



## **Excursion Policy**

### **Introduction**

Our education and care service is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

### **Aim:**

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

### **Strategies:**

#### **Planning**

When planning for an excursion staff will:

- ◁ Check current Government advice and restrictions and consider how this may impact excursion planning.
- ◁ Assess the requirements for the excursion (Attachment A).
- ◁ Conduct a risk assessment (Attachment C).
- ◁ Book transport and venues (if required).
- ◁ Make alternative arrangements for adverse weather conditions.
- ◁ Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring (Attachment B and B2).
- ◁ Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion (Attachment B and B2).
- ◁ Collect completed permission forms for each child attending the excursion.
- ◁ Request additional adult participation on the excursion where required.
- ◁ Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on the excursion.
- ◁ Educators must make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.
- ◁ Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

#### **Risk Assessment**

##### **The Nominated Supervisor will ensure that:**

- ◁ A responsible person is appointed for the excursion.
- ◁ A risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.
- ◁ Once risks have been identified, they will be categorised as high, medium or low and management of the risks will be detailed.
- ◁ Educators and any responsible adults attending the excursion are aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97[1](a)) and are aware of the risk assessment for the excursion.
- ◁ Before departing for the excursion, risks are checked including the weather to assess any increases to the level of risk and whether the excursion can proceed.

##### **The risk assessment conducted will consider:**

- ◁ proposed route and destination for the excursion
- ◁ any water hazards
- ◁ any risks associated with water based activities
- ◁ method of transport to and from the proposed destination including:

- » the means of transport and any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
- » the process for entering and exiting the education and care service premises and the pick up location or destination; and
- » procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
- ◁ number of adults and children involved in the excursion
- ◁ given the risks posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required to ensure children's safety
- ◁ proposed activities
- ◁ proposed duration of the excursion
- ◁ items that should be taken on the excursion
- ◁ access for emergency services
- ◁ availability of toilets, hand washing and shade
- ◁ adequate mobile phone coverage
- ◁ strategies for accounting for all children on the excursion, particularly during transition times, such as ensuring all children have been transported to the destination and have been returned to the service at the conclusion of the excursion.
- ◁ If the excursion is a regular occurrence a risk assessment will only be carried out once in a 12 month period, where the circumstances relevant to the risk assessment are substantially the same on each outing.

### **Regular Outing**

A regular outing means a walk, drive or trip to and from a destination:

- a. that the service visits regularly as part of its educational program; and
- b. where the circumstances relevant to the risk assessment are substantially the same on each outing.

### **Authorisation for Excursions**

#### **The Nominated Supervisor will ensure that:**

- ◁ For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:
  - » the child's name;
  - » date, description, duration and destination of proposed excursion;
  - » method of transport to be used and any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
  - » reason for the excursion, and proposed activities to be conducted on the excursion;
  - » the anticipated adult: child ratio – outlining number of educators and staff and other adults attending;
  - » a statement that a risk assessment has been prepared and is available at the service for parents to view.
- ◁ If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year. This permission form will include a description of when the child is to be taken on the regular outings.
- ◁ No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

### **Staffing Arrangements**

- ◁ Educators attending the excursion will be no less than the number prescribed in the Education and Care Services National Regulations, and depending on the supervision requirements and additional hygiene procedures, may need to be higher to ensure adequate supervision.
- ◁ The number of educators will also be adequate to supervise any responsible adults who volunteer to assist with the excursion.
- ◁ Consideration will be given to the number of educators who have required first aid qualifications and the number of educators required to educate and care for children who remain at the service.
- ◁ Where a group of children are taken on an excursion while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the excursion and at the service where children are being educated and cared for, and must be immediately available in an emergency.

At least:

- » staff member or one nominated supervisor of the service who holds a current approved first aid qualification
- » staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
- » staff member or one nominated supervisor of the service who has undertaken approved emergency asthma management training (regulation 136(1)).

◁ All educators attending the excursion will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97[1](a)) and are aware of the risk assessment for the excursion.

### **Families and Volunteers**

◁ Families will be encouraged to participate in excursions to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.

◁ Families and volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.

◁ All volunteers/family members' details will be entered into the appropriate Visitor's Record for that day and sign the form provided to declare that they are not a Prohibited Person in relation to the Working with Children Check (See Attachment D).

◁ Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service. If a parent needs to bring their child's sibling because they cannot find suitable care, they will not be included in supervision ratios although are welcome to participate in the excursion.

◁ Family members/volunteers will not be left in sole charge of children (including their child/ren) and must be supervised by an educator at all times.

◁ All responsible adults attending the excursion will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97[1](a)) and are aware of the risk assessment for the excursion.

### **Travel Arrangements**

Travel arrangements are made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury. Safety of children will be considered in the choice of route and mode of transport.

