



## Excursion Policy

### Relevant Legislation

Education and Care Services National Law Act 2010

Education and Care Services national Regulations 2011: Regulation 98,99, 100,101,102,123,355,357,360.

NSW Occupational Health and Safety Act 2011

Occupational Health and safety Regulations 2011

### NQS Links

National Quality Standard Area 1: educational Program and Practice Standard 1

National Quality Standard, Quality Area 2: Children's Health and Safety: Standard 2.3

National Quality Standard, Quality Area 7: Standard 7.3.5

### Introduction

Excursions provide the opportunity to build valuable links between the Preschool and the community. Excursions enhance the curriculum and provide valuable experiences for children, staff and educators. At Tathra Preschool excursions are planned to reinforce children's learning outcomes and strengthen their connections and understanding of the community.

Tathra Preschool is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and well-being of children at all times

### Policy Goals

At Tathra Preschool we will

- 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
- Excursions are planned to reinforce children's learning outcomes and strengthen their connections and understanding of the community.
- Take into account principles of access and equity to uphold the right of all children to access excursions

## Strategies What will we do?

### 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 eg toilets, handwashing;
- Consideration is given to the mobility and supervision requirements of children with additional needs;
- Adequate sun and shade protection is available.

### When planning for an excursion, staff will:

- Assess the requirements for the excursion;
- Conduct a risk assessment;
- Book transport venues;
- 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;
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
- 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 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.
- Appoint a Certified Supervisor to be in charge of the excursion.

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

- Destination and duration of the excursion;
- Potential water hazards or any hazard associated with water-based activities;
- Transport to and from destination;
- Number of educators, responsible persons, and children involved;
- Proposed activities; and
- Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence, a risk assessment will only be carried out once, provided that circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

### **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:

- Date, description, duration and destination of proposed excursion;
- Method of transport to be used;
- 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.

No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

#### **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 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.

## Travel Arrangements

Safety of children will be considered in the choice of route and mode of transport. Our Preschool 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.

## Transport and Traffic

The following forms of transport are used:

### 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 for a regular or one-off excursion

In this case, the Nominated Supervisor will ensure:

- Development of policies and procedures for transport (Reg 85, Reg 168, Reg 170, Reg 171)
- Maintaining accurate attendance records showing when children are within the care of the service (Reg 158)
- A parent/carer authorisation process for regular and ad hoc transportation (Reg 99, Reg 102, Reg 160-161)
- Ensuring children are protected from harms and hazards (s167)
- Conducting risk assessments (Reg 100, Reg 101)
- Adhering to maximum numbers\* of children according to the service approval (s51(4)(a))
- Ensuring adequate supervision (s165)
- Maintaining educator to child ratio requirements (Reg 123, Reg 271, Reg 388)
- Suitable staffing arrangements (Reg 151)
- Preparations for responding to a first aid incident (R136)
- Following other legal requirements and best practice standards e.g. ensuring suitable drivers' licences, using seat belts, and child seats

### 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, lake, dams or beaches), risk management strategies will be identified and implemented.

### **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.
- Items to be taken on excursions include:
  - ✓ a suitably stocked first-aid kit including EpiPen;
  - ✓ a mobile phone;
  - ✓ children's emergency contact numbers;
  - ✓ children's medication, if required; and
  - ✓ other items as required e.g. sunscreen, drinking cups, jackets.

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

### **The Approved Provider will ensure**

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

### **Nominated Supervisor or Responsible Person will:**

- Ensure that each child's personal medication and current medical management plan is taken on excursions and other off-site activities.
- Ensure that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.

- Ensure a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- Undertake a risk assessment for an excursion prior to obtaining written authorisation from parents/guardians.
- Ensure 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.
- Include all children in excursions and service events regardless of their abilities, additional needs or medical conditions.
- Take a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other off-site activities
- Allow a child to participate only with the written authorisation of a parent/guardian or person named in the child's enrolment record.

#### **Early Childhood Educators and staff will:**

- Adhere to this policy.
- Check that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion permission/authorisation form prior to the excursion.
- Maintain the required educator-to-child ratios at all times, an adequately supervising children during excursions and service events.
- Adequately supervise 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.

#### **Families**

- Complete, sign and date excursion permission/authorisation forms.
- Provide written authorisation for their child to leave the service premises on routine outings.
- Read the details of the excursion or service event provided by the service and asking for additional information if required.
- Understand 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

This policy will be monitored to ensure compliance with legislative requirements. It will be reviewed every 3 years or when procedure, practice or legislation changes.

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

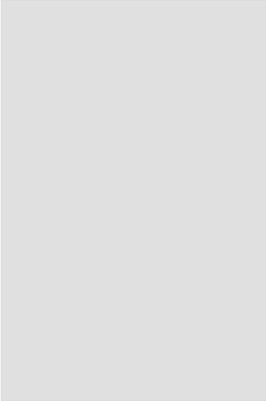
Tathra Preschool will ensure that families of children enrolled at the Preschool are notified at least 14 days before making any changes to a policy in accordance with Regulation 172 of the Education and Care Services National Regulation.

## Procedures and Forms

- Attendance record.
- Enrolment Form
- Enrolment Handbook
- Excursion Permission Form
- Risk Assessment templates
- Accidents, Emergencies and First Aid Policy
- Arrival and Departure Policy
- Interactions with Children Policy
- Volunteers and Visitors Policy
- Guiding Children's Behaviour Policy
- Health, Hygiene and Infection Control Policy
- Medical and medical Conditions Policy
- Sun Protection Policy
- Child Protection Policy

## Sources and References

- Australian Children's Education and Care Quality Authority ( ACECQA ) : [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Belonging, Being and becoming: The Early Years Learning Framework for Australia
- Kidsafe NSW [www.kidsafensw.org.au](http://www.kidsafensw.org.au)
- Kids and Traffic [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)
- Kids and Traffic [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)  
Accessed 1 Nov. 2011  
Sutherland,K (2007) "Out There" Rattler, Issue 8.



- Department of Education: Spotlight on Quality Newsletter  
[Spotlight on Quality](#)
  - Issue 1: Unpacking the key elements of Regulation 136: First Aid Qualification Requirements
  - Issue 2: Unpacking the educator -to-child ratios and adequate supervision
  - Issue 4: Unpacking the Key Elements of Transportation

**Updated**

September 2018

**Review  
Date**

2021 or when procedure,  
practice or legislation  
changes