, for moderate/major events, an incident report and notification should be lodged with DET.

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Child getting lost	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Appropriate adult / child ratio and constant supervision.</li> <li>· Program planning including selection of appropriate walking route, familiarising children with area, education about expectations of children staying with group and processes for positioning of staff</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· ANMK phone number and ANMK identity on each child's wrist band</li> <li>· Children to be taught procedure if lost (i.e. stay in one place (do not move) and call out).</li> <li>· Above minimum adult/child ratio requirements mean a staff member available to conduct immediate nearby search while notifications are made</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>· Enlist spare staff to search for child</li> <li>· Call police</li> <li>· Call parent/guardian</li> <li>· Notify DET</li> </ul>
Child being hit by vehicle (e.g. car or bike)	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Appropriate adult / child ratio and constant supervision.</li> <li>· Program planning includes selection of walking routes and children educated about road safety and bike safety</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Stocked first aid kit and operational mobile phone carried at all times.</li> <li>· First aid trained staff</li> <li>· Emergency contact numbers for children and staff carried.</li> </ul>	Major	Rare	<ul style="list-style-type: none"> <li>· First aid</li> <li>· Call ambulance.</li> <li>· Remove other children from the area</li> <li>· Organise de-brief counselling for staff, parents and children as necessary.</li> <li>· Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Stranger interference	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Appropriate adult / child ratio and constant supervision.</li> <li>· All staff and/or adult volunteers in the program are known to each other or introduced at commencement of session.</li> </ul> <p>Staff to limit contact with other parties that could disrupt the program</p> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Staff to politely request outside unknown personnel to cease interaction with the children and direct the children away from the person.</li> <li>· Operational mobile phone carried at all times to enable calling for assistance if outside stranger does not leave area or attempts to engage with children</li> </ul>	Major	Rare	<ul style="list-style-type: none"> <li>· Call police</li> <li>· Call parent/guardian</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Child suffers physical injury/fall	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Appropriate adult / child ratio and constant supervision.</li> <li>· Program planning including selection of appropriate walking route. · Program planning includes educating children about risk-taking and decision making (e.g. with respect to climbing, playing etc)</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Stocked first aid kit and operational mobile phone carried at all times.</li> <li>· First aid trained staff</li> <li>· Emergency contact numbers for children and staff carried.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>· First aid.</li> <li>· If severe, call ambulance</li> <li>· Remove other children from area</li> <li>· Call parent/guardian.</li> <li>· Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Sunburn/ Heat Exposure	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Weather conditions are monitored ahead of any trip with the trip only going ahead if staff assess weather as appropriate to do so.</li> <li>· Clothing requirements advised to parents</li> <li>· Program planning includes access to shaded areas, including educating children how and why</li> <li>· Children bring water bottles if trip is more than 30 minutes.</li> <li>· ANMK Sun Safe policy in action, with sunscreen available on site in addition to parents applying sunscreen and hat prior to commencement of session.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Stocked first aid kit and operational mobile phone carried at all times.</li> <li>· First aid trained staff</li> <li>· Emergency contact numbers for children and staff carried.</li> </ul>	Minor	Unlikely	<ul style="list-style-type: none"> <li>· Advise parents if children appear sunburnt or heat affected</li> <li>· Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Hypothermia /Overexposure to cold weather	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Weather conditions are monitored ahead of any trip, with trip only going ahead if staff assess weather as appropriate to do so.</li> <li>· Clothing requirements advised to parents</li> <li>Children's ability to manage in cold and wet weather monitored by staff</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Stocked first aid kit and operational mobile phone carried at all times.</li> <li>· First aid trained staff</li> <li>· Emergency contact numbers for children and staff carried.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>· First aid (including change into dry clothes, wrapping in blankets)</li> <li>· Call ambulance if severe.</li> <li>· Call parent/guardian.</li> <li>· Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Dog Bite	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Kinder staff to be on alert for 'dogs off lead' and to alert other staff and children if a dog is in range. Staff to ensure children follow appropriate dog safe procedure (i.e. stand still, arms by side and look down)</li> <li>· Dog safety awareness of children session provided annually in addition to introductory transition session information.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Stocked first aid kit and operational mobile phone carried at all times.</li> <li>· First aid trained staff</li> <li>· Emergency contact numbers for children and staff carried</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>· First aid</li> <li>· If severe, call ambulance</li> <li>· Call parent/guardian</li> <li>· Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Insect bite / sting. Ingestion of or reaction to plant/other material.	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>· Allergy information requested from parents as per normal Kinder/childcare procedure.</li> <li>· Clothing requirements advised to parents – closed toe shoes.</li> <li>· Program planning includes education about insect and plants for children.</li> <li>· Use of repellent approved by Parents/Kinder Committee if appropriate and required.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>· Stocked first aid kit and operational mobile phone carried at all times.</li> <li>· First aid trained staff</li> <li>· Emergency Action Plans and Epi-pens and Asthma Medication for relevant children carried at all times.</li> <li>· Emergency contact numbers for children and staff carried.</li> </ul>	Minor/moderate	Unlikely	<ul style="list-style-type: none"> <li>· First aid.</li> <li>· Call ambulance if severe reaction.</li> <li>· Call parent/guardian.</li> <li>· Inform parents whose children are not appropriately dressed.</li> <li>· Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

### Risk Assessment Review

This original risk assessment for ANMK's local community excursions was undertaken in September 2020 by the ANMK Committee and updated in March 2021. It was last reviewed in September 2022. The risk assessment is to be formally reviewed in March and August each year by the 3YO and 4YO Teachers and ANMK Quality Standards Subcommittee, but subject to continual consideration and monitoring by the staff team.