#### **Walking**

◁ Educators will ensure children obey road rules and cross roads at a crossing or lights where available.

◁ Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

#### **Public Transport (trains, buses)**

◁ All requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported will be checked and followed for any transport being used.

◁ Every child will wear a seatbelt where one is fitted.

### **Conducting the Excursion**

◁ All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

◁ A list of children on the excursion will be left at the service and a copy carried by the delegated responsible person.

◁ Before leaving on the excursion, a notice will be prominently displayed at the service which includes:

» itinerary and timetable; and

» mobile contact phone number.

◁ Items to be taken on excursions include:

» a suitable stocked first-aid kit including EpiPen;

» hand sanitizer and any items required to support hygiene practices;

» an operating mobile phone with an appropriate telephone network;

» children's emergency contact numbers and the child's registered medical practitioner or medical service;

» children's medication, if required; and

» other items as required e.g. sunscreen, drinking cups, jackets, hats etc

### **Illness of Child While on Excursion**

If a child falls ill while on an excursion the Responsible Person will contact the centre to advise the circumstances of the child's illness. Parents of the child will be notified and asked to collect their child from the excursion. If parents cannot be contacted then contact will be made with an authorised person from the authorised contact list on the child's enrolment form.

### **Roles and Responsibilities**

#### **The Approved Provider is responsible for:**

◁ Ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been

provided by the parent/ guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4).

◁ Ensuring that educator-to-child ratios are maintained at all times, including during excursions.

◁ Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.

◁ Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101.

### **The Nominated Supervisor / Responsible Person is responsible for:**

◁ Implementing Approved Provider responsibilities as delegate (see above).

◁ Ensuring that each child's personal medication and current medical management plan is taken on excursions and other off-site activities.

◁ Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.

◁ Ensuring a mobile phone and the emergency contact details for each child are taken on excursions for notification in the event of an incident, injury, trauma or illness.

◁ Ensuring an accurate roll of attendance is taken and checked regularly.

### **Early Childhood Educators are responsible for:**

◁ Adhering to this policy.

◁ Checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion.

◁ Allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record.

◁ Ensuring an accurate roll of attendance is taken and checked regularly, including embarking and disembarking any means of transport.

◁ Maintaining the required educator-to-child ratios at all times, and adequately supervising children during excursions and service events.

◁ Adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children.

◁ Undertaking a risk assessment for an excursion prior to obtaining written authorisation from parents/guardians.

◁ Ensuring the risk assessment identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101.

◁ Including all children in excursions and service events regardless of their abilities, additional needs or medical conditions.

◁ Taking each child's personal medication and current medical management plan on excursions and other off-site activities.

◁ Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other off-site activities.

◁ Taking an anaphylaxis EpiPen and asthma kit.

◁ If a child is lost on an excursion, a staff member remains at the site to coordinate the search, while the other group leaders escort the children back to the centre.

◁ The responsible person for the excursion will complete a Post Excursion Evaluation (Attachment E).

### **Families are responsible for:**

◁ Completing, signing and dating excursion/service event authorisation forms.

◁ Providing written authorisation for their child to leave the service premises on routine outings.

◁ Reading the details of the excursion or service event provided by the service and asking for additional information if required.

◁ Understanding that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of the Responsible Person at all times.

### **Evaluation:**

◁ All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or from the evaluation completed after the excursion are addressed and actioned to ensure children's safety. (See Attachment E)

◁ Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

◁ In accordance with Reg 172 of the Education and Care Services National Regulations, the service will ensure that

families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### **Attachments**

Attachment A: Excursion Planning & Checklist

Attachment B and B2: Excursion Permission Note

Attachment C: Excursion Risk Assessment Form

Attachment D: Working With Children Check – Prohibited Persons Declaration Form

Attachment E: Post Excursion Evaluation

### **Legislative Requirements:**

◁ Education and Care Services National Law Act 2010

◁ Education and Care Services National Regulations: Regulations 98, 99, 100, 101, 102, 123, 168 (2)[g]

◁ Work Health and Safety (WHS) Act 2011

◁ Work Health and Safety (WHS) Regulation 2011

◁ Education and Care Services National Amendment Regulations 2020 under the Education and Care Services National Law

### **Links to National Quality Standard:**

◁ National Quality Standard, Quality Area 1: Educational Program and Practice – Standard 1.1

◁ National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2

◁ National Quality Standard Quality Area 7: Governance and Leadership – Standard 7.1.2

### **Sources:**

◁ Belonging, Being & Becoming – The Early Years Learning Framework for Australia

◁ My Time, Our Place: Framework for School Age Care in Australia

◁ Guide to the National Quality Framework, ACECQA

◁ Kidsafe Australia – [www.kidsafe.com.au](http://www.kidsafe.com.au)

◁ Kids and Traffic – [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)

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