

## Out and About Program – “Regular Outing”

### What is a regular outing?

A regular outing is an excursion undertaken on a regular basis. A **regular outing** means a walk, to and from a destination that St Mary's visits regularly as part of its educational program, and where the circumstances relevant to the required risk assessment are the same on each outing.

Regular outings provide valuable opportunities for children to explore the wider community and to extend their educational program. The Approved provider and educators at St Mary's are however, mindful of additional risks that may be present and these outings are conducted in a way that:

- ensures the safety, health and wellbeing of the children being educated and cared for by St Mary's Preschool; and
- meets the educational and developmental needs of the children being educated and cared for by St Mary's Preschool

### Authorisation for an excursion that is a regular outing

If an excursion is a regular outing the authorisation is required once in every 12 month period however obtaining authorisation in these circumstances more regularly is always considered advisable. St Mary's will obtain authorisation at the beginning of the year on the enrolment form. If there are any changes to the risk assessment surrounding the designated regular outings area St Mary's will seek additional authorisation.

All authorisations for excursions will be kept in the enrolment records for each child enrolled at St Mary's. As in the case for all excursions, St Mary's will take a list of emergency contacts for all children with them on these regular outings in case there is a need to contact the parent/guardian.

### Regular Outings Risk Assessment Plan

This Risk Assessment Plan has been developed in consultation with staff and the management committee for St Mary's Preschool. This document will be monitored and reviewed regularly and we are keen to incorporate any ideas, suggestions or concerns not already addressed in the register.

Should you have any questions relating to an out and about then please contact your child's teacher.

# St Mary's Preschool Out and About Program Risk Management Plan

| Regular Outing Details  |  |
|---|--|
| <p><b>Date(s) of regular outings</b></p> <p>Not specified</p>   | <p><b>Regular Outing Details</b></p> <p>Programmed regular outings conducted at anytime throughout the session. Regular outing will only take place within the designated boundary outlined by the kindergarten.</p>                           |
| <p><b>Departure and Arrival Times</b></p> <p>Not specified .</p> <p>Parents notified by Kinderloop messaging when children depart St Mary's and when they arrive back.</p>  |  |
| <p><b><u>Proposed Risk Assessed Activities:</u></b></p> <p>Walk to the shops, post office, vet etc<br/>           Walk to the local parks – Dendy St &amp; Lucas St<br/>           Walk around the streets within the specified boundaries<br/>           Walk to St Finbar's Primary School.<br/>           St Mary's Preschool Nature garden (front garden)</p> | <p><b>Water Hazard?      No</b></p> <p>There is no water safety issues identified within the boundaries specified by the kindergarten.</p>   |
| <p><b>Method of Transport, including proposed route</b></p>   | <p>Routes will vary depending on the proposed activity and desired location, however children will never travel outside of the designated boundary specified by the kindergarten.</p> <p>Method of transport will be walking at all times.</p> |
| <p><b>Coordinator of the outing:</b></p>  | <p>Educator that is authorised as the certified supervisor during the session will be the co-ordinator of the regular outing.</p>  |

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| <b>Contact number of excursion coordinator</b>  | <b>Name of Co coordinators</b><br><br><b>Penguin Group</b><br>Emma Rowe, Annie Xu, Lisa Amiet and Robyn Greenhalgh<br><br><b>Koala Group</b><br>Tammy Silber, Heather Atkinson & Karen Revill   |   | <b>Mobile contact number</b><br><br>St Mary's Preschool mobile number will be given to all families to ensure contact can be made at anytime while outside of the kindergarten. |
| <b>Number of Children attending excursion</b>   | The maximum number in each group is 28  | <b>Number of educators/parents/volunteers</b> | 2 - 3 educators<br><br>(2 if 22 group size)<br><br>(3 if group size above 22)<br><br>+ parent or volunteer if required  |
| <b>Educator to child ratio, including whether this excursion warrants a higher ratio?</b><br><br><b>Please provide details.</b> | Session time in our Nature garden area, and walk around our local streets require standard 1:11 ratio educator.<br><br>Visits to our local shops, St Finbars, and local parks (Lucas St & Dendy Park) require additional support of at least 1 parent or volunteer. |   |   |
| <b>Excursion Details</b>  |   |   |   |
| <input type="checkbox"/> <b>First Aid Kit</b>   | <input type="checkbox"/> <b>List of adults participating in the excursion</b>   |   |   |
| <input type="checkbox"/> <b>List of children attending the excursion</b>  | <input type="checkbox"/> <b>Contact Information for each adult</b>  |   |   |
| <input type="checkbox"/> <b>Medical information for each child with medical alert</b>   | <input type="checkbox"/> <b>Mobile phone / other means of communication with the service and emergency services</b>   |   |   |
| <input type="checkbox"/> <b>Medical devices for children with medical alert</b>   | <input type="checkbox"/> <b>Other items, please list</b>  |   |   |

Emergency contact of parents for children attending the excursion

## Lucas Street Park

A child's ability to access nature and learn outdoors is fundamental within the National Quality Framework. Learning outdoors promotes a child's health (Quality Standard 2) through relaxation, physical activity and spontaneous experiences. By placing children in a natural outdoor setting (Quality Standard 3), they have the opportunity for independent exploration, to learn about the community they live in, and how to care for the natural world.

|                             |  |
|-----------------------------|--|
| Outing location             | <b>Walk to Lucas Street Park – Distance 700 meters approximately 10 minutes slow walking speed</b>   |
| Route to Destination        | <ul style="list-style-type: none"> <li>➤ Cross Dendy Street out the front of the kindergarten</li> <li>➤ Walk up Dendy St towards Hampton St</li> <li>➤ Cross over Comer Street</li> <li>➤ Cross over Baird Street</li> <li>➤ Cross over Canberra Street</li> <li>➤ Left into Lucas Street</li> </ul>  |
| Facilities                  | Basketball/netball rings<br>Drinking fountain<br>Playground  |
| Activities to be undertaken | <ul style="list-style-type: none"> <li>• <b>Climbing trees</b></li> <li>• <b>Playing on equipment</b></li> <li>• <b>Nature ramble</b></li> <li>• <b>Sports games and activities</b></li> <li>• <b>Picnic</b></li> <li>• <b>Art projects</b></li> </ul>   |
| Precaution strategies       | <b>Road Safety</b> <ul style="list-style-type: none"> <li>• Educators to wear high visibility vests at all times when crossing the road.</li> <li>• Educators will place themselves at the front and the back of the children to ensure they are being supervised at all times, and no child can move away from the group without being noticed</li> <li>• The parent/volunteer will enter the road first and when it is safe they will instruct the children to cross.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Children will be taught road safety and the importance of looking carefully before crossing the road, at all times STOP LOOK LISTEN THINK</li> <li>• Children will be instructed to walk hand in hand with their partner to ensure the group stay connected at all times</li> <li>• Educators will always walk on the road side of the children and encourage children to remain on the footpath at all times and not cross onto the nature strip unless otherwise instructed.</li> <li>• Educators will walk at a pace that enables the group to stay together at all times. and to cater for those slower children.</li> </ul> <p><b>At Destination:</b></p> <ul style="list-style-type: none"> <li>• A head count will be regularly taken to ensure children are accounted for at all times.</li> <li>• Educators will be present at all times when the children are participating in organised activities</li> <li>• Educators will only choose/ allow activities for the children to participate in that are developmentally appropriate, to reduce the risk of a potential injury and incident.</li> <li>• A mobile telephone will be carried at all times if there is a need to contact a parent/guardian or make an emergency call.</li> <li>• First aid is carried at all times in case of a fall or accident.</li> <li>• Educators will walk the boundaries with the children every time they go to the park and explain where they are allowed to play.</li> <li>• Staff will also be on the lookout for any potentially dangerous objects that may be found in the parks such as broken bottles and syringes.</li> <li>• Educators will educate and reinforce the children about the dangers of picking up objects in the park and if they see something strange to not touch it.</li> </ul> |
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| Risk Description                                   | Existing Control   | Rating                             |                   |                 | Treatment Priority | Treatment  |
|--|--|------------------------------------|-------------------|-----------------|--------------------|--|
| Describe the risk, event, causes and consequences. | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List:<br><br>What will be done?<br>Who is accountable?<br>When will it happen?  |
| <b>Dog bite</b>                                    | ∞ Dog safety awareness to be incorporated into the program annually. Educators to reinforce<br>∞ Protocol established for kinder staff to be on alert for 'dogs off lead' and to alert staff and | <b>Unknown</b>                     | <b>Moderate</b>   | <b>Unlikely</b> | <b>Minor</b>       | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Complete incident report and notify DET.</li> <li>• Notify President/Approved Provider</li> </ul> |

