



## Safe Transportation of Children during Excursions Policy

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<b>National Quality Standard</b>	Quality Area 2: Children's Health and Safety

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## Policy Statement

**Note:** This policy should be read in conjunction with the Excursions and In-House Extra Activities Policy and Procedures.

Transportation is an important part of the Heritage Early Childhood Centre (Heritage) beyond the fence educational program and is utilised to extend the educational program for older children. Our philosophy is to support children to explore and learn about different spaces in their local community to build their resilience and life skills. Participating in the community strengthens children's sense of identity and wellbeing (EYLF, 2009). Children may be transported to and from excursions or regular outings utilising the Heritage minibus from 2024 (Volkswagen Crafter), borrowed Cubby/ANU Campus bus, or occasionally a contracted bus, public transport, or private vehicle.

Educators utilise travel time to build quality relationships with the children, extend learning outcomes, and build children's understandings of how to keep safe in and around vehicles. Educating the children about safety procedures begins as soon as children join the service. Children are required to show that they can follow the safety procedures before being permitted to join the educational extension programs outside the fence.

While there are many benefits to utilising transportation in the Heritage program, the service recognises that periods of transportation carry additional risks compared to providing education and care within the service premises. It is understood that ensuring children are restrained according to the law, and in the safest possible way for their age and size, is crucial to preventing child passenger injuries. As pedestrians, children also require adult support to keep them safe until they are developmentally able to assess and manage road and vehicle related risks independently. It is understood that young children are vulnerable to low-speed vehicle run-overs in driveways and car parks and there is risk of children being left unsupervised in vehicles for extended periods.

This policy has been developed to ensure the safety and wellbeing of children during transportation on excursions and all legislative requirements are met. Heritage values the support of families and will, at all times, seek authorisation and input from families regarding transport. When children with additional needs are attending, there will be sufficient qualified and experienced educators over the minimum educator-to-child requirement to ensure the safety and wellbeing of the individual and the group as a whole.

## Legislative Overview

Heritage recognises it has a duty of care and legal and ethical responsibility to protect the health, safety and wellbeing of each enrolled child at all times, including during transportation.

Under the *Education and Care Services National Law Act 2010*, the service is required to take all reasonable steps to protect enrolled children from harm and hazard likely to cause injury (Section 167). In addition, it is understood there are specific regulations that relate to transportation as part of an excursion (r100-102) as well as for regular transportation for reasons other than an excursion (r102A-102F). **The service recognises that it is good practise to apply regulations 102A-F to all periods of transportation, including during excursions.**

Specifically, Heritage will ensure:

- Risk assessments are undertaken for excursions and regular outings and include the specific considerations regarding transportation, as set out in r101.
- Before taking a child off-site, a written authorisation is obtained from the parent or authorised person named in the enrolment record (r102).
- Authorisations provided for excursions and regular outings include the specific details regarding transportation as set out in r102.
- Risk assessments are conducted before the service transports children as set out in r102B and r102C.
- Authorisations for the service to transport children include specific details as set out in r102D.



- A nominated supervisor or staff member (other than the driver) is present as children embark and disembark a vehicle at the education and care service premises (r102E and 102F)
- A nominated supervisor or staff member (other than the driver) who is present accounts for each child and conducts a check of the interior of the vehicle to confirm no children remain on the vehicle (r102F).
- Records detailing the children embarking and disembarking and the vehicle check (r102E and 102F) are made immediately and kept for a period of 3 years (r177 and r183).
- A notification is made to the regulatory authority if regular transportation other than as part of an excursion starts or ceases being provided or arranged by the service (r175(2)(f) and 175(2)(g)).

## Policy Aims

This policy and associated procedures aim to ensure that:

- All experiences involving transportation are thoroughly risk assessed and adequately supervised.
- All legislative requirements are understood and complied with by the service, at all times.
- Procedures are in place for management, educators, students, family volunteers and all others involved in the transportation of enrolled children to ensure the experience is well planned to provide for the health, safety and wellbeing of all enrolled children at all times.
- Roles and responsibilities are clear and transparent.
- All educators, other staff, students, and family volunteers are familiar with and trained to implement this policy and related procedures.

## Scope

- This policy applies to the Committee, Director/nominated supervisor, educators, students on placement, parents/guardians, authorised nominees, enrolled children, regular family volunteers and others attending the programs and activities of Heritage.
- It is understood that there is a shared responsibility and accountability between all stakeholders to implement this policy and associated procedures as a matter of high priority due to potential health risks of not doing so.

## Definitions

**Adequate Supervision:** A level of supervision that ensures legislative requirements are met in relation to educator-to-child ratios at all times (National Regulations [122](#), [123](#) and [357](#)); all children, both as individuals and in groups, are within access and sight/hearing of an educator at all times including during toileting, rest and transition routines; and flexible supervision strategies are employed that meet individual children's needs. This involves:

- Educators being conscious of the physical environment (weather, time of day, activity, natural resources, play equipment etc) and being attuned to the needs of individual children and undertaking risk assessments to determine the level of supervision required.
- Ensuring that children engaged in activities that involve high risk, such as **travelling on transport**, walking near roads or in a carpark, or water play, are provided with constant **vigilant supervision**.<sup>1</sup>

**Attendance Record:** A record kept by the service to store details of each child attending the service including name, time of arrival and departure, signature of the person delivering and collecting the child or of the Director or an educator (r 158).<sup>2</sup>

**Authorised Nominee:** A person who has been given permission by a parent or family member to collect the child from the service. (Refer to: [National Law, Section 170](#)).

**Authorised Person:** means a person who is:

- (a) a person who holds a current working with children check or working with children card.
- (b) a parent or family member of an enrolled.
- (c) an authorised nominee of a parent or family member of an enrolled child.
- (d) in the case of an emergency, medical personnel or emergency service personnel.

<sup>1</sup> Refer to: [ACECQA Active Supervision Information Sheet \(2017\)](#)

<sup>2</sup> Refer to: Delivery and Collection of Children Policy and Procedures



(e) a person who is permitted under the working with children law of the ACT to remain at the service premises without holding a working with children check or a WWVC Check card.

**Note:** A parent or family member of a child does not include a person: (a) whose access to the child is prohibited or restricted by an order of a court or tribunal of which the service is aware; or (b) who is an inappropriate person within the meaning of [National Law, Section 171](#).

**Excursion:** Any occasion, other than a medical emergency, when enrolled children are taken off the Heritage premises by educators, and written authorised permission is given by a parent, guardian or authorised nominee named on the child's Enrolment Form as having lawful authority to authorise the child to leave the premises with an educator.

**Medical Condition Management Plan:** A document that has been prepared by families and signed by their child's Medical Practitioner that describes signs, symptoms and causes of the medical condition, and gives clear instructions on action, communication, treatment and medication authorisations.

**Regular Outing:** A walk, drive, or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are substantially same on each outing. Regular outings include programs delivered off site such as at local bush lands, the Botanical gardens, local lake or Canberra iconic sites. An authorisation from parents/guardian is required to be obtained once every 12 months for regular outings. A new authorisation and risk assessment are required only if there is any change to the circumstances of the regular outing.

**Risk Assessment:** A systematic process of evaluating and mitigating the potential risks that may be involved in a proposed activity.

**Risk-Benefit Assessment:** A tool to support educators to balance the benefits of a proposed activity with any inherent risks identified. The approach is designed to recognise the benefits to children of challenging play experiences.

**Regular Transportation:** Transportation provided by or arranged by the service, other than as part of an excursion, of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported.

**Transportation.** Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example, a place of excursion.

## Rationale and Legislative Background

Heritage recognises it has a duty of care to take all reasonable, practicable steps to provide the Heritage community with a safe and healthy environment that supports the emotional and physical wellbeing of all employees and children (*Work Health and Safety Act, 2011*). In addition, the Safe Transportation of Children Policy has been developed to comply with the:

- [Education and Care Services National Law \(2010\)](#)
- [Education and Care Services National Regulations \(2011\)](#)
- [Education and Care Services National Amendment Regulations \(2022\)](#)
- [The National Quality Standard](#)
- [Early Years Learning Framework for Australia](#) (Version 2, 2022). Outcome 2: Children are Connected with and Contribute to their World.
- Heritage Philosophy Statement, Work Health and Safety Policy and Procedures.

