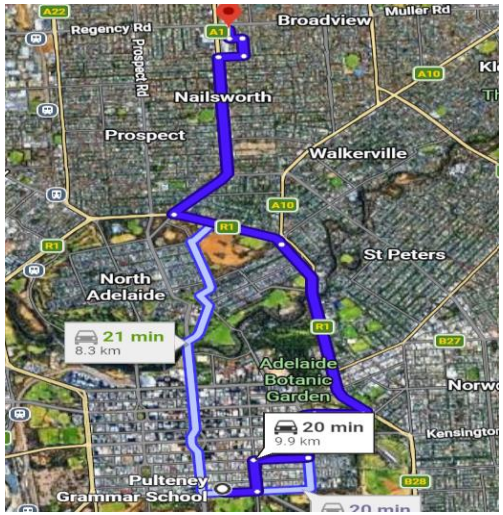
Service Name: Pulteney Grammar School OSHC	
Excursion details Funtopia Regency Road	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wednesday 16th December 2026
Proposed activities. List all activities that will take place during the excursion.	Catching a bus to Funtopia on Regency Road to complete some physical activity on Trampolines & Rock Climbing
Pick up location and destination (s). List each location travelled to and from as part of the excursion.	Pulteney Grammar School OSHC – 190 South Terrace, Adelaide 5000 SA 259-269 Main North Road, Sefton Park SA 5083

E.g. the museum, park for lunch and service.	
Estimated departure and arrival times and duration of the excursion. E.g. from the service to each destination and returning to the service.	Departure from service – 10:00 destination arrival– 10:30 Duration – 2 Hours Departure from destination – 12:30 Arrival to service – 1:00
Proposed route You can include an image of the route sourced online.	

Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	Private charter bus – Kanga Charters in accordance with school policy		
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes Comment: Seatbelts are available for use on the bus, children are checked to ensure seatbelts are in place before bus begins		
Number and full names of each adult involved in the excursion.	Barb Francis Coordinator Nathan Pye Assistant Coordinator Sukhjeet Kaur Hannah Douglas		

E.g. service staff, family members, volunteers	Eliza white Luca Altamura Janaya Coyle Isaac Rachele		
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs	7		
The number of children involved in the excursion.	50		
Any water hazards during the excursion, including any risks associated	No		

with water-based activities? If yes, detail in the risk assessment table below.	
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:8
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for): Children are dropped off in the bus zone next to the venue and are escorted by staff (front, back, middle) in to the venue through the car park. Children are picked up at the same area. Children are counted and attendance is taken as they line up at the service, prior to getting on the bus, as children are getting off the bus, at the venue, inside the venue, as children are leaving the room, as children are getting back on the bus, as they are getting off the bus upon arrival back at service and inside service room	

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): A staff member will embark and disembark the bus before children begin to embark and disembark to ensure children accounted for. Another staff is standing at the entrance of the door of the bus, completing a head counts and other staff members are support the children within the line to ensure supervision is high at all times.	
Excursion checklist – items to be readily available during the excursion (please tick)	
☒☐ First aid kit	☒☐ List of adults involved in the excursion
☒☐ List of children involved in the excursion	☒☐ Contact information for each adult
☒☐ Contact information for each child	☒☐ Mobile phone / other means of communicating with the service & emergency services
☒☐ Medication, health plans and risk assessments for individual children	☒☐ Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Injury on the bus	Low	Educators ensure seatbelts are worn correctly & students sit sensibly.	Children/Staff	On Way and From Excursion
People	Incident with a member of the public	Low	Educators always keep children in a group & away from others in own designated area.	Children/Staff	Bounce
Food	Allergic reaction / choking	Moderate	Educators are trained and have first aid on site, as well as staff members at Funtopia For students with allergies their medication is always on hand	Children/Staff	Bounce
Travel	Walking between the school to bus and bus to venue- student is lost.	Moderate	Educators ensure that all students are accounted for and are constant head counts. Lists of students are taken and checked off before and after getting on the bus/	Children	Bounce

			leaving the movie complex.		
Physical Activity	Injury on play equipment	Moderate	Educators to ensure high supervision to occur at all areas of the venue. Children are monitored closely for any injuries	Children/Staff	Bounce

(Press tab to add more rows)

Risk Matrix

Likelihood	Consequence: Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Plan and Review			
Plan prepared by:	Full name: Nathan Pye Role/Position: Assistant Coordinator	Date:26/8/2026	
Prepared in consultation with:	Full name: Eliza Signature: Role/Position: Assistant Coordinator /Educators		
Communicated to all relevant staff:	Yes Comment if needed:		
Vehicle safety information reviewed and attached:	Yes Comment if needed:		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a '*regular outing*'*, a risk assessment must be undertaken *at least* annually.	2/11/2026		