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|  | <p>children if a dog is in range. Staff to ensure children follow appropriate procedure –</p> <ul style="list-style-type: none"> <li>o Stand still</li> <li>o Arms by side</li> <li>o Look down</li> </ul> <p>∞ Staff to manage controlled and supervised interactions with dogs where appropriate.</p> |  |  |  |  |  |
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|                                     |   |                     |              |             |                 |   |
|-------------------------------------|---|---------------------|--------------|-------------|-----------------|---|
| <b>Child Getting lost</b>           | <p>∞ Adult / child ratio and constant supervision.</p> <p>∞ Program planning, selection of appropriate location, mobile phone number and centre details number attached to children's clothing</p> <p>∞ Children to be taught procedure if lost - stay in one place (do not move)</p>               | <b>Unknown</b>      | <b>Major</b> | <b>Rare</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Gather children and one staff member to leave group in search of child</li> <li>• Notify President /Approved Provider</li> <li>• Complete incident report and notify DET.</li> </ul>  |
| <b>Child being hit by a vehicle</b> | <p>∞ Adult / child ratio, and constant supervision.</p> <p>∞ Educators will select a location at park away from parking areas.</p> <p>∞ Educate children about road safety, identify and discuss areas where cars may be a hazard.</p> <p>∞ Practice crossing the road at every possible chance</p> | <b>Satisfactory</b> | <b>Major</b> | <b>Rare</b> | <b>Moderate</b> | <p>Follow first aid procedure</p> <ul style="list-style-type: none"> <li>• Notify ambulance.</li> <li>• Co-operate with Emergency Services.</li> <li>• Remove other children from environment.</li> <li>• Request additional assistance from available Committee member(s).</li> </ul> <p>Action incident management tree</p> <ul style="list-style-type: none"> <li>• Organise de-brief counselling for staff, parents and children as necessary.</li> <li>• Notify President/Approved Provider</li> <li>• Complete incident report and notify DET.</li> </ul> |
| <b>Stanger interference</b>         | <p>∞ Adult / child ratio and constant supervision.</p> <p>∞ Appropriate interactions with other users of the designated areas and to limit contact with other parties that could disrupt the program.</p>   | <b>Satisfactory</b> | <b>Major</b> | <b>Rare</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Notify DET.</li> <li>• Complete incident report</li> <li>• Notify President/Approved Provider</li> </ul>  |

|   |  |                     |              |             |                 |  |
|---|--|---------------------|--------------|-------------|-----------------|--|
|   | <ul style="list-style-type: none"> <li>∞ High visibility clothing for staff in the program to be worn at all times for staff, children, and public to easily identify</li> </ul>   |                     |              |             |                 |  |
| <p><b>Child hit by branch / tree broken limb/other serious injury</b></p> | <ul style="list-style-type: none"> <li>∞ Selection of appropriate areas for children to play – safety check</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff – Level 2</li> <li>∞ Staff to take into consideration weather conditions before departure.</li> </ul> | <b>Satisfactory</b> | <b>Major</b> | <b>Rare</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify Ambulance if required</li> <li>• Notify parent/guardian</li> <li>• Notify President/Approved Provider</li> <li>• Complete incident report and notify DET.</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul> |

| Risk Description   | Existing Control   | Rating                             |                   |                 | Treatment Priority | Treatment   |
|--|--|------------------------------------|-------------------|-----------------|--------------------|---|
| Describe the risk, event, causes and consequences.         | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?  |
| <b>Child falls from tree or equipment</b>                  | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision</li> <li>∞ Educate children about risk-taking;</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> </ul>  | <b>Satisfactory</b>                | <b>Moderate</b>   | <b>Possible</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify Ambulance if required</li> <li>• Notify parent/guardian</li> <li>• President</li> <li>• Complete incident report</li> <li>• Notify DET.</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).<br/>Notify President/Approved Provider</li> </ul> |
| <b>Sickness/ injury from Litter, Pollution, etc</b>        | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff – Level 2</li> <li>∞ Wash hands after contact with plants and dirty water prior to eating</li> <li>∞ Avoid ingestion of dirty puddle water by advising children and minimizing splashing near faces</li> </ul>  | <b>Satisfactory</b>                | <b>Minor</b>      | <b>Possible</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Complete incident report</li> </ul>  |
| <b>Sunburn/ Heat Exposure / Extreme Weather conditions</b> | <ul style="list-style-type: none"> <li>∞ Monitor weather on the days of planned regular outing.</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Protective clothing to be worn if the UV rating is really high such as long sleeves</li> <li>∞ Kinder program conducted in shaded areas.</li> <li>∞ Children bring water bottles and water available. Hats to be worn at all times</li> <li>∞ Apply kinder sun safety policy.</li> <li>∞ Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather conditions.</li> </ul> | <b>Satisfactory</b>                | <b>Minor</b>      | <b>Unlikely</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Cancel potential regular outing if extreme weather conditions are considered too hazardous i.e. too hot or too wet.</li> <li>• Advise parents if children appear sunburn or heat effected</li> <li>• Complete incident report</li> </ul>   |