Relevant Education and Care Services National Law	
<a href="#">S 165</a>	Offence to inadequately supervise children
<a href="#">S 167</a>	Offence relating to protection of children from harm and hazards
<a href="#">S 175</a>	Offence relating to requirement to keep enrolment and other documents
Relevant Education and Care Services National Regulations	
<a href="#">R 4</a>	Definitions
<a href="#">R 89</a>	Appropriate first aid kits must be available



<a href="#">R 99</a>	<b>Children to leave the education and care service premises in accordance with R99</b>
<a href="#">R 100</a> <a href="#">R 101</a>	<b>Risk assessment to be conducted before excursion in accordance with R101</b>
<a href="#">R 102</a>	<b>Authorisations for excursions must be sought in accordance with R102</b>
<a href="#">R 102A</a>	<b>Application of New Division 7 - Transportation of children other than as part of an excursion (102A-F). Note:</b> Heritage will also apply these regulations to transportation utilised on excursions.
<a href="#">R 102B</a> <a href="#">R 102C</a>	<b>Transport risk assessment must be conducted before the service transports a child</b>
<a href="#">R 102D</a>	<b>Authorisation required for service to transport children</b>
<a href="#">R102E</a>	<b>Children embarking a means of transport – centre-based services</b>
<a href="#">R102F</a>	<b>Children disembarking a means of transport – centre-based services</b>
<a href="#">R 122</a>	<b>Educators must be working directly with children to be included in ratios</b>
<a href="#">R 123</a>	<b>Educator to child ratios must be maintained</b>
<a href="#">R 136</a>	<b>First aid qualifications required</b>
<a href="#">R 158</a>	<b>Children’s attendance record to be kept</b>
<a href="#">R 161</a>	<b>Authorisations to be kept in the enrolment record for each child</b>
<a href="#">R 168</a>	<b>Education and care service must have policies and procedures including for:</b> (g) excursions, including procedures complying with <a href="#">regulations 100 to 102</a> ; (m) the acceptance and refusal of authorisations. (ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4;
<a href="#">R 170</a>	<b>Reasonable steps must be taken to ensure policies and procedures are followed</b>
<a href="#">R 171</a>	<b>Policies and procedures must be kept available</b>
<a href="#">R 172</a>	<b>Notifications of change to policies or procedures must be made</b>
<a href="#">R 175</a>	<b>Prescribed information to be notified to the Regulatory Authority</b> A notification is made to the regulatory authority if regular transportation (other than as part of an excursion) starts, or ceases being provided or arranged by the service (r175(2)(f) and 175(2)(g)).
<a href="#">R 177</a>	<b>Prescribed enrolment and other documents to be kept by the service</b> (o) a record of children embarking a means of transport at the education and care service premises as set out in regulation 102E(4)(c); (p) a record of children disembarking a means of transport at the education and care service premises as set out in regulation 102F(4)(d).
<a href="#">R 183</a>	<b>Storage of records</b>
<b>Relevant National Quality Standards</b>	
<a href="#">Quality Area 2</a>	<b>Standard 2.1. Health.</b> Element 2.1.2. Health practices and procedures. <b>Standard 2.2. Safety.</b> Element 2.2.1. Supervision; Element 2.2.2. Incident and emergency management; Element 2.2.3. Child protection.
<a href="#">Quality Area 7</a>	<b>Standard 7.1. Governance.</b> <b>Element 7.1.2 Management Systems:</b> Systems are in place to manage risk and enable the effective management and operation of a quality service.





## Summary of Key Roles and Responsibilities

Role	Responsible for ensuring:
<b>Management Committee</b>	<ul style="list-style-type: none"> <li>• A Safe Transportation of Children Policy and Procedures document is available, up to date, and easily accessible to families and educators at all times and available for inspection by the ACT Regulatory Authority.</li> <li>• The policy clearly defines the roles and responsibilities of the Director, educators, families, students and volunteers.</li> <li>• Reasonable steps are taken to ensure this policy and procedures are followed.</li> <li>• There is a process in place to ensure all service policies and procedures are regularly updated to reflect current legislative requirements, <a href="#">government guidelines</a> and best practice recommendations from recognised authorities.<sup>3</sup></li> <li>• Families are notified 14 days before making significant changes to this policy or procedures.</li> </ul>
<b>Director/ Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Implementing the Safe Transport of Children during Excursions Policy and Procedures.</li> <li>• Reasonable steps are taken to ensure that educators, other staff and volunteers implement this policy and procedures.</li> <li>• Notifying CECA if the service begins to offer or arranges regular transportation, other than for an excursion, as part of the service to families, or when such a service ceases.</li> <li>• Appropriate risk assessments are completed and:             <ul style="list-style-type: none"> <li>○ Identify and assess risks that transporting the child during excursions may pose to the health, safety or wellbeing of the child.</li> <li>○ Specify how the identified risks will be managed and minimised.</li> <li>○ Include the specific considerations listed in <a href="#">r101</a> and <a href="#">r102C</a>.</li> </ul> </li> <li>• Risk assessments are regularly reviewed, and strategies changed if necessary or if an incident or significant change occurs (Appendix 4 and 5).</li> <li>• No child is transported without a written authorisation from a parent/guardian/authorised nominee in accordance with r102D (Appendix 2).</li> <li>• Appropriate educator/adult:child ratios are determined prior to and maintained at all times during an excursion or regular outing, taking into account the transport, destination, proximity to water and roads, meal and toilet breaks required and children’s individual and additional needs.</li> <li>• Vigilant supervision is provided at all times during transportation of children.</li> <li>• The placement of educators within the vehicle and outside when children enter, and exit is carefully considered to maximise visibility.<sup>4</sup></li> <li>• At all times, transportation is driven by a person holding an appropriate licence for the class of vehicle being used, and in accordance with the Australian road rules at all times.</li> <li>• Educators undertake a Defensive Driver Course before being permitted to drive a minibus transporting enrolled children.</li> <li>• All vehicles used by Heritage to transport children are:             <ul style="list-style-type: none"> <li>○ Roadworthy.</li> <li>○ Correctly registered for the number of passengers.</li> <li>○ Third party insured.</li> <li>○ Fitted with seatbelts and child restraints where appropriate that conform to <a href="#">current ACT laws</a>, and the child’s weight and size.</li> </ul> </li> <li>• The Heritage minibus is regularly serviced, comprehensively insured, and has NRMA roadside assistance.</li> <li>• Britax Safe N Sound Maxi Guard Pro Car Seats are installed in the Heritage minibus that meet ACT requirements (above) and are approved by child car restraint accreditors.</li> </ul>

<sup>3</sup> Refer to: Policy Development and Review Policy and Procedures

<sup>4</sup> Refer to: Definitions



	<ul style="list-style-type: none"> <li>• Child restraint safety checks by authorised fitters are regularly scheduled.</li> <li>• A checklist with expectations around safe transportation procedures and checking children on/off is available to educators (Appendix 3).</li> <li>• Educators carry out monthly safety inspections of the Heritage minibus (Appendix 1) for signs of safety issues including flat tyres, lights or indicators not working, damaged seats or seat belts etc.</li> <li>• Any safety issues are addressed before children are transported.</li> <li>• All required equipment and/or items as specified in the risk assessment are taken on the transportation, including, but not limited to, an up-to-date and suitably equipped first aid kit, emergency contact list, individual medication and medical condition action plans, and mobile phones.</li> <li>• Educators with required first aid qualifications are in attendance when children are being transported, including water-rescue, where identified in the risk assessment.</li> <li>• A printed list/roll of children participating in an excursion/regular outing is taken and includes the best contact number for the child’s family during the excursion.</li> <li>• Two educators account for children as they embark and disembark the vehicle against the printed list of children attending, and a record is made immediately and kept appropriately (Appendix 2).</li> <li>• A nominated supervisor or staff member (other than the driver) conducts a check of the interior of the vehicle after all children have disembarked at the service premises to ensure no children remain on the vehicle and a record is made immediately and kept appropriately.</li> <li>• The records of embarking and disembarking children are made immediately (Appendix 2) and include the time, date, full name and signature of the person/s responsible for:             <ul style="list-style-type: none"> <li>○ Accounting for the children during embarking/disembarking.</li> <li>○ Conducting the vehicle check after children have disembarked.</li> </ul> </li> <li>• Regular roll calls are taken regularly during the course of excursions utilising the list of children attending.</li> <li>• All educators, staff and family volunteers are informed of their roles, responsibilities and expectations during the transportation of children.</li> <li>• Clear communication is undertaken with families the transportation, e.g., pick-up location and destination, the means of transport, and the number of educators and staff and any other adults involved in the transportation.</li> <li>• Educators include regular and on-going safety discussions with children as part of the educational program including prior to, on arrival and throughout an excursion/regular outing involving transport.</li> <li>• Emergency services are contacted in the first instance, then parents/guardians are notified as soon as practicable after a serious incident involving injury, trauma or a medical emergency during transportation.</li> <li>• This policy and associated procedures are included in induction training for educators and regularly reviewed at staff/team meetings such as role play scenarios to develop knowledge around correct procedures.</li> </ul>
<p><b>Educators</b></p>	<ul style="list-style-type: none"> <li>• Transportation of children is carried out safely in line with this policy and related procedures.</li> <li>• Risk mitigation strategies are implemented during the excursion as outlined in the assessment.</li> <li>• A Defensive Driver Course and safety training is undertaken before driving enrolled children in the Heritage minibus.</li> <li>• A monthly safety inspection (Appendix 1) of the minibus is carried out.</li> <li>• All required equipment is taken on transportation, including, but not limited to, a suitable first aid kit, emergency contact list, individual medication and medical condition action plans, and mobile phones.</li> </ul>



