



Excursions Policy

Reference:

Education and Care Services National Regulations 99, 100, 101 and 102.

Links to National Quality Standard 2.3.2; 7.3.5.

Work Health and Safety (WHS) Act 2011

Work Health and Safety (WHS) Regulation 2011

Guide to the National Quality Standard October 2011

Kidsafe NSW www.kidsafensw.org.au

Kids and Traffic www.kidsandtraffic.mq.edu.au

Sutherland, K. (2007) "Out There" Rattler, Issue 8

This policy is adapted from the CCCNSW sample policies.

Introduction

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. Our 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.

Goals

We will:

- Make excursions a part of the program of education and care;
- Plan for excursions with careful consideration of the safety of children and adults;
- Carry out excursions only where full documentation and permissions have been completed and obtained;
- Undertake full risk assessments, consideration of value of educational excursions, and plan for first aid requirements.

Strategies

Planning and Preparations

All excursions will be planned in advance to:

- maximise both children's developmental experiences and their safety;
- reflect the age, capacity and interests of the children;
- ensure they are properly supervised and conducted in a safe manner; and
- are conducted with fully informed written parental permission.



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All excursions will be thoroughly researched to ensure:

- supervision is adequate so children cannot be separated from the group;
- access to hazardous equipment and environments are minimised;
- there is adequate access to food, drink and other facilities (toilets, hand washing etc);
- consideration is given to the mobility and supervision requirements of children with additional needs;
- that adequate sun and shade protection is available.

Note: When planning for an excursion staff will follow the guidelines outlined in the Excursion Checklist.

Risk Assessment

The Nominated Supervisor will:

- Ensure 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. (Refer to the Excursion Checklist).
- If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.
- The Nominated Supervisor will also appoint a Certified Supervisor to be in charge of the excursion.

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 all mentioned in the checklist.
- 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.
- No child will be taken on an excursion unless written permission from parents or legal guardian has been received.



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Families and Volunteers

- Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling because they cannot find suitable care, the siblings must be included in ratios.
- If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.
- Family members/volunteers will not to be left in sole charge of children and must be supervised by an educator at all times.
- All volunteers/family members' details will be entered into the appropriate staff record for that day.

Transport and Traffic

Safety of children will be considered in the choice of route and mode of transport. Our service will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

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.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.

The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.



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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 Certified Supervisor.

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

- itinerary and timetable; and
- mobile contact phone number.

If a child is lost on an excursion, we will always leave a staff member behind to look, while the other group leaders escort the children back.

Evaluation

All excursions are conducted in a safe manner. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion is addressed and actioned to ensure children's safety.

Links to other policies/documentation:

- Excursion Checklist
- Supervision Policy
- Water Safety Policy
- Work, Health, Safety & Wellbeing Policy

Last reviewed: October 2016

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