| Risk Description  | Existing Control  | Rating                             |                   |                 | Treatment Priority | Treatment   |
|---|---|------------------------------------|-------------------|-----------------|--------------------|---|
| Describe the risk, event, causes and consequences.  | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk   | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?  |
| <b>Insect bite / sting. Ingestion of or reaction to plant/other material.</b>   | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Request allergy information from parents as per normal Kinder/child care procedure.</li> <li>∞ Carry Emergency Action Plans and Epi-pens and Asthma Medication for relevant children.</li> <li>∞ Use of repellent approved by Parents/Kinder Committee.</li> </ul> | <b>Satisfactory</b>                | <b>Minor</b>      | <b>Likely</b>   | <b>Low</b>         | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify ambulance if severe reaction.</li> <li>• Notify parent/guardian.</li> <li>• Inform parents whose children are not appropriately dressed.</li> <li>• Complete incident report</li> </ul>   |
| <b>Needle stick injury (The risk of contracting HIV (the virus that causes AIDS) or other blood borne viruses by injuring yourself with a needle and syringe is very low)</b> | <ul style="list-style-type: none"> <li>∞ Staff to carry out site inspection prior to the program starting.</li> <li>∞ Any syringes are removed using tongs and placed securely in a sharps container.</li> <li>∞ If a needle is difficult to retrieve, staff to contact council to remove.</li> <li>∞ Areas that have dense vegetation will require closer inspection to ensure a needle hasn't been missed.</li> </ul>                     | <b>Satisfactory</b>                | <b>Major</b>      | <b>Rare</b>     | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Flush the area with flowing water. Wash the wound well with soap and hot water.</li> <li>• Put antiseptic on the wound with a waterproof band-aid.</li> <li>• Notify parent / guardian</li> <li>• Seek medical attention for an assessment of the risk of infection and appropriate treatment.</li> <li>• If the needle and syringe cannot be retrieved, mark the area so others are not at risk</li> <li>• Complete incident report and notify DET</li> </ul> |
| <b>Spider or snake bite</b>   | <ul style="list-style-type: none"> <li>∞ Stay a recommended distance from long grassed and bushy areas during summer months</li> <li>∞ First Aid Kit and operational mobile to be carried at times.</li> <li>∞ First Aid trained staff Level 2</li> <li>∞ Emergency contact number for children and staff</li> </ul>  | <b>Satisfactory</b>                | <b>Major</b>      | <b>Rare</b>     | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Call ambulance</li> <li>• Call parent/carer</li> <li>• Complete Incident Report</li> <li>• Notify DET</li> </ul>  |

## Dendy Street Park

A child's ability to access nature and learn outdoors is fundamental within the National Quality Framework. Learning outdoors promotes a child's health (Quality Standard 2) through relaxation, physical activity and spontaneous experiences. By placing children in a natural outdoor setting (Quality Standard 3), they have the opportunity for independent exploration, to learn about the community they live in, and how to care for the natural world.

|                             |  |
|-----------------------------|--|
| <b>Activity / Program</b>   | <b>Walk to Dendy Street Park – Distance 1000 meters approximately 10 minutes slow walking speed</b>  |
| Route to Destination        | <ul style="list-style-type: none"> <li>➤ Cross Hughes street</li> <li>➤ Walk along Dendy Street, and cross at the pedestrian crossing out the front of Brighton Secondary college</li> <li>➤ Walk up Dendy St towards Nepean Hwy</li> </ul>  |
| Facilities                  | Sports fields<br>Drinking fountain<br>Playgrounds<br>Toilet facilities   |
| Activities to be undertaken | <ul style="list-style-type: none"> <li>• Climbing trees</li> <li>• Nature ramble – exploring the park</li> <li>• Sports games and activities on the playing fields</li> <li>• Picnic</li> <li>• Playground activities</li> <li>• Stories amongst the trees</li> <li>• Nature drawing</li> </ul>  |
| Precaution strategies       | <p><b>Road Safety</b></p> <ul style="list-style-type: none"> <li>• Educators to wear high visibility vests at all times when crossing the road.</li> <li>• Educators will place themselves at the front and the back of the children to ensure they are being supervised at all times, and no child can move away from the group without being noticed</li> <li>• The parent/volunteer will enter the road first and when it is safe they will instruct the children to cross.</li> <li>• Children will be taught road safety and the importance of looking carefully before crossing the road at all times STOP LOOK LISTEN THINK</li> <li>• Children will be instructed to walk hand in hand with their partner this ensures the group stays connected at all times</li> </ul> |

• Educators will always walk on the road side of the children and encourage children to remain on the footpath at all times and not cross onto the nature strip unless otherwise instructed.

• Educators will walk at a pace that enables the group to stay together at all times to cater for those slower children.

**At Destination:**

• A head count will be regularly taken to ensure children are accounted for at all times.

• Educators will be present at all times when the children are participating in organised activities

• Educators will only choose/ allow activities for the children to participate in that are developmentally appropriate, to reduce the risk of a potential injury and incident.

• A mobile telephone will be carried at all times should we need to contact a parent/guardian or make an emergency call.

• First aid is carried at all times in case of a fall or accident.

• Educators will walk the boundaries with the children every time they go to the park and explain where they are allowed to play.

• Staff will also be on the lookout for any potentially dangerous objects that may be found in the parks such as broken bottles and syringes.

• Educators will educate and reinforce the children about the dangers of picking up objects in the park and if they see something strange to not touch it.

| Risk Description                                   | Existing Control   | Rating                             |                   |                 | Treatment Priority | Treatment   |
|--|--|------------------------------------|-------------------|-----------------|--------------------|---|
| Describe the risk, event, causes and consequences. | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List:<br><br>What will be done?<br>Who is accountable?<br>When will it happen?   |
| <b>Dog bite</b>                                    | <ul style="list-style-type: none"> <li>∞ Dog safety awareness to be incorporated into the program annually</li> <li>∞ Protocol established for kinder staff to be on alert for 'dogs off lead' and to alert staff and children if a dog is in range. Staff to ensure children follow appropriate procedure – <ul style="list-style-type: none"> <li>○ Stand still</li> <li>○ Arms by side</li> <li>○ Look down</li> </ul> </li> <li>∞ Staff to manage controlled and supervised interactions with dogs where appropriate.</li> </ul> | <b>Unknown</b>                     | <b>Moderate</b>   | <b>Possible</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Complete incident report and notify DET.</li> <li>Notify President/Approved Provider</li> </ul>  |
| <b>Child Getting lost</b>                          | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Program planning, selection of appropriate location, mobile phone number and centre details number attached to children's clothing</li> <li>∞ Children to be taught procedure if lost - stay in one place (do not move)</li> </ul>   | <b>Unknown</b>                     | <b>Major</b>      | <b>Unlikely</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Gather children, and one staff member to leave group in search of child</li> <li>• Notify President/Approved Provider</li> <li>• Notify DET</li> </ul>  |
| <b>Child being hit by a vehicle</b>                | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Selection of location away from parking areas.</li> <li>∞ Educate children about road safety and identify areas where cars may be a hazard and incorporate this into the normal educational program</li> <li>∞ Practice crossing the road at every possible chance</li> </ul>  | <b>Satisfactory</b>                | <b>Major</b>      | <b>Rare</b>     | <b>Moderate</b>    | <p>Follow first aid procedure</p> <ul style="list-style-type: none"> <li>• Notify ambulance.</li> <li>• Co-operate with Emergency Services.</li> <li>• Remove other children from environment.</li> <li>• Request additional assistance from available Committee member(s).</li> <li>• Action incident management tree</li> <li>• Organise de-brief counselling for staff, parents and children as necessary.</li> <li>• Notify President/Approved Provider</li> <li>• Complete Incident Report and notify DET</li> </ul> |