- Clear communication is undertaken with families regarding the transportation, e.g., the means of transport, destination, the number of educators and other adults involved in the transportation.
- The designated educator/adult:child ratio is maintained at all times as outlined in the risk assessment, taking into account the destination, proximity to water and roads, meal and toilet breaks required and children's individual and additional needs etc.
- Vigilant supervision of children occurs at all times during transportation, taking into account that transporting children carries additional risks compared to providing education and care within the service premises.<sup>5</sup>
- Children are escorted to and from the service entrance and vigilantly supervised while in the carpark/parking area, and while embarking and disembarking from the transport.
- They position themselves to maximise supervision in and around the vehicle when children are entering and exiting the vehicle.
- Should an incident occur that affects the educator-to-child ratios, strategies are adjusted to maintain adequate supervision.
- All children are signed out from QikKids at the beginning of the excursion/regular outing and signed back in when they return.
- A printed list/roll of children participating in the excursion/regular outing is taken and includes the best contact number for the day.
- Two educators ensure all children are accounted for against the printed list of those attending, as they embark and disembark the vehicle and a record is completed immediately.
- A nominated supervisor or educator (other than the driver) checks the vehicle after all children have disembarked to ensure no children are left on the vehicle, and a record is completed (Appendix 2).
- Regular roll calls are taken during any excursions to ensure all children are accounted for against the list of those travelling.
- No child is left in any vehicle without direct adult supervision.
- Risks are continually assessed, and discretion is utilised, e.g., to decide if it is necessary to direct children to walk in pairs.
- When travelling by Heritage minibus, the children are clicked in and unclicked after arrival when the minibus engine has been turned off.
- Family volunteers on excursions and regular outings are informed of the safety procedures in relation to transport and are under the supervision of a qualified educator.
- As far as practicable, no adult is left alone with a child, unless they are their parent/guardian.
- In the event that a child appears to be missing, the missing child procedure is followed.
- Regular and on-going safety discussions are held with children including prior to, on arrival and throughout an excursion/regular outing involving transport to discuss the rules for:
  - Entering and exiting the Heritage premises, vehicle, and destination.
  - Not touching seatbelts.
  - Staying safe and not getting lost on or left behind on vehicle.
- The procedures set out in this policy are followed in the event that a vehicle breaks down or there is an accident.
- Emergency services are contacted in the first instance, then parents/guardians are notified immediately or as soon as practicable after a serious incident involving an injury, trauma or medical emergency.

<sup>5</sup> Refer to: Definitions





<b>Families</b>	<ul style="list-style-type: none"> <li>• They are familiar with the Family Handbook and service policies and procedures available in the Members Section of the service website and in Policy Folders in the main foyer.</li> <li>• Authorisations are signed for their child to attend an excursion/regular outing and/or for their child to be transported by the service.</li> <li>• The service’s safe transportation procedures for excursions and regular outings are understood.</li> <li>• Attendance records are completed upon delivery and collection of their child to and from the service.</li> <li>• Enrolment form details, including authorisations, medical conditions, medication, and emergency contact details are up to date.</li> <li>• When volunteering for an excursion, they familiarise themselves with the safety and supervision procedures and follow any instructions from educators in relation to transportation.</li> <li>• Safe transportation practices are re-enforced with their child at home, e.g., wearing seatbelts.</li> </ul>
<b>Regular Volunteers and Students</b>	<ul style="list-style-type: none"> <li>• The Relief Educator Handbook is read and signed by regular volunteers and students.</li> <li>• This policy and associated procedures are followed while they are at the service.</li> <li>• Any instructions given by educators in relation to this policy are followed.</li> </ul>

## Strategies and Procedures

The strategies and procedures outlined in this policy will, at all times, guide our practices and decision making in relation to transporting children.

The forms of transport that may be used by Heritage for excursions include:

- Heritage Minibus with appropriate safety restraints.
- Public Transport (bus, train, tram).
- Contracted bus (with seatbelts).
- Borrowed Cubby on Campus bus (with seatbelts).
- Personal Vehicle with appropriate safety restraints.

## Authorisations for Transportation of Children

- Authorisations will be obtained from parent/guardians or Authorised Nominees on enrolment and every 12 months, or when circumstances change, for regular outings that involve the Heritage minibus or other vehicle.
- Authorisations will be obtained as required for one-off excursions organised as part of the educational program that involve transport.
- Authorisations involving transportation will include:
  - The child’s name.
  - The reason the child is to be transported.
  - For regular outings transportation, a description of when the child is to be transported.
  - For transportation other than on a regular outing, the date the child is to be transported.
  - A description of the proposed pick-up location and destination.
  - The means of transport.
  - The period of time during which the child is to be transported.
  - The anticipated number of children likely to be transported.
  - The anticipated number of educators and staff and any other adults who will accompany and supervise the children during the transportation.
  - Any jurisdictional requirements for seatbelts or child safety restraints.
  - That a risk assessment has been prepared and is available at the service.
  - That written policies and procedures for the safe transportation of children are available at the service.



## **Risk Management**

The Director/Nominated Supervisor will ensure:

- Risk assessments are completed prior to the transportation of enrolled children and:
  - Identify and assess risks that transporting the child may pose to the health, safety or wellbeing of the children.
  - Specify how the identified risks will be managed and minimised.
  - Include the specific considerations listed in [r101\(2\)\(d\)](#) and [r102C](#) for transportation (**refer to:** Appendices 4 and 5).
- Risk assessments will be regularly reviewed, and the effectiveness of the management controls monitored and changed if necessary or if an incident or significant change occurs.

## **Safety Procedures**

### **Vehicle Maintenance and Insurance**

The Director/Nominated Supervisor will ensure all vehicles used by Heritage to transport children are:

- Roadworthy.
- Correctly registered for the number of passengers.
- Third party insured.

### Heritage Minibus

The Director/Nominated Supervisor will ensure:

- The service minibus is regularly serviced, comprehensively insured, and includes NRMA roadside assistance.
- A **monthly** safety inspection (Appendix 1) is carried out of the Heritage minibus to check for signs of safety issues including flat tyres, lights or indicators not working, damaged seats or seat belts etc.
- Any safety issues identified will be repaired before children are transported in the vehicle.

### **Driver Safety**

The Director/Nominated Supervisor will ensure:

- Vehicles transporting children are, at all times, driven by a person holding an appropriate driver's licence, and in accordance with the Australian road rules.
- Educators undertake training such as a Transporting Children Safely in Cars Workshop and a Defensive Driver Course before being permitted to drive the Heritage minibus transporting enrolled children.

### **Required Equipment to be Taken on Transportation**

The Director/Nominated Supervisor will ensure:

- All required equipment/items are taken on the transportation, including a suitably equipped first aid kit, emergency contact lists and individual medical action plans.
- Educators take their mobile phones on the transport to enable immediate communication with families and emergency services.

### **First Aid Requirements and Management of Medical Conditions**

The Director/Nominated Supervisor will ensure:

- First aid requirements are met during transportation, including ensuring the availability of up-to-date first aid kits and educators are in attendance with appropriate first aid qualifications and training, including water-rescue if identified on the risk assessment.

The Excursion Co-ordinator will ensure:

- The medical history and medical condition action/management plans of children and staff are taken on transportation as required.

Educators will ensure:

- If children or staff are taking medication, they are taken and stored appropriately on the transportation, and procedures followed for administration as per the Medication Policy.



- In cases where children or staff become ill while being transported by the service, first aid procedures are followed in accordance with the First Aid Policy for Injuries, Trauma and Illness, including calling an ambulance if necessary.

### **Seatbelts and Child Restraints**

The Director/Nominated Supervisor will ensure:

- All vehicles that transport enrolled children while at the service will be fitted with child restraints where appropriate that conform to [current ACT laws](#),<sup>6</sup> and the child's weight/size.
- The service minibus is fitted with Australian Standard safety restraints (Britax Safe N Sound Maxi Guard Pro Car Seats) that meet ACT requirements and are approved by child car restraint accreditors
- **Children that are not old enough to sit in the seats legally, are not transported in the minibus.**
- Specialist services such as Kidsafe will be consulted to inform and monitor the correct use and adjustment of the minibus seats for the children's size and age, including those with individual and additional needs.

Educators will ensure:

- Educators will click children in and unclick them after arrival when the minibus' engine has been turned off.
- Regular and ongoing discussions will be undertaken with children about seatbelt safety including not touching the seatbelts.

### **Supervision of Children During Transportation**

The Director/Nominated Supervisor will ensure:

- An appropriate excursion/regular outing child:educator/adult ratio is determined by the nominated supervisor or excursion co-ordinator to ensure adequate supervision at all times, taking into account transport, destination, proximity to water and roads, meal and toilet breaks required and children's individual and additional needs.

