

# EXCURSION POLICY

---

## Policy Statement

Excursions provide children with the opportunity to expand and enhance their experiences, explore different environments and engage with their local and wider communities. This Policy sets out how our service will ensure that all excursions planned by the service are meaningful, and conducted in a way that upholds the health, safety and wellbeing of children at all times.

## Strategies and Practices

- The *Excursion Policy* is available to families upon enrolment and staff upon induction.
- When appropriate, excursions are included in the program to provide children with the opportunity to learn about their local and wider community.
- An Excursion Risk Assessment is conducted by an educator prior to every excursion that is undertaken. The purpose of the risk assessment is to identify, assess and manage and/or minimise any risks posed to the safety, health and wellbeing of any child being taken on the excursion. The risk assessment is then provided to the Nominated Supervisor/Responsible Person for final approval.
- Excursion Risk Assessments and parent authorisations for regular outings are only completed once every 12 months providing the circumstances remain unchanged (e.g. time of day, route).
- Risk assessments are available for families to access.
- The risk assessment conducted will consider:
  - The proposed route and destination for the excursion
  - Any water hazards
  - Any risks associated with water-based activities
  - If the excursion involves transporting children -
    - 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; and
    - iii. the process for entering and exiting -
      - a. the education and care service premises; and
      - b. the pick up location or destination (as required); and
    - iv. procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
  - The number of adults and children involved in the excursion
  - Given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
  - The proposed activities
  - The proposed duration of the excursion; and
  - The items that should be taken on the excursion.
- Prior to any child being taken on an excursion, the Nominated Supervisor or Responsible Person will ensure that the parent or authorised nominee has completed, signed and returned the Excursion Authorisation Form to the Service. No child will be taken on an excursion unless written permission from parents or authorised nominees has been received.

## EXCURSION POLICY

---

- The following details will be included in the Excursion Authorisation Form:
  - Child's name
  - The reason the child is to be taken outside the premises
  - If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings
  - If the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion.
  - If the excursion involves transporting children -
    - 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
  - A description of the proposed destination for the excursion
  - The proposed activities to be undertaken by the child during the excursion
  - The period the child will be away from the premises
  - The anticipated number of children likely to be attending the excursion
  - The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
  - The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
  - That a risk assessment has been prepared and is available at the service.
- The Nominated Supervisor will appoint a Responsible Person to be in charge of the excursion, and ensure that the qualifications, training and number of the educators attending the excursion meet regulatory requirements. The Responsible Person will also be responsible for establishing a specific list of items required for the excursion.
- All educators, students, parents and volunteers will be provided with sufficient information to ensure the health and safety of children (e.g. itinerary, special requirements, safety procedures, grouping of children and responsibilities, contact numbers etc.)
- The items that are taken on each excursion include, but are not limited to:
  - First aid kit
  - Emergency Ventolin, EpiPen and Panadol
  - Medications for children and staff with diagnosed medical conditions and their action plans
  - Emergency contact details for each child's authorised contacts
  - Roll of children that are in attendance at the excursion
  - Excursion permission forms
  - Centre's mobile phone; and
  - A list of educators who are attending the excursion and their emergency contact details.
- Before leaving on the excursion, the Responsible Person in charge at the service will be provided with:
  - A list of educators who are attending the excursion and their contact details
  - The roll of children that are in attendance at the excursion

## EXCURSION POLICY

---

- The itinerary and timetable of the excursion; and
- The contact phone number of the Responsible Person on the excursion.
- Prior to attending an excursion, the children will be divided up into small groups and allocated to an educator. The educators will be given a list of which children are in their group. This supports effective supervision.
- Prior to an excursion, educators will discuss with the children any safety issues and the level of conduct expected of them when out in the community.
- On any excursion, one educator will always be at the front of the group of children and one at the back of the group of children. The children must always remain behind and in front of these educators. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.
- Children are required to wear shoes at all times whilst on an excursion as well as their Little Adventures Early Learning hat. This supports educators to effectively supervise and easily identify children.
- When children leave the premises to attend an excursion the Nominated Supervisor or Responsible Person will sign each of the children out using the QK Kiosk. Upon returning to the service the Nominated Supervisor or Responsible Person will sign each child back into the service.
- Families are encouraged to participate in excursions, where suitable. If parents bring their child's sibling, they are the responsibility of the parent.
- Educators will make suitable alternate arrangements for any child/ren who are not attending the excursion to remain at the service.

### References

- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- Australian Child Care Alliance NSW - <https://nsw.childcarealliance.org.au/members/policies-required-under-regulation-168>
- Dr Brenda Abbey (Childcare by Design)

### Policy Review

The Service encourages staff and parents to be actively involved in the 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, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.