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|--|--|---------------------|-----------------|-----------------|-----------------|---|
| <b>Stranger interference</b>                                       | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Appropriate interactions with other users of The designated areas and to limit contact with other parties that could disrupt the program.</li> <li>∞ High visibility clothing for staff in the program to be worn at all times for staff, children, and public to easily identify</li> </ul> | <b>Satisfactory</b> | <b>Major</b>    | <b>Possible</b> | <b>High</b>     | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Notify DET, incident report</li> <li>• Notify President/Approved Provider</li> </ul>  |
| <b>Child hit by branch / tree broken limb/other serious injury</b> | <ul style="list-style-type: none"> <li>∞ Selection of appropriate areas for children to play</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff – Level 2</li> </ul>   | <b>Satisfactory</b> | <b>Major</b>    | <b>Rare</b>     | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Ring ambulance if required</li> <li>• Notify parent/guardian</li> <li>• Notify President/Approved Provider</li> <li>• Complete incident report and notify DET.</li> <li>• Contact VMLA (insurer) for advice (liability/claims management).</li> </ul>                      |
| <b>Child falls from tree or equipment</b>                          | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision</li> <li>∞ Educate children about risk-taking;</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> </ul>  | <b>Satisfactory</b> | <b>Moderate</b> | <b>Possible</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Ring ambulance if required</li> <li>• Notify parent/guardian</li> <li>• President</li> <li>• Complete incident report</li> <li>• Notify DET.</li> <li>• Contact VMLA (insurer) for advice (liability/claims management).<br/>Notify President/Approved Provider</li> </ul> |
| <b>Sickness/ injury from Litter, Pollution, etc</b>                | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff – Level 2</li> <li>∞ Wash hands after contact with plants and dirty water prior to eating</li> <li>∞ Avoid ingestion of dirty puddle water by advising children and minimizing splashing near faces</li> </ul>                            | <b>Satisfactory</b> | <b>Minor</b>    | <b>Possible</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Complete incident report</li> </ul>  |
| <b>Sunburn/ Heat Exposure / Extreme Weather conditions</b>         | <ul style="list-style-type: none"> <li>∞ Monitor weather on the days of planned regular outing.</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> </ul>   | <b>Satisfactory</b> | <b>Minor</b>    | <b>Unlikely</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Cancel potential regular outing if extreme weather conditions are considered too hazardous i.e. too hot, too wet, too windy.</li> </ul>  |

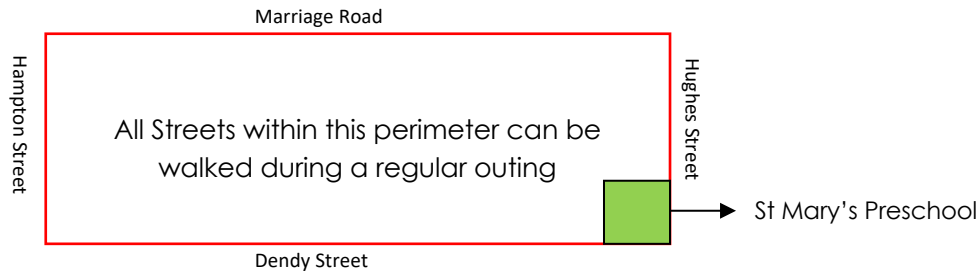
|  |  |                     |                 |               |                 |   |
|--|--|---------------------|-----------------|---------------|-----------------|---|
|  | <ul style="list-style-type: none"> <li>∞ Protective clothing to be worn if the UV rating is really high such as long sleeves</li> <li>∞ Kinder program conducted in shaded areas.</li> <li>∞ Children bring water bottles and water available.</li> <li>∞ Apply Kinder sun safety policy.</li> <li>∞ Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather conditions.</li> </ul>  |                     |                 |               |                 | <ul style="list-style-type: none"> <li>• Advise parents if children appear sunburn or heat effected</li> <li>• Complete incident report</li> </ul>  |
| <p><b>Insect bite / sting. Ingestion of or reaction to plant/other material.</b></p>   | <ul style="list-style-type: none"> <li>∞ Protective clothing / education of children as part of regular outing program</li> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Request allergy information from parents as per normal Kinder/child care procedure.</li> <li>∞ Carry Emergency Action Plans and Epi-pens and Asthma Medication for relevant children.</li> <li>∞ Use of repellent approved by Parents/Kinder Committee.</li> </ul> | <b>Satisfactory</b> | <b>Moderate</b> | <b>Likely</b> | <b>High</b>     | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify ambulance if severe reaction.</li> <li>• Notify parent/guardian.</li> <li>• Inform parents whose children are not appropriately dressed.</li> <li>• Complete incident report</li> </ul>   |
| <p><b>Needle stick injury (The risk of contracting HIV (the virus that causes AIDS) or other blood borne viruses by injuring yourself with a needle and syringe is very low)</b></p> | <ul style="list-style-type: none"> <li>∞ Staff to carry out site inspection prior to the program starting<br/>Any syringes are removed using tongs and placed securely in a sharps container.</li> <li>∞ If a needle is difficult to retrieve, staff to contact council to remove.</li> <li>∞ Areas that have dense vegetation will require closer inspection to ensure a needle hasn't been missed.</li> </ul>  | <b>Satisfactory</b> | <b>Major</b>    | <b>Rare</b>   | <b>Moderate</b> | <p>Flush the area with flowing water.</p> <ul style="list-style-type: none"> <li>• Wash the wound well with soap and hot water.</li> <li>• Put antiseptic on the wound with a waterproof band-aid.</li> <li>• Notify parent / guardian</li> <li>• Seek medical attention for an assessment</li> <li>• of the risk of infection and appropriate treatment.</li> <li>• If the needle and syringe cannot be retrieved, mark the area so others are not at risk</li> <li>• Complete incident report and notify DET</li> </ul> |

|                                    |  |                            |                     |                    |                        |  |
|------------------------------------|--|----------------------------|---------------------|--------------------|------------------------|--|
| <p><b>Spider or snake bite</b></p> | <ul style="list-style-type: none"> <li>∞ Stay a recommended distance from long grassed and bushy areas during summer months</li> <li>∞ First Aid Kit and operational mobile to be carried at times.</li> <li>∞ First Aid trained staff Level 2</li> <li>∞ Emergency contact number for children and staff</li> </ul> | <p><b>Satisfactory</b></p> | <p><b>Major</b></p> | <p><b>Rare</b></p> | <p><b>Moderate</b></p> | <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Call ambulance</li> <li>• Call parent/carer</li> <li>• Complete Incident Report</li> <li>• Notify DET</li> </ul> |
|------------------------------------|--|----------------------------|---------------------|--------------------|------------------------|--|

## Hampton Street:

General walks within the designated area. Visit to the local shops in Hampton Street – example veterinary clinic, post office, dentist