The Excursion Co-ordinator and educators will ensure:

- Vigilant, close and active supervision of children is undertaken of children at all times during transportation, considering factors such as the:
  - Legislated educator to child ratio.
  - Number, age and level of development of children.
  - Visibility of and accessibility to passengers.
  - Risks inherent in the mode of transport, environment, location or route.
  - Experience, knowledge and skill of each educator.
  - Requirements of the individual children.
  - Capacity to immediately respond to a situation requiring urgent intervention.
- All children are escorted and closely and vigilantly supervised while in the car park/parking area while embarking and disembarking the bus/minibus.
- Should an incident occur that affects the ratios, educators adjust their strategies to maintain adequate supervision.
- Family volunteers are informed of safety procedures and under the supervision of a qualified educator.
- As far as practicable, no adult is left alone with a child, unless they are their parent/guardian.

### **Attendance and Roll Calls**

The Director/Nominated Supervisor or Excursion Co-ordinator will ensure:

- All children are signed out from the QikKids attendance system at the beginning of an excursion/regular outing and signed back in when they return.
- A printed list/roll of children participating in an excursion/regular outing is taken and includes the best contact number for the child's family during the excursion.
- All educators are aware of the number of children on the excursion/regular outing.

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<sup>6</sup> Refer to: Child Restraints at <https://www.police.act.gov.au/road-safety/safe-driving/seatbelts>



- All educators assist with taking regular roll calls, including when embarking and disembarking the transport (see procedure below) to ensure all children and adults are accounted for against the list of those participating.
- For Preschool Heritage minibus outings, a handwritten list is provided in the Preschool Room of who is attending the outing for the day.

Procedure for Exiting and Entering the Service Premises

Educators will:

- Escort and closely and vigilantly supervise children while walking to the vehicle and in the car park/parking area.
- Actively assess risks and use their discretion to decide when it is necessary to direct children to walk in pairs, e.g., when walking to and from the service and the vehicle.

Procedure for Embarking and Disembarking the Vehicle

Educators will:

- Escort and closely and vigilantly supervise children on/off the bus/minibus, ensuring they position themselves to maximise visibility within and around the vehicle.
- Ensure roll calls/headcounts are undertaken by two educators when embarking and disembarking the bus/minibus and a record is made immediately and kept appropriately.
- One educator is first on and last off the transport to check to check the interior of the vehicle and ensure no child is left behind, and ensure a record is made immediately and kept appropriately.
- **The records of embarking and disembarking children are made immediately and include the time, date, full name and signature of the person/s responsible (Appendix 3) for:**
  - Accounting for the children during embarking and disembarking of the vehicle.
  - Conducting the vehicle check after children have disembarked.
- Click children into their seatbelts and unclicking them after arrival.
- Ensuring no child is left in any vehicle without direct adult supervision.

Procedure for Entering and Exiting the Pick-up location/Destination

Educators will:

- Escort and closely and vigilantly supervise children while walking to the vehicle and in the car park/parking pick up area.
- Actively assess risks and use their discretion to decide when it is necessary to direct children to walk in pairs.

Missing Child Procedure

In the event that a child appears to be missing:

- Educators will immediately alert the excursion co-ordinator who will double check the attendance roll to determine which child is missing.
- Once confirmed, the excursion coordinator will immediately phone the Heritage Office.
- The Director/nominated supervisor or excursion co-ordinator will contact the Police and parents of children on the excursion/regular outing and alert the site manager, if appropriate (eg at a Museum) to issue a missing child announcement.
- Educators will lead the children to a safe meeting point and a suitable number of adults begin to search until the child is found or the appropriate authorities take over the process.
- The remaining educators will adjust their strategy for supervising the rest of the children, so no child is left without adequate supervision.
- Educators will follow any instructions from the police and other relevant authorities.

**Procedure in the Event of Vehicle Breakdown**

Educators will:

- Use their mobile phones to inform the Main Office.
- If there is a delay in children returning to Heritage, parents will be informed via telephone by office staff.

Public Bus

- Office staff will liaise with the bus company to arrange a replacement bus.



- All children and staff will remain on the bus until replacement transport arrives unless staying on the bus creates a risk, in which case children are directed to a safe area.

#### Heritage Minibus

- Office staff will liaise with the NRMA road assistance to attend to the minibus.
- Parents may be given the opportunity to pick up their children.
- All children and educators will remain on the bus if safe to do so, or move to a safe area.

#### **Procedure in the Event of Vehicle Accident**

Educators will:

- Remain calm.
- Direct the children away from the vehicle.
- Calm and comfort children.
- Call Emergency Services and Police if required.
- If children or staff are injured, follow the First Aid Procedures for Injury, Trauma or Illness.
- Contact the Heritage Main Office to alert them of the accident and to inform them to contact parents/guardians.

#### **Regular and On-going Safety Discussions with Children**

- Transport, including the Heritage minibus will be utilised to extend the educational program for the Preschool children.
- Children will need to show that they can follow the safety procedures, including safe transport procedures, before they are permitted to join the educational extension programs outside the fence.
- Educating the children about the beyond the fence safety procedures will be started when children first join the service.

Specifically, educators will ensure:

- Group discussions are held with children prior to, on arrival and throughout any excursion/regular outing involving transport to discuss the rules for:
  - Entering and exiting the Heritage premises and the destination.
  - Not touching seatbelts.
  - Staying safe and not getting lost on excursions including:
  - Staying with the group and in designated areas/meeting points.
  - Always being able to see an educator.
  - If become separated from the group, staying where they are, calling an educator's name and waiting for help.
  - What to do if the vehicle breaks down or there is an accident.

#### **Communication and Training**

The Director/Nominated Supervisor will ensure:

- Educators are provided with training on induction and given on-going support, including at staff and team meetings, to act in accordance with their roles and responsibilities as set out in this policy and procedures.
- This policy, related risk-benefit assessments, and all Heritage Handbooks are readily available to educators at all times in the Members Area of the Heritage website, and Policy Manuals in the Programming Room, Entrance Foyer and Main Office.
- Educators undertake training such as a Transporting Children safely in Cars Workshop and Defensive Driver Course before being permitted to drive a minibus transporting enrolled children.
- Families are informed regarding the safe transportation procedures through authorisation forms and email communication.

The Excursion Co-ordinator and Educators will ensure:

- Family volunteers on excursions and regular outings involving transport are informed of safety and supervision procedures and under the guidance of an experienced educator.





**Privacy and Confidentiality**

- Enrolment and Authorisation Forms will be stored securely and confidentially in line with the Privacy and Confidentiality Policy.
- Heritage will treat all information collected in the strictest confidence and will not divulge to any third party without the consent of the subject unless required to do so by law.

**Policy Monitoring, Evaluation and Review**

In order to assess whether the aims of this policy have been achieved, the Director, in consultation with the Management Committee, will:

- Monitor this policy to ensure it is up to date with current legislation, research, policy, and best practice.
- Understand families and staff are essential stakeholders in the policy review process and give them the opportunity and encouragement to be actively involved.
- Monitor the implementation, compliance, complaints & incidents in relation to this policy.
- Revise the policy and procedures as part of the service’s policy review cycle, or as required through the identification of practise gaps.
- Notify families at least 14 days before making any changes to this policy or its procedures.

**Related Policies**

Name of Policy and Procedures Document	Location
Acceptance and Refusal of Authorisations	Heritage Handbooks and full Policy and Procedure documents available in the <a href="#">Members Area</a> of the Heritage website.
Child Safe Environment	
Delivery and Collection of Children	
Emergency and Evacuation	
Enrolment and Graduating Rooms	
Excursions and In-House Extra-Activities	
First Aid for Injury, Trauma and Illness	Policy Manuals in Programming Room, Entrance Foyer and Main Office.
Heritage Philosophy Statement	
Medical Conditions	
Medication	
Supervision	
Water Safety	

**References and Further Reading**

**Legislative References**

- [Education and Care Services National Law \(2010\)](#) (amended 2023)
- [Education and Care Services National Regulations \(2011\)](#) (amended 2023)
- [Guide to the National Quality Framework](#) (May 2022 update).
- [Early Years Learning Framework for Australia](#) (Version 2, 2022).
- [National Principles for Child Safe Organisations](#)

**ACECQA References**

- ACECQA (2023).
  - o [Information sheet – Changes to regular transportation of children](#)
  - o [Information sheet - Minimising the risk of children left in vehicles](#)
  - o [Information sheet - Guidance for adequate supervision during transportation](#)
  - o [Information Sheet: Active supervision: ensuring safety and promoting learning.](#)
  - o [Safe Transportation of Children Safety Checklist and regular transportation record form](#)
  - o [Risk Assessment Template for Transporting Children other than as part of an Excursion](#)
- ACECQA [Risk Assessment Template - Excursions](#)
- ACECQA (2021). [Safe transportation of children in education and care: Your questions answered](#)
- ACECQA (2021). [Safe transportation of children information sheet](#)



**Other References**

- ABC Kids (2014). [Crossing the Road Song](#)  
 ACCC. (n.d.) [Child Restraints for use in Motor Vehicles](#)  
 ACT Policing. (n.d.). [Child Restraint Requirements](#)  
 CELA (2022). *Safe Transportation of Children Policy Template*  
 Centre for Road Safety. (2021). [Child Car Seats](#)  
 Kidsafe (2021). [Child Restraint National Best Practice Guidelines.](#)  
 NSW Department of Education. (2022). [Transporting Children Safely](#) (includes video of how a long day care centre safely takes children into the community via the service minibus).

