

## **Excursion Policy**

### **Policy Statement**

*Our Service* will plan excursions to extend on the innovative programming at the service and give children fun experiences in their communities. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service's premises ("My Time, Our Place" Outcome 2.1). Parental permission will be sought for all excursions and each excursion will be carefully planned to ensure potential risks are assessed.

### **Links to Education and Care Services National Regulations and National Quality Standard**

QUALITY AREA 4: STAFFING ARRANGEMENTS		
2.2	Safety	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.1	Supervision	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.2	Incident and emergency management	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
168	Policies and Procedures are required

### **Procedure**

#### **1. Risk assessment.**

A risk assessment must be carried out for an excursion before permission is sought. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion, and detail strategies for minimising and managing those risks.

##### 1.1 The risk assessment must consider:

- The proposed route and destination for the excursion
- Any water hazards and risks associated with water-based activities.
- The method of transport, including any requirements for seatbelts or safety restraints.
- The number of adults and children involved in the excursion.
- Given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children's safety.
- The proposed activities
- The likely length of time of the excursion.
- The items that should be taken on the excursion.

1.2 Undertaking a risk assessment is part of planning a routine outing or excursion. The risk assessment will need to consider the levels of supervision and number of adults needed for the entire time the children are out of the service premises. Volunteers, such as parent helpers, may assist to provide additional, but cannot be included in the ratio.

1.3 Consideration must be given as to how attendance numbers will be verified at certain times during the excursion, such as when leaving the venue or travelling on public transport. Strategies that might be used include head counts or allocating a group of children to a particular adult or educator.



## 2. Written Authorisation

2.1 A parent or other person with authority must give written authorisation for an excursion, before a child leaves the Approved Service. The authorisation must contain the information prescribed in the National Regulations.

- (a) The child's name.
- (b) The reason the child is to be taken outside the premises.
- (c) The date the child is to be taken on the excursion (unless the authorisation is for a regular outing).
- (d) A description of the proposed destination for the excursion.
- (e) The method of transport to be used for the excursion -
  - (i) the means of transport; and
  - (ii) any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- (f) The proposed activities to be undertaken by the child during the excursion.
- (g) The period the child will be away from the premises.
- (h) The anticipated number of children likely to be attending the excursion.
- (i) The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion.
- (j) The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
- (k) That a risk assessment has been prepared and is available at the service.

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

2.3 The authorisation may request additional information, for example, the child's ability to swim.

2.4 Staff are to ensure they take the following:

- Fully stocked first aid kits, asthma and anaphylaxis plans and medications.
- Fully charged mobile phone
- A list of all children on the excursion, with relevant personal details and parent contact numbers.
- A list of emergency procedures and contact numbers, to be always readily accessible to all staff.
- Spare drinking water.
- The centre's emergency, accident, illness and medication, sun protection policies will be implemented on excursions as required.
- All children will be instructed regarding behaviour on the excursion and what to do if they are separated from the group.

## 3. Transportation.

3.1 Steps will be taken to ensure that all excursions comply with transport legislation and regulations.

3.2 Educators will conduct head counts on and off transport and record these on the excursion form, as well as 2 educators check buses at venues and on return after all children have alighted from the bus.

3.3 Educators will closely supervise children at all stages of the transportation process. All staff, volunteers and parents on the excursion will have a current Working with Children Check and will be made aware of the procedures for supervising and assisting children while travelling in public or private transport or on walking excursions.

3.4 Particular attention will be given to assist children when boarding or alighting from public transport and when walking with children across roads or in crowded areas.

3.5 Children being transported will be accompanied by at least one staff member with approved and current:

- first aid qualifications, and
- anaphylaxis management training, and
- emergency asthma management training.

#### 4. **Staff Ratios and Supervision.**

4.1 The staff/child ratios as outlined in the regulations will be met at all times.

- Responsible volunteers may be utilised for excursions, but only over the age of 18yrs may be used to augment adult/child ratios on excursions.

4.2 Supervision is of utmost importance and must be maintained at all times.

- Children will be at all times in the care of a responsible adult.
- The Nominated Supervisor or Responsible Person (RP) will be appointed and have overall responsibility for the excursion.
- It is the responsibility of the RP on duty to maintain head counts and take the roll at appropriate times.
- Bush walking excursions will only be undertaken in well-known areas. Children and staff must remain on defined paths and be instructed in bush safety including what to do in case of a fire or if separated from the group.
- Swimming excursions will only be conducted in a well-supervised council pool or water park. Children will be monitored and grouped relating to swimming ability.
- A special permission form is required for children who wish to swim on the excursion.
- Dams, rivers, and beaches are to be avoided for swimming purposes because of the dangers that they present.

#### 5. **While on the Excursion.**

5.1 No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing. Parents will be notified of any major changes made.

5.2 All children will wear service vest with identification indicating the centre's name, on larger excursions children will be grouped with coloured badges including the centre name and contact mobile number. Under no circumstances should children have their names on badges. Staff will have colour lanyards coordinating with the children's badges with a list of children in their group.

#### **Sources, further reading and useful websites**

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- Education and Care National Regulations.
- Guide to the National Quality Standard.
- Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).
- My Time Our Place: Framework for School Age Care in Australia.
- NSW Government Centre for Road Safety.  
<https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

#### **Policy review information -**

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The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with



relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Review Date	Date completed	By Whom	Collaborated	Comment
April 2021	April 2021	Brandi (Manager)	Staff Committee Parents	
April 2022	6 <sup>th</sup> May 22	Brandi (Manager)		
April 2023	1 <sup>st</sup> May 23	Brandi (Manager)		
April 2024	29 <sup>th</sup> Apr 24	Brandi (Manager)		