Designated perimeter –



Hampton Street offers many valuable learning experiences such as visiting the post office, veterinary clinic, local fruit shop, etc. Providing opportunities for the children to interact & learn within their own local community. (Quality standard six)

|                             |   |                             |
|-----------------------------|---|-----------------------------|
| <b>Activity / Program</b>   | <p><b>Walk to Hampton Street – Dendy Village shopping</b></p> <p><b>Walk around the streets in the Hampton Street Hughes Street Perimeter</b></p>   |                             |
| Route to Destination        | <ul style="list-style-type: none"> <li>➤ Walk up Hughes Street to Marriage Road</li> <li>➤ Turn left in Marriage Road and walk towards Hampton Street</li> <li>➤ Walk along Hampton Street to Dendy Street</li> <li>➤ Left in Dendy Street and walk down towards the kindergarten</li> <li>➤ This is the designated perimeter and staff can decided which way the choose to walk and if the walk any of the small street in between Hampton Street and Hughes Street</li> </ul> | Route to Destination        |
| Facilities                  | None  | Facilities                  |
| Activities to be undertaken | <p>Depending on the programmed activity , some activities could include:</p> <ul style="list-style-type: none"> <li>• Learning about the role of the vet</li> <li>• Buying fruit, cooking ingredients from the grocer</li> <li>• Posting letters at the post office, and finding out where our letters go when we post them</li> </ul>  | Activities to be undertaken |



|                       |  |
|-----------------------|--|
| Precaution strategies | <p><b>Road Safety</b></p> <ul style="list-style-type: none"><li>• Educators to wear high visibility vests at all times when crossing the road.</li><li>• Educators will place themselves at the front and the back of the children to ensure they are being supervised at all times, and no child can move away from the group without being noticed</li><li>• The parent/volunteer will enter the road first and when it is safe they will instruct the children to cross.</li><li>• Children will be taught road safety and the importance of looking carefully before crossing the road at all times STOP LOOK LISTEN THINK</li><li>• Children will be instructed to walk hand in hand with their partner this ensures the group stay connected at all times</li><li>• Educators will always walk on the road side of the children and encourage children to remain on the footpath at all times and not cross onto the nature strip unless otherwise instructed.</li><li>• Educators will walk at a pace that enables the group to stay together at all times to cater for those slower children.</li></ul> <p><b>At Destination:</b></p> <ul style="list-style-type: none"><li>• A head count will be regularly taken to ensure children are accounted for at all times.</li><li>• Educators will be present at all times when the children are participating in organised activities</li><li>• Educators will only choose/ allow activities for the children to participate in that are developmentally appropriate, to reduce the risk of a potential injury and incident.</li><li>• A mobile telephone will be carried at all times should we need to contact a parent/guardian or make an emergency call.</li><li>• First aid is carried at all times in case of a fall or accident.</li><li>• Educators will educate and reinforce the children about the dangers of picking up objects on the path and if they see something strange to not touch it.</li></ul> |
|-----------------------|--|

| Risk Description                                   | Existing Control   | Rating                             |                   |                 | Treatment Priority | Treatment  |
|--|--|------------------------------------|-------------------|-----------------|--------------------|--|
| Describe the risk, event, causes and consequences. | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List:<br><br>What will be done?<br>Who is accountable?<br>When will it happen?  |
| <b>Child Getting lost</b>                          | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Program planning, selection of appropriate location, mobile phone number and centre details number attached to children's clothing</li> <li>∞ Children to be taught procedure if lost - stay in one place (do not move)</li> </ul>   | <b>Unknown</b>                     | <b>Major</b>      | <b>Unlikely</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Gather children and one staff member to leave group in search of child</li> <li>• Notify President/Approved Provider</li> </ul>  |
| <b>Child being hit by a vehicle in driveway</b>    | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Selection of location away from parking areas.</li> <li>∞ Educate children about road safety and identify areas where cars may be a hazard and incorporate this into the normal educational program</li> <li>∞ Practice crossing the road at every possible chance</li> </ul>                | <b>Satisfactory</b>                | <b>Major</b>      | <b>Rare</b>     | <b>Moderate</b>    | <p>Follow first aid procedure</p> <ul style="list-style-type: none"> <li>• Notify ambulance.</li> <li>• Co-operate with Emergency Services.</li> <li>• Remove other children from environment.</li> <li>• Request additional assistance from available Committee member(s).</li> <li>• Action incident management tree</li> <li>• Organise de-brief counselling for staff, parents and children as necessary.</li> <li>• Notify President/Approved Provider</li> </ul> |
| <b>Stranger interference</b>                       | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Appropriate interactions with other users of The designated areas and to limit contact with other parties that could disrupt the program.</li> <li>∞ High visibility clothing for staff in the program to be worn at all times for staff, children, and public to easily identify</li> </ul> | <b>Satisfactory</b>                | <b>Major</b>      | <b>Possible</b> | <b>High</b>        | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Complete Incident Report and Notify DET.</li> <li>• Notify President/Approved Provider</li> </ul>  |

|   |  |                     |                 |                 |                 |   |
|---|--|---------------------|-----------------|-----------------|-----------------|---|
| <b>Allergy reaction at VET</b>                                    | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Request allergy information from parents as per normal Kinder/child care procedure.</li> <li>∞ Carry Emergency Action Plans and Epi-pens and Asthma Medication for relevant children.</li> <li>∞ Use of repellent approved by Parents/Kinder Committee.</li> </ul>  | <b>Satisfactory</b> | <b>Moderate</b> | <b>Likely</b>   | <b>High</b>     | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify ambulance if severe reaction.</li> <li>• Notify parent/guardian.</li> <li>• Complete incident report and notify DET</li> </ul>  |
| <b>Dog bite</b>   | <ul style="list-style-type: none"> <li>∞ Dog safety awareness of children session provided annually.</li> <li>∞ Protocol established for Kinder staff to be on alert for 'dogs off lead' and to alert staff and children if a dog is in range. Staff to ensure children follow appropriate procedure – <ul style="list-style-type: none"> <li>○ Stand still</li> <li>○ Arms by side</li> <li>○ Look down</li> </ul> </li> <li>∞ Staff to manage controlled and supervised interactions with dogs where appropriate.</li> </ul> | <b>Unknown</b>      | <b>Moderate</b> | <b>Possible</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Complete incident report and notify DET.</li> <li>Notify President/Approved Provider</li> </ul>  |
| <b>General fall, limb sprain or break, severe cut or abrasion</b> | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ One educator to administer first aid</li> <li>∞ Other educator to seat children in a safe location away from road so everyone's welfare is maintained during the emergency.</li> <li>∞ Once children are seated and headcount complete action treatment plan depending on emergency situation.</li> </ul>   | <b>Unknown</b>      | <b>Moderate</b> | <b>Likely</b>   | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Contact ambulance if required</li> <li>• Complete incident report and notify DET.</li> <li>Notify President/Approved Provider</li> </ul> |

## St Mary's Preschool 'Bush Kinder' – Front Garden

A child's ability to access nature and learn outdoors is fundamental within the National Quality Framework. Learning outdoors promotes a child's health (Quality Standard 2) through relaxation, physical activity and spontaneous experiences. By placing children in a natural outdoor setting (Quality Standard 3), they have the opportunity for independent exploration, to learn about the community they live in, and how to care for the natural world.