**Version Control and Change History**

Version Number	Approval Date	Approved by	Author and Amendments
1	18 July 2023	Management Committee	<p>Julia Charters                      New policy in lieu of the service acquiring a minibus for taking older Preschoolers on regular outings and to reflect new regulations relating to the regular transportation of children.</p> <p>The regulations come into effect on 1 March 2023 for regular transportation “other than as part of an excursion” (r102A-102F), however Heritage recognises that it is good practise to apply the regulations to all periods of transportation, including during excursions. This includes ensuring records are made of embarking and disembarking children and of the vehicle check undertaken after children have disembarked.</p> <p><u>Forms</u>                      Updated Excursions Risk Benefit Assessment to include Regular Outings involving Transportation.                      Created Regular Outings Authorisation Form for Preschoolers – Minibus Outings.                      Created Safe Transportation and On/Off Checklist for educators to occur before and after each outing.</p>





## Authorisation Form – Regular Outings on the Heritage Minibus

As part of the Heritage educational program, our educators take the children on regular local outings to immerse them in the benefits of the local natural environment and community. As required under National Regulation 102, we request your authorisation every 12 months for regular outings.

**These regular outings are further than those authorised on our alternate regular outings form, and therefore require travel on our Heritage Minibus (Volkswagen Crafter). This form is asking for your authorisation for your child to travel on the minibus. (Any destination not stated on this form will require a separate excursion form, which you will be informed of prior to an outing)**

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

### **'Beyond the Fence' is part of the Heritage Philosophy:**

"We understand the importance of connecting children to the natural world in order to develop their respect for maintaining the health and beauty of the environment. We are committed to teaching children to care and respect the land of the local Indigenous people and to love all the beauty and freedom it has to offer. We value the pedagogy of outdoor learning and are inspired by the Forest School Theory. We believe this approach is essential for building each child's health and fitness, life skills and resilience and aim to balance safety with the need to explore risks in order to encourage children to make sound supported judgements about risk taking. We believe outdoor education fosters a sense of community and adventure, encourages exploration and inspires creative minds. 'Exploring beyond the fence' is a fundamental part of the Heritage program while the surrounding landscape, Australian culture and consultations with a local Aboriginal Elder strongly influence the design of our indoor and outdoor spaces."

### **Research that supports our Philosophy**

Children benefit from exploring beyond the fence by getting to know their local environment and community and extending their learning. Participating in the community strengthens children's sense of identity and wellbeing (Early Years Learning Framework, 2009). We understand that playing in nature is the optimum medium for early learning and development and promotes health, wellbeing and resilience through physical activity and movement outdoors (Burdette and Whitaker, 2005). Outdoor play encourages children to build trusting relationships, to learn to assess risk, to set personal challenges and overcome fears. Important emotional connections with nature occur early in life and most adults, when asked to name the most significant place from childhood, consistently recalled somewhere outdoors (Wells, 2000; Eigner & Schmuck, 1998).

As adults, we know ourselves that going for a walk in a natural environment and green space can help reduce stress and tension.



**Canberra Nature Reserves:**

<b>Location:</b>	<b>Travel Time:</b>	<b>Risk/Benefit Assessment:</b>
<b>Cotter Precinct</b> <i>Brindabella Rd, Uriarra Village ACT 2611</i>	22km / 22 minutes	Risk/Benefit assessments are available for each location and are available on request
<b>Jerrabomberra Wetlands</b> <i>Dairy Rd, Fyshwick ACT 2609</i>	10km / 16 minutes	
<b>Tidbinbilla</b> <i>Paddys River Rd, ACT 2620</i>	42km / 38 minutes	
<b>Pine Island</b> <i>Pine Island Rd, Greenway ACT 2900</i>	23km / 22 minutes	
<b>Beijing Gardens</b> <i>Yarralumla ACT 2600</i>	4.3km / 7 minutes	
<b>Black Mountain Peninsula</b> <i>Garryowen Dr</i>	2.7km / 4 minutes	
<b>Namadgi National Park</b> <i>Naas Rd, Tharwa ACT 2620</i>	35km / 32 minutes	
<b>Mulligan's Flat</b> <i>25 Rosenberg Street, Throsby ACT 2914</i>	24km / 24 minutes	
<b>Point Hut Crossing</b> <i>Point Hut Road</i>	27km / 25 minutes	
<b>Molonglo River Reserve</b> <i>Coombs ACT 2611</i>	11km / 20 minutes	
<b>Aranda Bushland Nature Reserve</b> <i>Bindubi St, Aranda ACT 2614</i>	5.5km / 6 minutes	
<b>Gungahlin Hill Nature Reserve</b> <i>42 Cocoparra Cres, Crace ACT 2911</i>	19km / 18 minutes	
<b>National Rock Garden</b> <i>Barrenjoey Dr, ACT 2601</i>	3.4km / 7 minutes	
<b>The Pinnacle</b> <i>Hawker, ACT 2614</i>	9.2km / 10 minutes	
<b>Urambi Hills</b> <i>Kambah, ACT 2902</i>	18km / 17 minutes	

**Local Canberra locations:**

<b>Location:</b>	<b>Travel Time:</b>	<b>Risk/Benefit Assessment:</b>
<b>National Botanic Gardens</b> <i>Clunies Ross St, Acton ACT 2601</i>	2.8km / 5 minutes	Risk/Benefit assessments are available for each location and are available on request
<b>Commonwealth Park</b> <i>Commonwealth Ave</i>	2.4km / 5 minutes	
<b>Canberra Carousel</b> <i>32/8 Petrie Plaza, Canberra ACT 2601</i>	2.2km / 8 minutes	
<b>Canberra Museum</b> <i>176 London Cct, Canberra ACT 2601</i>	2.3 km / 8 minutes	
<b>Old Parliament House</b> <i>18 King George Terrace, Parkes ACT 2600</i>	3.9km / 7 minutes	
<b>Pialligo Fruit Orchards and Garden Centres</b> <i>Beltana Rd, Pialligo ACT 2609</i>	9.2km / 12 minutes	





<b>National Arboretum</b> <i>Forest Dr, ACT 2611</i>	5.4km / 6 minutes	
<b>Burrunju Art Gallery</b> <i>245 Lady Denman Dr, ACT 2601</i>	4.5km / 6 minutes	
<b>Hume Truck Wash</b> <i>35 Tralee St, Hume ACT 2620</i>	12km / 23 minutes	

### Route and Timings

- The outings occur on average 1-3 times a week, may involve crossing roads and walking near water, and the duration is between 30 minutes to 5 hours, depending on the activities undertaken.
- Outings will generally occur between 9:30am and 4:00pm. If there are any changes in this, families will be contacted prior.
- The Preschool Room will have a contactable mobile for families to use when we are out. Families are encouraged to call/text for contact, e.g. what time we will be back at Heritage, you hope to pick up early, etc. **The number is: 048 194 3099** (this is a number only available to our bus users and will not be for general centre use – **please add as a contact**).

### Risk Management

- The outings are based on the educational program, risks and water safety rules are discussed with children prior to each outing, and supervision is a priority.
- A thorough risk assessment of intended areas has been undertaken. To do this in-depth, educators have visited these areas and put together the risk assessments, as well as looking at the benefits each area offers our program.
- Risk-Benefit Assessments and the Transportation on Excursions Policy and Procedures and Excursions and In-House Activities Policy and Procedures are available from the Director, in the Front Foyer and the Members Area of the website (2024 Password: LENNOX75HECC).
- Minibus safety checks are undertaken monthly, and educators conduct a Safe Transport Checklist for each outing, including checking children on/off the bus.
- Britax Safe N Sound Maxi Guard Pro Car Seats are installed that meet ACT requirements and are approved by child car restraint accreditors, who will also carry out regular checks.

### The minimum ratios

The example given below is the minimum ratio requirement by law:

- **The Preschool Room:** A ratio of 1:11 with anticipated numbers of up to 22 children or less. (e.g., in the case of 22 children, a minimum of 2 educators would join the group).

A higher number of educators will join Minibus outings:

- Our Heritage minibus seats a maximum of 10 children with a minimum of 2 educators on minibus outings.

### When outings occur near a body of water

- The children will be kept within a safe rescue distance by an educator if the day's activities do not involve entering the water. When we engage with waterplay, practices from our 'Water Risk-Benefit Assessment' will be applied.
- Educators will watch the children vigilantly.
- An educator qualified in First Aid (HLTAID012 first aid, HLTAID011 asthma, HLTAID010 anaphylaxis, HLTAID009-CPR), including water rescue, will always attend the excursion.



