



## Co-ordinator Excursion Evaluation and Approval Duplicate Book

**Excursion/Outing Risk Evaluation and Approval**

EXCURSION DETAILS  IS THIS A REGULAR EXCURSION / OUTING (SCHOOL, REGULAR VISIT)?

Name of Excursion: \_\_\_\_\_ Excursion Destination: \_\_\_\_\_

STAFF / VOLUNTEERS / TRAINED ATTENDERS

Staff / Volunteer / Trained Attender	Phone Number (00)	Phone Number (0000)

COORDINATOR EVALUATION

Educator Name: \_\_\_\_\_

Name of Co-ordinator / Nominated Supervisor: \_\_\_\_\_ Date when Reported: \_\_\_\_\_

How Accidents were Identified? \_\_\_\_\_

Signature: \_\_\_\_\_

**FOLLOWING ATTENDING AND PARENT APPROVAL**

\*Parents please read Excursion Risk Assessment (filled by Educator) and this Report and sign below for your approval.

Child Name	Parent Name	Parent's Emergency Contact Number	Parent's Approval Number

Note: Excursion Risk Assessments must be completed each time for a non-regular excursion and annually for a routine excursion.  
Educator visual checks of excursion arrangements must be completed at each excursion.

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**This is the individual booklet (or kit re-fill) for the Family Day Care Co-ordinator Excursion Evaluation and Approval Duplicate Book A4 (20 sets).**

Upon receiving a Excursion / Outing Risk Assessment form from an educator, the FDC Resources Excursion / Outing Risk Evaluation and Approval makes it easy to make records of excursions and outings (including routine outings like school pick-ups).

As a Co-ordinator, Nominated Supervisor or Scheme Owner, even accidental non-compliance may be penalised - make sure your service is doing the right thing with our comprehensive Compliance Kit.

### Who is this book for?

- Family Day Care Co-ordinators / Nominated Supervisors / Approved Provider

### What are the benefits?

- Everything in one place,
- Less paperwork, photocopying and filing
- Keep evidence of record keeping to comply with the NQS, regulations and the law.

**CARBON COPY**

**RRP \$31.48** inc GST - Postage extra

For more information about how to use the resources or about bulk-buy discounts or customisation, just drop us a line at [info@bccr.com.au](mailto:info@bccr.com.au) or visit [www.bccr.com.au](http://www.bccr.com.au)

## Co-ordinator Excursion Risk Evaluation and Approval

The Best Practice FDC Resources Excursion / Outing Risk Evaluation and Approval makes it easy to make records of excursions and outings (including routine outings like school pick-ups).

### Risk Evaluation and Approval

- This will be completed after the co-ordinator has inspected the venue and addressed the hazard controls required if any.
- All children and staff to be attending are listed with their contact details.
- Parents are to sign their approval of the excursion after reading and understanding the Risk Management Plan and evaluation.
- Parents must also initial the sign in form on the day of the excursion
- If the excursion plans change at all on or before the day a new risk assessment & parents consent must be provided for administration and insurance purposes.

### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS - REG 102

#### 102 Authorisation for excursions

(1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4). Penalty: \$1000.

(2) The nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4) Penalty: \$1000.

(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under subregulation (4). Penalty: \$1000.

(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state-

- (a) the child's name; and
- (b) the reason the child is to be taken outside the premises; and
- (c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
- (d) a description of the proposed destination for the excursion; and
- (e) the method of transport to be used for the excursion; and
- (f) the proposed activities to be undertaken by the child during the excursion; and
- (g) the period the child will be away from the premises; and
- (h) the anticipated number of children likely to be attending the excursion; and
- (i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- (j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- (k) that a risk assessment has been prepared and is available at the service.

(5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.



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**IMPORTANT: While Best Practice Family Day Care Resources will assist educators in meeting the standards, Family Day Care Educators should always refer to and abide by their own Scheme's Policies & Procedures.**

# Excursion/Outing Risk Evaluation and Approval

EXCURSION DETAILS		IS THIS A REGULAR EXCURSION / OUTING (EG SCHOOL PICKUP) (REVIEW YEARLY) <input type="checkbox"/>	
Date(s) of Excursion		Excursion Destination	

STAFF / VOLUNTEERS / TRAINEES ATTENDING		
Staff / Volunteer / Trainee's Name	Phone Number (BH)	Phone Number (Mobile)

CO-ORDINATOR EVALUATION
Evaluation notes

Name of Co-ordinator/ Nominated Supervisor		Date venue inspected	
Have hazards been controlled?			
Signature			

CHILDREN ATTENDING AND PARENT APPROVALS			
*Parents, please read Excursion Risk Assessment (held by Educator) and this Report and sign below for your approval			
Child' Name	Parent's Name	Parent's Emergency Contact Number	Parent's Approval Signature*

Note: Excursion Risk Assessments must be completed each time for a non-routine excursion and annually for a routine excursion.  
Educator visual checks of excursion environments must be completed at each excursion.

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