We are very fortunate to have access to our very own '**Bush Kinder**' experience onsite.

| Activity / Program          | Bush kinder , Natural learning environment, Kitchen garden  |
|-----------------------------|---|
| Route to Destination        | <ul style="list-style-type: none"> <li>• Attached to St Mary's preschool – front garden.</li> </ul>   |
| Facilities                  | <ul style="list-style-type: none"> <li>• Toilets within attached building</li> <li>• Enclosed fencing – ability to lock gates</li> <li>• Water tap for washing hands / drinking</li> <li>• Natural shade</li> <li>• Phone and internet connection indoors.</li> </ul>   |
| Activities to be undertaken | <ul style="list-style-type: none"> <li>• Bush kinder experience - learning through playing in nature</li> <li>• Caring for and maintaining our vegetable garden beds</li> <li>• Outdoor meeting circle for group learning</li> <li>• Climbing opportunities in trees, &amp; climbing pyramid</li> <li>• Role play within outdoor cubby house.</li> <li>• Mud Kitchen – and mud pit</li> </ul>   |
| Precaution Strategies:      | <ul style="list-style-type: none"> <li>• Careful when walking on wet ramp – ensuring leaves are regularly raked to avoid slipping</li> <li>• Children taught not to climb on ramp rails</li> <li>• Gates are locked whilst children playing, keys are worn on lanyards around staff necks. Gates unlocked when children go back indoors</li> <li>• Out and About Back Pack is taken outdoors containing: first aid kit, mobile phone; parent contact details</li> <li>• Soap dispenser and towel are available for children to wash their hands</li> <li>• Plants/branches are regularly checked for broken and sharp ends</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Medication bags are left indoors on board – and are easily assessable if needed for a medical emergency.</li> <li>• Two – Three staff members outdoors at all times when whole group in attendance (dependant on Group Size)</li> <li>• Ensure side gate to back of kinder is bolted closed</li> <li>• If only one staff outdoors, best supervision spot is by the ramp stairs. When two (or Three) staff are outdoors ensuring both ends are covered.</li> <li>• Drinks table for drink bottles.</li> </ul> |
|--|---|

| Risk Description                                   | Existing Control  | Rating                             |                   |                 | Treatment Priority | Treatment   |
|--|---|------------------------------------|-------------------|-----------------|--------------------|---|
| Describe the risk, event, causes and consequences. | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List:<br><br>What will be done?<br>Who is accountable?<br>When will it happen? |

|   |   |                     |                 |               |                 |   |
|---|---|---------------------|-----------------|---------------|-----------------|---|
| <b>Allergy reaction</b>   | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational Mobile phone carried at all times</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Medcation and action plans located indoors.</li> </ul> | <b>Satisfactory</b> | <b>Moderate</b> | <b>Likely</b> | <b>High</b>     | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify ambulance if severe reaction.</li> <li>• Notify parent/guardian.</li> <li>• Complete incident report</li> </ul>   |
| <b>General fall, limb sprain or break, severe cut or abrasion</b> | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational Mobile phone carried at all times</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ One educator to administer first aid</li> </ul>        | <b>Unknown</b>      | <b>Moderate</b> | <b>Likely</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Contact ambulance if required</li> <li>• Complete incident report and notify DET.</li> <li>• Notify President/Approved Provider</li> </ul> |

| Risk Description   | Existing Control   | Rating                             |                   |                 | Treatment Priority | Treatment  |
|--|--|------------------------------------|-------------------|-----------------|--------------------|--|
| Describe the risk, event, causes and consequences.                 | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk  | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List:<br><br>What will be done?<br>Who is accountable?<br>When will it happen?  |
| <b>Child hit by branch / tree broken limb/other serious injury</b> | <ul style="list-style-type: none"> <li>∞ Staff to maintain, and check nature garden before use.</li> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational mobile phone carried at all times</li> <li>∞ First aid trained staff – Level 2</li> </ul>  | <b>Satisfactory</b>                | <b>Major</b>      | <b>Rare</b>     | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Ring ambulance if required</li> <li>• Notify parent/guardian</li> <li>• Notify President/Approved Provider</li> <li>• Complete incident report and notify DET.</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>                             |
| <b>Child falls from tree or equipment</b>                          | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision</li> <li>∞ Educate children about risk-taking;</li> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational mobile phone carried at all times</li> <li>∞ First aid trained staff –Level 2</li> </ul>  | <b>Satisfactory</b>                | <b>Moderate</b>   | <b>Possible</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Ring ambulance if required</li> <li>• Notify parent/guardian</li> <li>• President</li> <li>• Complete incident report</li> <li>• Notify DET.</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> <li>• Notify President/Approved Provider</li> </ul> |
| <b>Sunburn/ Heat Exposure / Extreme Weather conditions</b>         | <ul style="list-style-type: none"> <li>∞ Monitor weather</li> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Protective clothing to be worn if the UV rating is really high such as long sleeves</li> <li>∞ Kinder program conducted in shaded areas.</li> <li>∞ Children bring water bottles and water available.</li> <li>∞ Hats to be worn at all times</li> <li>∞ Apply kinder sun safety policy.</li> </ul> | <b>Satisfactory</b>                | <b>Minor</b>      | <b>Unlikely</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Cancel potential regular outing if extreme weather conditions are considered too hazardous i.e. too hot or too wet.</li> <li>• Advise parents if children appear sunburn or heat effected</li> <li>• Complete incident report</li> </ul>  |

|   |   |                     |                 |               |             |   |
|---|---|---------------------|-----------------|---------------|-------------|---|
|   | <ul style="list-style-type: none"> <li>∞ Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather conditions.</li> </ul>   |                     |                 |               |             |   |
| <b>Insect bite / sting.<br/>Ingestion of or<br/>reaction to<br/>plant/other<br/>material.</b> | <ul style="list-style-type: none"> <li>∞ Protective clothing / education of children as part of regular outing program</li> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Emergency Action Plans and Epi-pens and Asthma Medication for relevant children are located indoors</li> </ul> | <b>Satisfactory</b> | <b>Moderate</b> | <b>Likely</b> | <b>High</b> | <ul style="list-style-type: none"> <li>First aid.</li> <li>Notify ambulance if severe reaction.</li> <li>Notify parent/guardian.</li> <li>Complete incident report</li> </ul> |

## St Finbar's Primary School

We are fortunate to be a short walk from St.Finbars Primary School. Providing a link that will benefit all of our children regardless of the primary school that they will attend. Our children will have the opportunity to experience different aspects of school life that will support them in their own school transition.  
(Quality standard 6)

| Activity / Program          | Enjoy experiences offered in a school environment.  |                             |
|-----------------------------|---|-----------------------------|
| Route to Destination        | <ul style="list-style-type: none"> <li>➤ Walk up Hughes Street to Marriage Road</li> <li>➤ Cross Marriage Road and turn Right</li> <li>➤ Left into Curley Street</li> <li>➤ Left into Florence Street</li> <li>➤ Right into either Wallen Street (back gated entrance) <b>or</b> Right onto Centre Rd (Main school entrance)</li> </ul>   | Route to Destination        |
| Facilities                  | <ul style="list-style-type: none"> <li>• Toilets</li> <li>• First Aid</li> <li>• Enclosed grounds</li> <li>• Support if needed</li> <li>• Shade</li> </ul>  | Facilities                  |
| Activities to be undertaken | <ul style="list-style-type: none"> <li>• Sports /outdoor activities</li> <li>• Classroom activities</li> <li>• Drama / Musical performance</li> <li>• Library experience.</li> </ul>  | Activities to be undertaken |
| Precaution strategies       | <p><b>Road Safety</b></p> <ul style="list-style-type: none"> <li>• Educators to wear high visibility vests at all times when crossing the road.</li> <li>• Educators will place themselves at the front and the back of the children to ensure the are being supervised at all times, and no child can move away from the group without being noticed</li> <li>• The parent/volunteer will enter the road first and when it is safe they will instruct the children to cross.</li> <li>• Children will be taught road safety and the importance of looking carefully before crossing the road at all times STOP LOOK LISTEN THINK</li> <li>• Children will be instructed to walk hand in hand with their partner this ensure the group stay connected at all times</li> <li>• Educators will always walk on the road side of the children and encourage children to remain on the footpath at all times and not cross onto the nature strip unless otherwise instructed.</li> </ul> |                             |