I give permission for my child to go on outings on the Heritage Minibus with their room group to the listed locations.

I understand that this form must be signed every 12 months to comply with Regulation 102.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACT Child Restraint Requirements in Motor Vehicles**

- Children must be restrained correctly at all times, even when driving at low speeds or on short trips.
- Babies under 6 months must be restrained in an approved rear facing child restraint.
- Children over 6 months but under 4 years must be in an approved forward or rear facing child restraint.
- A passenger under 4 years old must not be in the front row of a vehicle that has 2 or more rows of seats.
- Children over 4 years but under 7 years must be in an approved forward-facing child restraint or be placed on a properly positioned approved booster seat. They must not be seated in the front row of a motor vehicle that has 2 or more rows of seats, unless all other seats are occupied by passengers who are also less than 7 years.
- Child restraints and seatbelts must be properly fastened and adjusted.
- A child must never be put into a seatbelt with another adult or child.

Source: ACT Policing



**Educators – Safe Transport Checklist & Check on/off List**

The Preschool children are going on an excursion to

\_\_\_\_\_ on \_\_\_\_\_ day \_\_\_/\_\_\_/\_\_\_.

Form completed by: \_\_\_\_\_

Safety Check Item	Yes	No
List of children off the premises completed in the Preschool Room		
Check the petrol amount, indicators working, and tyres: Is this safe?		
Vehicle Safety Checklist Completed in last month & date		
Transport for Regular Outing Risk Assessment reviewed and packed		
Up to date Attendance List with the best contact for the day packed		
Any health and risk management plans and medication required packed		
Backpack with first aid kit, mobiles, current WWVP cards		
Roll call once on bus at Heritage and 'headcount' on QikKids + message		
The interior of the vehicle has been checked, and no children were left on the vehicle after disembarking		
Roll call once off bus at Heritage and 'headcount' on QikKids + message		
The interior of the vehicle has been checked, and no children were left on the vehicle after disembarking		

Outing ratio: \_\_\_\_ : \_\_\_\_

	Children going today:	On bus:	Off bus:	On bus:	Off bus:	On bus:	Off bus:	Signed by educator:
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								



Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children's Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Participating in their communities strengthens children's sense of identity and wellbeing (EYLF, 2009).</li> <li>• Develops educational program experiences beyond the fence.</li> <li>• Children gain experience of how to travel in a safe manner through transport to excursion destination.</li> <li>• Children explore the wider community and gain valuable extended learning and development opportunities.</li> <li>• Children get to know different spaces in their local community.</li> </ul>	<p><b>Minibus/ Public transport travel for an excursion or regular outing</b></p>	<p><b>Children unclicking seatbelts while vehicle is moving</b></p>	<p><b>High</b></p>	<p><b>Seatbelt safety</b></p> <ul style="list-style-type: none"> <li>• Regular and ongoing discussions with children about not touching seatbelts.</li> <li>• Educators click children in and unclick them after arrival when the minibus' engine has been turned off.</li> </ul>	<p><b>September 2023</b></p> <p><b>Bus safety</b></p> <p>Oliver - no shouting because the people are enjoying the bus            Billy - no running in the bus            Elsie - stay seated            No seatbelts. No walking. Extra safe. 2 people per seat. Other people be mindful            Emma L - on put your feet on the seats            Aiman - no running away from the bus            David - no banging on the windows            Oliver - off the bus if we up there in the movie of the show we can't shout because people are enjoying it            Elsie - we will always stay as a group. And we don't want to run around in the theatre            Elsie - you guys will look after us!</p> <p><b>Seatbelt Safety:</b>            Torvin 09/08/21: 'seatbelts on and music on'            Honglin 09/08/21:</p>	<p><b>Low</b></p>	<p><b>Low – Benefits out-weight risks</b></p>

Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
					‘teachers will do the seatbelts’ Ted 09/08/21: ‘if you press the button really hard, it will fall off’ Honglin 09/08/21: ‘you can’t press it, you might fall off your chair and bump your head’ Henry A 10/08/21: ‘you’re not to unclick your seatbelt by yourself’ Patrick 10/08/21: ‘we can’t turn our heads around when we are on the minibus’ Chloe 10/08/21: ‘the last rule on the minibus is a song’ Lily 10/08/21: ‘when you’re on the minibus, you get your seatbelt clicked on then you don’t touch it’ Claire 10/08/21: ‘I will not touch my seatbelt’.		
		<b>Vehicle Breakdown or Accident</b>	<b>High</b>	Vehicle Maintenance and Safety All vehicles used by Heritage to transport children will be: <ul style="list-style-type: none"> <li>• Roadworthy.</li> <li>• Correctly registered for the number of passengers.</li> <li>• Third party insured.</li> </ul>		<b>Low</b>	<b>Low - Benefits outweigh risks</b>



Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
				<ul style="list-style-type: none"> <li>Fitted with seatbelts and child restraints where appropriate that conform to <a href="#">current ACT laws</a>, and the child’s weight and size.</li> </ul> <p><u>Service Minibus</u></p> <ul style="list-style-type: none"> <li>The service minibus is regularly serviced and comprehensively insured, including NRMA roadside assistance.</li> <li>Educators carry out a monthly safety inspection of the minibus before any journey for signs of safety issues including flat tyres, lights or indicators not working, damaged seats or seat belts etc.</li> <li>Any safety issues are repaired before children are transported in the vehicle.</li> <li>The service minibus is fitted with Australian Standard safety restraints that meet ACT requirements and are approved and regularly checked by child car restraint accreditors (Britax Safe N Sound Maxi Guard Pro Car Seats).</li> </ul> <p>Driver Safety</p> <ul style="list-style-type: none"> <li>Vehicles transporting children are, at all times, be driven by a person holding an appropriate drivers’ licence for the class of vehicle being used, and in accordance with the Australian road rules at all times.</li> <li>Educators undertake a Defensive Driver Course before being permitted to drive a minibus transporting enrolled children.</li> </ul> <p>In the event that a vehicle transporting enrolled children breaks down, educators:</p> <ul style="list-style-type: none"> <li>Use their mobile phones to inform the Main Office.</li> </ul>			

Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
				<ul style="list-style-type: none"> <li>If there is a delay in children returning to Heritage, parents are informed via telephone by office staff.</li> </ul> <p><u>Public Bus:</u></p> <ul style="list-style-type: none"> <li>Office staff liaise with the bus company to arrange a replacement bus.</li> <li>All children and staff remain on the bus until replacement transport arrives unless staying on the bus creates a risk, in which case children are directed to a safe area.</li> </ul> <p><u>Heritage Minibus:</u></p> <ul style="list-style-type: none"> <li>Office staff will liaise with the NRMA road assistance to attend to the minibus.</li> <li>Parents may be given the opportunity to pick up their children.</li> <li>All children and educators remain on the bus if safe or move to a safe area.</li> </ul> <p>In the event that a bus/minibus is involved in an accident, educators:</p> <ul style="list-style-type: none"> <li>Remain calm.</li> <li>Direct the children away from the vehicle.</li> <li>Calm and comfort children.</li> <li>Call Emergency Services and Police if required.</li> <li>If children or staff are injured, follow First Aid Procedures for Accident and Medical Emergencies.</li> <li>Contact the Heritage Main Office to alert them to accident who contact parents.</li> <li>Office staff to contact parents;</li> <li>staff to complete a comprehensive Incident and Accident Report.</li> <li>Director to inform Children’s Services if required.</li> </ul>			

Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
		<b>Lost Child</b>	<b>Moderate</b>	<p>Entering and exiting the service premises</p> <ul style="list-style-type: none"> <li>All children are signed out from QikKids at the beginning of the excursion/regular outing and signed back in when they return.</li> <li>Educators escort and closely supervise children while walking to the vehicle and in the car park/parking area.</li> <li>Educators actively assess risk and use their discretion to decide if necessary to direct children to walk in pairs, e.g., when walking to and from the service and the vehicle.</li> </ul> <p>Embarking and Disembarking</p> <ul style="list-style-type: none"> <li>Educators escort and closely supervise children on/off the bus/minibus.</li> <li>One educator is first on and last off the transport and will check to ensure no child is left behind and a record is made.</li> <li>Head counts are undertaken getting on and off the bus by two educators and a record is made.</li> <li>Records of children embarking, and disembarking are made immediately and include the time, date, full name and signature of the person/s responsible for:               <ul style="list-style-type: none"> <li>Accounting for the children during embarking/disembarking of the vehicle.</li> <li>Conducting the vehicle check after children have disembarked.</li> </ul> </li> <li>Educators click children into their seatbelts and unclick them after arrival.</li> <li>No child is left in any vehicle without direct adult supervision.</li> </ul>	<p><b>Getting lost:</b> Sept 2023 Elsie - we will always stay as a group. And we don't want to run around. Elsie - you guys will look after us! Referring to the educators.</p> <p>Claire 10/08/21: 'wait on the grass' Eloise 10/08/21: 'don't walk on the road without a teacher'</p>	<b>Low</b>	<b>Low - Benefits outweigh risks</b>

Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
				<p>Attendance</p> <ul style="list-style-type: none"> <li>All children are signed out from QikKids at the beginning of the excursion/regular outing and signed back in when they return.</li> <li>A printed list/roll of children participating in the excursion/regular outing is taken and includes the best contact number for the child’s family during the excursion.</li> <li>All educators are aware of the number of children on the excursion and assist with taking regular roll calls to ensure all children and adults are accounted for against the list of those participating.</li> <li>The Preschool Room will have a contactable and charged mobile for families to use when we are out. Families are encouraged to text for contact, e.g. what time we will be back at Heritage, if their child is getting picked up early, etc. The number is: 048 194 3099 (this is a number only available to our bus users and will not be for general centre use).</li> </ul> <p>Supervision</p> <ul style="list-style-type: none"> <li>Educators take their mobile phones to enable communication at all times.</li> <li>An appropriate excursion/regular outing child:educator/adult ratio is determined to ensure adequate supervision at all times and maintained at all times, taking into account transport, destination, proximity to water and roads, meal and toilet breaks required and children’s individual and additional needs.</li> <li>Educators hold knowledge from specialised Nature Play courses. On specific outings,</li> </ul>			

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				<p>educators are selected by their skill range to ensure appropriate supervision.</p> <ul style="list-style-type: none"> <li>• All children are closely supervised/escorted while in the car park/parking area while embarking and disembarking the bus/minibus.</li> <li>• Educators actively supervise and monitor children at all times.</li> <li>• Where practicable, at least two educators with phones accompany small groups of children to the toilets as required.</li> <li>• Family volunteers are informed of safety procedures and under the supervision of a qualified educator.</li> <li>• Should an incident occur that affects the ratios, educators will adjust their strategies to maintain adequate supervision.</li> <li>• As far as practicable, no adult is left alone with a child, unless they are their parent/guardian.</li> </ul> <p>Safety discussions Group discussions are held prior to, on arrival and throughout the excursion/regular outing with children to discuss the rules for:</p> <ul style="list-style-type: none"> <li>• Entering and exiting the Heritage premises and the destination.</li> <li>• Not touching seatbelts.</li> <li>• Staying safe and not getting lost on excursions including:</li> <li>• Staying with the group and in designated areas/meeting points.</li> <li>• Always being able to see an educator.</li> </ul>			

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				<ul style="list-style-type: none"> <li>• If become separated from the group, staying where they are, calling an educator’s name and waiting for help.</li> </ul> <p>Missing Child procedure In the event that a child appears to be missing:</p> <ul style="list-style-type: none"> <li>• Educators immediately alert the excursion co-ordinator who will double check attendance roll to determine which child is missing.</li> <li>• Educators check nearby to ensure the child has not hidden or been trapped anywhere.</li> <li>• Once confirmed, the excursion coordinator immediately phones and alerts the Heritage Main Office.</li> <li>• The Director/nominated supervisor or excursion co-ordinator contacts the Police and Parents and alerts the site manager, if appropriate (eg at a Museum) to issue a missing child announcement.</li> <li>• Educators lead the children to a safe meeting point and a suitable number of adults begin to search until the child is found or the appropriate authorities take over the process.</li> <li>• The remaining educators adjust their strategy for supervising the rest of the children, so no child is left without adequate supervision.</li> <li>• Educators follow any instructions from the police and other relevant authorities.</li> </ul>			



Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
				<p><b>Lost Child on Heritage Minibus outing: Risk Assessment - Medium Risk</b></p> <ul style="list-style-type: none"> <li>• A roll with all participating children’s names on will be taken on the excursion.</li> <li>• Regular roll calls will be done to check all children are accounted for.</li> <li>• The excursion child/staff ratio will be maintained at all times.</li> <li>• Staff will take their mobile phones to communicate with at all times.</li> <li>• Staff will discuss with children the importance of staying in designated areas and being within view of staff at all times.</li> <li>• Staff will continually monitor children at all times.</li> <li>• Staff will accompany groups of children to the toilets.</li> <li>• Group discussions will be held on arrival to discuss meeting points and where to go if they get lost.</li> <li>• The Missing Child procedure (above)) will be adhered to if a child goes missing.</li> <li>• An adequate supervision ratio is accounted for: A ratio of 1:11 with anticipated numbers of up to 22 children or less. (e.g., in the case of 22 children, a minimum of 2 educators would join the group).</li> <li>• <b>Our Heritage minibus seats a maximum of 10 children with a minimum of 2 educators on minibus outings.</b></li> </ul>			

Transport – Risk Benefit Assessment	ACTIVITY	Possible hazards	Preliminary Risk Assessment	Management of Risks (Elimination or Controls)	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/ Risk
		<b>Child Left on Transport</b>	<b>High</b>	<p>Regular discussions with children about not touching seat belts, educators escort children on and off the bus. Educators will click children in and unclick them after arrival by two educators.</p> <p>Educators have individual checklists (two for a double check) when children embark and disembark the vehicle. Children are roll-called on QikKids and marked in a headcount off the premises (Heritage) and again on return – message provided to parents/carers.</p> <p>Handwritten list in room of who is attending the outing for the day – clear for everyone to see and numbered.</p>			
		<b>Staff/Child Illness on transport</b>	<b>Moderate</b>	<p><b>Child/Staff Illness:</b></p> <ul style="list-style-type: none"> <li>• The first aid kit is taken in a backpack.</li> <li>• Educators hold current first aid and CPR certificates.</li> <li>• In cases where children become ill, first aid procedures are followed, including calling an ambulance if necessary.</li> <li>• The medical history and medical condition action/ management plans of children and staff are taken on excursions as required.</li> <li>• If children or staff are taking medication, they must be taken and stored appropriately on the excursion and procedures followed as per the Medication Policy.</li> </ul>		<b>Low</b>	<b>Low - Benefits outweigh risks</b>
		<b>Hazards on road – low tree branches,</b>		<ul style="list-style-type: none"> <li>• Check roads in advance for closures and safety of route.</li> </ul>			

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		<b>flooding, road works/ Closures etc</b>					
		<b>No phone service</b>		<ul style="list-style-type: none"> <li>Educators will be aware of surrounding pay phones and emergency phones.</li> </ul>			

RBA - Heritage Minibus Regular Outings	Benefit Assessment	Possible hazards	Preliminary Risk Assessment	Management of Risks	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/Risk
<p><b>Cotter Reserve - Campgrounds - Bend - Playground</b> Travel: 22km / 22 minutes</p> <p><b>Pine Island Reserve</b> Travel: 23km / 22 minutes</p> <p><b>Mulligans Flat</b> Travel: 24km / 24 minutes</p>	<ul style="list-style-type: none"> <li>• BBQs – electric and gas</li> <li>• Drinking water</li> <li>• Nature play space</li> <li>• Fireplace (communal)</li> <li>• Picnic tables</li> <li>• Shelter - picnic</li> <li>• Showers</li> <li>• Toilets</li> <li>• Walking track/s</li> <li>• Wash up facilities</li> <li>• Wheelchair access</li> <li>• Develop safety knowledge and skills</li> <li>• Fosters communication between peers and educators</li> <li>• Builds social skills, cooperation, and teamwork</li> <li>• Enjoyment</li> <li>• Increases knowledge about community</li> <li>• Promotes deeper understanding about the natural world</li> <li>• Builds life skills</li> <li>• Builds resilience, including to weather and environmental factors</li> <li>• Supports planning skills, checking weather and managing it</li> <li>• Supports sense of independence</li> <li>• Gross motor skills</li> <li>• Increases energy levels</li> <li>• Improves physical health</li> <li>• Clears mind and supports positive mental health and wellbeing</li> <li>• Reptile exploration</li> <li>• Different types of waterplay</li> </ul>	<p>Child tripping or falling on to uneven ground walking on route.</p> <p>A bite from insect</p> <p>Sun exposure</p> <p>Lengthy walks could tire children</p> <p>People in public space acting inappropriately</p> <p>Child lost, running away or being abducted.</p> <p>Traffic accident on nearby road or pathway.</p> <p>No reception</p> <p>Slippery rocks</p> <p>Prickly plants</p>	<p>Moderate</p>	<p>As per Risk Benefit Assessments for:</p> <ul style="list-style-type: none"> <li>- Travel</li> <li>- Water</li> <li>- Tree climbing</li> <li>- Public Places and People</li> <li>- Fire</li> <li>- Environmental Factors</li> <li>- Bush Area</li> </ul> <p><b>Refer to:</b> Excursions and In-House Activities Policy and Procedures and WHS Risk Benefit Assessments.</p> <p>Emergency phone, pay phones available: keep coins on bus</p>		<p>Low</p>	<p>Low: benefits outweigh risk</p>