|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Educators will walk at a pace that enables the group to stay together at all times to cater for those slower children.</li> </ul> <p><b>At Destination:</b></p> <ul style="list-style-type: none"> <li>• Educators will be present at all times when the children are participating in organised activities</li> <li>• Educators will only choose/ allow activities for the children to participate in that are developmentally appropriate, to reduce the risk of a potential injury and incident.</li> <li>• A mobile telephone will be carried at all times should we need to contact a parent/guardian or make an emergency call.</li> <li>• First aid is carried at all times in case of a fall or accident.</li> <li>• A head count will be regularly taken to ensure children are accounted for at all times.</li> </ul> |
|--|--|

| Risk Description                                   | Existing Control  | Rating                             |                   |                 | Treatment Priority | Treatment  |
|--|---|------------------------------------|-------------------|-----------------|--------------------|--|
| Describe the risk, event, causes and consequences. | Describe any existing policy, procedures, practice or device that acts minimisation a particular risk   | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Overall Rating     | For those risk requiring treatment in addition to the existing controls. List:<br><br>What will be done?<br>Who is accountable?<br>When will it happen?  |
| <b>Child Getting lost</b>                          | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Program planning, selection of appropriate location, mobile phone number and centre details number attached to children's clothing</li> <li>∞ Children to be taught procedure if lost - stay in one place (do not move) and Notify out.</li> </ul>                      | <b>Unknown</b>                     | <b>Major</b>      | <b>Unlikely</b> | <b>Moderate</b>    | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Gather children and one staff member to leave group in search of child</li> <li>• Notify President/Approved Provider</li> </ul>  |
| <b>Child being hit by a vehicle in driveway</b>    | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Educate children about road safety and identify areas where cars may be a hazard and incorporate this into the normal educational program</li> <li>∞ Teach children to STOP LOOK LISTEN THINK</li> <li>∞ Practice crossing the road at every possible chance</li> </ul> | <b>Satisfactory</b>                | <b>Major</b>      | <b>Rare</b>     | <b>Moderate</b>    | <p>Follow first aid procedure</p> <ul style="list-style-type: none"> <li>• Notify ambulance.</li> <li>• Co-operate with Emergency Services.</li> <li>• Remove other children from environment.</li> <li>• Request additional assistance from available Committee member(s).</li> <li>• Action incident management tree</li> <li>• Organise de-brief counselling for staff, parents and children as necessary.</li> <li>• Notify President/Approved Provider</li> </ul> |

|  |   |                     |              |                 |                 |  |
|--|---|---------------------|--------------|-----------------|-----------------|--|
|  |   |                     |              |                 |                 |  |
| <b>Stranger interference</b>                               | <ul style="list-style-type: none"> <li>∞ Adult / child ratio and constant supervision.</li> <li>∞ Appropriate interactions with other users of the designated areas, and to limit contact with other parties that could disrupt the program.</li> <li>∞ High visibility clothing for staff in the program to be worn at all times for staff, children, and public to easily identify</li> </ul>   | <b>Satisfactory</b> | <b>Major</b> | <b>Possible</b> | <b>High</b>     | <ul style="list-style-type: none"> <li>• Notify police/ parents.</li> <li>• Notify DET.</li> <li>• Notify President/Approved Provider</li> <li>•</li> </ul>  |
| <b>Sunburn/ Heat Exposure / Extreme Weather conditions</b> | <ul style="list-style-type: none"> <li>∞ Monitor weather</li> <li>∞ Stocked first aid kit located indoors</li> <li>∞ Operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Protective clothing to be worn if the UV rating is really high such as long sleeves</li> <li>∞ Kinder program conducted in shaded areas.</li> <li>∞ Children bring water bottles and water available.</li> <li>∞ Hats to be worn at all times</li> <li>∞ Apply kinder sun safety policy.</li> <li>∞ Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather conditions.</li> </ul> | <b>Satisfactory</b> | <b>Minor</b> | <b>Unlikely</b> | <b>Moderate</b> | <ul style="list-style-type: none"> <li>• Cancel potential regular outing if extreme weather conditions are considered too hazardous i.e. too hot or too wet.</li> <li>• Advise parents if children appear sunburn or heat effected</li> <li>• Complete incident report</li> <li>•</li> </ul> |

|  |  |                            |                        |                        |                        |   |
|--|--|----------------------------|------------------------|------------------------|------------------------|---|
| <p><b>Allergy reaction</b></p>   | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ Request allergy information from parents as per normal Kinder/child care procedure.</li> <li>∞ Carry Emergency Action Plans and Epi-pens and Asthma Medication for relevant children.</li> </ul>  | <p><b>Satisfactory</b></p> | <p><b>Moderate</b></p> | <p><b>Likely</b></p>   | <p><b>High</b></p>     | <ul style="list-style-type: none"> <li>• First aid.</li> <li>• Notify ambulance if severe reaction.</li> <li>• Notify parent/guardian.</li> <li>• Inform parents whose children are not appropriately dressed.</li> <li>• Complete incident report</li> </ul> |
| <p><b>Dog bite</b></p>   | <ul style="list-style-type: none"> <li>∞ Dog safety awareness of children session provided annually.</li> <li>∞ Protocol established for Kinder staff to be on alert for 'dogs off lead' and to alert staff and children if a dog is in range. Staff to ensure children follow appropriate procedure – <ul style="list-style-type: none"> <li>○ Stand still</li> <li>○ Arms by side</li> <li>○ Look down</li> </ul> </li> <li>∞ Staff to manage controlled and supervised interactions with dogs where appropriate.</li> </ul> | <p><b>Unknown</b></p>      | <p><b>Moderate</b></p> | <p><b>Possible</b></p> | <p><b>Moderate</b></p> | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Complete incident report and notify DET.</li> <li>Notify President/Approved Provider</li> </ul>  |
| <p><b>General fall, limb sprain or break, severe cut or abrasion</b></p> | <ul style="list-style-type: none"> <li>∞ Stocked first aid kit and operational mobile phone carried at all times.</li> <li>∞ First aid trained staff –Level 2</li> <li>∞ One educator to administer first aid</li> <li>∞ Other educator to seat in a safe locator away from road so everyone's welfare is maintained during the emergency.</li> <li>∞ Once children are seated and headcount complete action treatment plan depending on emergency situation.</li> </ul>   | <p><b>Unknown</b></p>      | <p><b>Moderate</b></p> | <p><b>Likely</b></p>   | <p><b>Moderate</b></p> | <ul style="list-style-type: none"> <li>• Follow first aid procedure</li> <li>• Notify parent/guardian</li> <li>• Contact ambulance if required</li> <li>• Complete incident report and notify DET.</li> <li>Notify President/Approved Provider</li> </ul>     |

|  |  |                        |
|--|--|------------------------|
| <b>Plan prepared by:</b>                       | Reviewed by: Emma Rowe (Educational Leader) & Sophie Craig (Admin Officer)   | <b>Date:</b> July 2024 |
| <b>Prepared in consultation with:</b>          | Staff and Committee of Management  |                        |
| <b>Communicated to:</b>                        | Parents through Enrolment Form, Website, and policy folder.  |                        |
| <b>Venue and safety reviewed and attached</b>  | <b>Yes / No</b><br><b>Comment if needed:</b>   |                        |
| <b>Risk assessment communicated to parents</b> | <b>Yes</b><br><b>Detail how it was communicated</b> Enrolment Form (parents must review and , Policy Folder and St Mary's website. |                        |

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**

## Attachment 1

### TREE CLIMBING RISK BENEFIT ANALYSIS

Source: 'Benefit-Risk Assessment of Tree Climbing'  
Mind Stretchers Pty Ltd (October 2009)

#### Benefits of Tree Climbing

- Knowledge: tree characteristics (bark/wood/branches), seasonal changes, weather implications
- Develop physical motor skills
- Build self confidence
- Risk Taking

| Risks/Hazards and Strategies to Mitigate Risk Hazard | Precaution  |
|--|---|
| <b>Material on the floor beneath tree</b>            | <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform children of the hazard to allow self evaluation</li> <li><input type="checkbox"/> Remove where appropriate (staff/children)</li> </ul>   |
| <b>Dead wood</b>                                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove dead wood branches overhead when found</li> <li><input type="checkbox"/> Inform children of the fragility of dead wood - likely to break, encourage children to monitor</li> </ul>   |
| <b>Slippery surfaces</b>                             | <ul style="list-style-type: none"> <li><input type="checkbox"/> Check condition of climbing surfaces prior to activity</li> <li><input type="checkbox"/> Evaluate weather conditions linked to hazard and desist if necessary</li> <li><input type="checkbox"/> Inform children of the hazards and allow self monitoring</li> </ul>   |
| <b>Drop heights</b>                                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Children self assess abilities</li> <li><input type="checkbox"/> Children and staff monitor landing spaces for obstacles and remove or change landing location as required</li> <li><input type="checkbox"/> Staff will not support children who can't climb. "Educators will teach children that: <b>if you can't get up .... you can't get down.</b></li> </ul> |
| <b>Protruding branches</b>                           | <ul style="list-style-type: none"> <li><input type="checkbox"/> Children self assess climbing location</li> <li><input type="checkbox"/> Change climbing location if deemed too high risk</li> </ul>  |

## **St Mary's Preschool – Dogs Policy**

(Regular Outings Specific)

### **Purpose**

This policy aims to clearly define:

- Procedures for dealing with dogs off leads that may enter the regular outings space
- Guidelines for dealing with an angry or threatening dog and/or a dog in attack mode
- The appropriate medical response to dog bites
- A framework for the appropriate education and training of children, staff, parents/guardians and children on how to live safely with dogs.

### **Values**

St Mary's Preschool is committed to:

1. Providing a safe and healthy environment for children and staff participating in the Regular outings program
2. Being respectful of the community space that the regular outings offer, including an awareness of dogs being walked on or off leads.
3. Facilitating appropriate communication and education to staff, parents and guardians to minimise the risk of injury of a dog bite to children and staff during these outings.

### **Scope**

This policy applies to children, parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at St Mary's Preschool

### **Background and legislation**

Relevant legislation includes but is not limited to:

Education and Care Services National Law Act 2010  
Education and Care Services National regulations 2011  
Occupational Health and Safety Act 2004  
Children's Services Act 1996 (CSA)10  
Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2007  
Occupational Health and Safety Compliance, First Aid in the Workplace (2008)

1. Always supervise children and dogs
2. If you are unable to supervise even for a short time, separate children from dogs.
3. Never approach a strange dog
4. When approaching dogs, ALWAYS:
5. ASK the permission of the owner
6. Always let the dog smell the back of your hand first.
7. Pat dogs gently and calmly from the collar to the tail
8. Do not pat a dog on its head.
9. Stand still if a dog approaches (don't make direct eye contact, hands in fists by your side with thumbs on the inside, stand still, and eyes to the ground)
10. Never intervene between dogs that are fighting
11. Never disturb a dog that is eating or sleeping

### **The Committee is responsible for:**

Running a 'Living Safely with Dogs' education session for each four year old kinder group, parents and staff.

1. Particular attention in the session is given to recognising the 11 warning signs given by dogs, the correct way to approach a dog and what to do if approached by an aggressive dog
2. Supplying a First Aid Kit to administer first aid in response to dog bites or for any other purpose
3. Encouraging parents, through this policy, to practice safe dog behaviours at home and to teach children on an ongoing basis how to behave around dogs to minimise risk of dog bites.
4. Ensuring staff are appropriately educated on procedures in the event of an aggressive or threatening dog approaches a child and in the event of a dog attack.
5. Following all procedures as set out in the Incident and Medical Emergency Management Policy (including notice of notifiable incidents, appropriate record keeping in the event of an incident, maintain first aid kit etc)

### **Staff are responsible for:**

1. If a dog is off a lead Continually educating children on the appropriate behaviours around dogs, including recognising warning signs, the correct way to approach a dog, and what to do if approached by an aggressive dog
2. administering first aid in the event of a dog attack
3. Follow procedures in the event of a dog in attack mode.
4. Ensuring incidents are reported in log
5. Ensuring children wash hands if they touch a dog
6. Carrying out the following specific procedures in the event of one of the following incidents occurring

#### **If a dog approaches a child:**

- ❖ Remind children to stand still and not to touch or encourage the dog or make any sudden movements
- ❖ Locate the owner if possible and encourage the owner to move the dog away from the children and put the dog on a lead

#### **If an aggressive and threatening dog approaches**

- ❖ Remind children to keep quiet and still, look down (no eye contact with dog), and put arms by sides with hands in fists with thumbs on the inside
- ❖ Encourage children to keep calm and not run
- ❖ Wait until the dog leaves the area before resuming activities
- ❖ Locate the owner if possible and encourage the owner to put the dog on a lead and move the dog away from the area that the children are in
- ❖ If staff are concerned please note breed of dog and any identifying details, eg red collar to alert Bayside Council.

### **If a dog attacks a child and bites**

- ❖ The following procedures in response to a dog bite are listed on the Victorian Government's Better Health Channel Website
- ❖ Calm the child.
- ❖ If the skin has been broken, wash the area under cold running water.
- ❖ Apply an antiseptic and cover the bite with a clean dressing.
- ❖ Notify parents of the need to take the child to the doctor, as a tetanus booster and antibiotics may be necessary.
- ❖ If a piece of flesh has been bitten off, call an ambulance.
- ❖ Control the bleeding by applying firm pressure to the wound using a sterile dressing or clean cloth until the ambulance arrives.
- ❖ If the child is pale or drowsy, lie them down and raise their legs on a pillow or folded blanket.
- ❖ Do not give the child any food or water.
- ❖ Staff are to follow procedures as set out in Incident & Medical Emergency

### **Management Policy, including contacting parent/guardian, calling ambulance etc**

- ❖ Parents/guardians are responsible for:
- ❖ Practising safe dog behaviours at home and outside of the kinder
- ❖ Teaching children on an ongoing basis how to behave around dogs to minimise risk of dog bites
- ❖ If possible, attending the 'Living Safely With Dogs' education session as provided by the committee children, parents and staff
- ❖ Collecting their child as soon as possible when notified of an incident or medical emergency involving their child (such as a dog bite)
- ❖ Reading and being familiar with the policy
- ❖ Bringing relevant issues to the attention of both staff and committee

### **Evaluation In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:**

Seek feedback regarding this policy and its implementation with parents/guardians of children participating in the regular outing program. This can be facilitated through discussions and the annual centre survey.

Ask staff to share their experiences and observations in relation to the effectiveness of this policy.

Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.