RBA - Heritage Minibus Regular Outings	Benefit Assessment	Possible hazards	Preliminary Risk Assessment	Management of Risks	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/Risk
<p><b>Australian National Botanic Gardens</b> Travel: 2.8km / 5 minutes</p> <p><b>National Arboretum Canberra</b> Travel: 5.4km / 6 minutes</p> <p><b>Black Mountain Peninsula</b> Travel: 2.7km / 4 minutes</p> <p><b>Pialligo Garden Centre and Fruit Orchard</b> Travel: 9.2km / 12 minutes</p>	<ul style="list-style-type: none"> <li>Native Flora and Fauna awareness</li> <li>Shaded lawn / gardens areas promotes deeper understanding about the natural world</li> <li>Builds resilience, including to weather and environmental factors in a location close to Heritage - Confidence through challenge</li> <li>Picnic Area</li> <li>Public Toilet</li> <li>Clears mind and supports positive mental health and wellbeing</li> <li>Increases energy levels</li> <li>Improves physical health</li> <li>Close by</li> <li>Connection with nature</li> <li>Opportunity to engage in open-ended, creative, imaginative thinking and play.</li> <li>Receive Vitamin N supporting health and overall wellbeing.</li> </ul>	<p>Child tripping or falling on to uneven ground walking on route.</p> <p>Sun exposure</p> <p>Lengthy walks could tire children</p> <p>People in public space acting inappropriately</p> <p>Child lost, running away or being abducted.</p> <p>Traffic accident on nearby road or pathway.</p> <p>Child feeling cold or wet during rainy weather.</p> <p>Bite or injury from wildlife, snakes and/or spiders that may move due to weather changes.</p>	Moderate	<p>As per Risk Benefit Assessments for:</p> <ul style="list-style-type: none"> <li>Travel</li> <li>Environmental Factors</li> <li>Loose Parts Play</li> <li>Public Places and People</li> <li>Tree Climbing</li> <li>Water</li> </ul> <p><b>Refer to:</b> Excursions and In-House Activities Policy and Procedures and WHS Risk Benefit Assessments.</p>		Low	Low: benefits outweigh risk
<p><b>Jerrabomberra Wetlands Nature Reserve</b> Travel: 10km / 16 minutes</p>	<ul style="list-style-type: none"> <li>Bird hide for bird-watching</li> <li>Drinking water available</li> <li>Heritage sites</li> <li>No bins – promoting sustainability when out and about</li> <li>Walking track/s</li> </ul>	<p>Child falling onto uneven ground causing cuts and grazes, etc.</p>	Moderate	<p>As per Risk Benefit Assessments for:</p> <ul style="list-style-type: none"> <li>Travel</li> <li>Bush area</li> <li>Environmental Factors</li> <li>Loose Parts Play</li> <li>Tree Climbing</li> </ul>		Low	Low: benefits outweigh risk

RBA - Heritage Minibus Regular Outings	Benefit Assessment	Possible hazards	Preliminary Risk Assessment	Management of Risks	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/Risk
<p><b>The Beijing Garden</b> Travel: 4.3km / 7 minutes</p> <p><b>Commonwealth Park</b> Travel: 2.4km / 5 minutes</p> <p><b>National Rock Garden</b></p> <p><b>Aranda Bushland Nature Reserve</b> Travel: 5.5km / 6 minutes</p> <p><b>Gungahlin Hill Nature Reserve</b> Travel: 19km / 18 minutes</p> <p><b>The Pinnacle Nature Reserve</b> Travel: 9.2km / 10 minutes</p>	<ul style="list-style-type: none"> <li>• Connection with nature.</li> <li>• Exploring local environments and building connections with the Country</li> <li>• Learning about the local natural environment</li> <li>• Engage in sensory exploration</li> <li>• Builds social skills, co-operation, teamwork, and collaborative play.</li> <li>• It supports a sense of agency as it provides opportunities for decision-making.</li> <li>• It supports a sense of achievement</li> <li>• Receive Vitamin D supporting health and overall wellbeing.</li> <li>• Fosters communication between peers and educators</li> <li>• Clears the mind and supports positive mental health and wellbeing</li> </ul>	<p>Ant, spider, snake and other wildlife bites or sting</p> <p>Lost child</p> <p>Overexposure to the cold</p> <p>Sunburn, heat stroke, heat exhaustion – overexposure to the elements</p> <p>Groups of people in public may impact supervision.</p> <p>People in public space behaving inappropriately, this may include swearing, lewd acts, or aggression.</p>		<ul style="list-style-type: none"> <li>- Water</li> <li>- Public Places and People</li> </ul> <p><b>Refer to:</b> Excursions and In-House Activities Policy and Procedures and WHS Risk Benefit Assessments.</p>			
<p><b>Tidbinbilla Nature Reserve</b> Travel: 42km / 38 minutes</p> <p><b>Namadgi Visitors Centre</b></p>	<ul style="list-style-type: none"> <li>• Connection with nature</li> <li>• Exploring local environments and building connections with the Country</li> <li>• Learning about the local natural environment and local Indigenous Culture</li> <li>• Confidence through a challenge.</li> <li>• Engage in sensory exploration.</li> </ul>	<p>Child falling onto uneven ground causing cuts and grazes, etc.</p> <p>Ant, spider, snake and other wildlife bites or sting</p>	Moderate	<p>As per Risk Benefit Assessments for:</p> <ul style="list-style-type: none"> <li>- Travel</li> <li>- Bush area</li> <li>- Environmental Factors</li> <li>- Loose Parts Play</li> <li>- Tree Climbing</li> <li>- Water</li> <li>- Public Places and People</li> </ul>		Low	Low: benefits outweigh risk



RBA - Heritage Minibus Regular Outings	Benefit Assessment	Possible hazards	Preliminary Risk Assessment	Management of Risks	Children’s Voice (photos, video, quotes and observations)	Risk with measures in place	Outcome Benefit/Risk
<p>Travel: 35km / 32 minutes</p> <p><b>Point Hut Crossing Reserve</b> Travel: 27km / 25 minutes</p> <p><b>Molonglo River Reserve</b> Travel: 11km / 20 minutes</p> <p><b>Urambi Hills Nature Reserve</b> Travel: 18km / 17 minutes</p>	<ul style="list-style-type: none"> <li>Develop physical coordination and strength and increases energy levels</li> <li>Develop spatial awareness</li> <li>Fosters divergent thinking and problem-solving skills.</li> <li>Builds social skills, co-operation, teamwork, and collaborative play.</li> <li>It supports a sense of agency as it provides opportunities for decision-making.</li> <li>It supports a sense of achievement</li> <li>Opportunity to engage in open-ended, creative, imaginative thinking and play.</li> <li>Experience wonder through discovery</li> <li>Engage in scientific inquiry-based play and discovery</li> <li>Supports invention, innovation and creativity.</li> <li>Builds resilience.</li> <li>Builds life skills through authentic childhood skills</li> </ul>	<p>Lost child</p> <p>Overexposure to the cold</p> <p>Sunburn, heat stroke, heat exhaustion – overexposure to the elements</p> <p>Injury from tree including; stick, branch, bark to eye or body.</p> <p>Splinters or graze from wood and bark</p> <p>Child falling on to ground, branch or object(s) and injury occurring</p> <p>A bite from spider, snake or insects inhabiting the tree.</p>		<p><b>Refer to:</b> Excursions and In-House Activities Policy and Procedures and WHS Risk Benefit Assessments.</p>			
<p><b>Canberra Carousel</b> Travel: 2.2km / 8 minutes</p> <p><b>Canberra Museum &amp; Gallery</b> Travel: 2.3 km / 8 minutes</p>	<ul style="list-style-type: none"> <li>Connection with nature.</li> <li>Learning about local natural environment</li> <li>Building knowledge about local community</li> <li>Develops sense of belonging and connection to local area</li> <li>Supports sense of agency as it provides opportunities for decision making.</li> </ul>	<p>People in public space behaving inappropriately, this may include swearing, lewd acts, or aggression.</p> <p>Groups of people in public may impact supervision.</p>					

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<p><b>Old Parliament House</b> Travel: 3.9km / 7 minutes</p> <p><b>Burrunju Art Gallery</b> Travel: 4.5km / 6 minutes</p> <p><b>Hume Truck Wash</b> Travel: 18km / 23 minutes</p>	<ul style="list-style-type: none"> <li>Builds life skills through authentic childhood skills</li> <li>Receive Vitamin N supporting health and overall wellbeing.</li> <li>Fosters communication between peers and educators</li> <li>Builds social skills, co-operation, teamwork, and collaborative play.</li> <li>It supports a sense of agency as it provides opportunities for decision-making.</li> <li>It supports a sense of achievement</li> <li>Opportunity to engage in open-ended, creative, imaginative thinking and play.</li> <li>Experience wonder through discovery</li> <li>Engage in scientific inquiry-based play and discovery</li> <li>Supports invention, innovation and creativity.</li> </ul>	<p>Child lost, running away or being abducted leading to harm or fear.</p> <p>Child is bitten or injured by dog.</p>					

**Note:** RBAs are regularly updated by educators as required, and children’s voices added. All updates are available from the Director at any time.