



Excursion Policy

POLICY STATEMENT

Our Service will plan excursions to extend the educational programming at the service to expand a child's experience, explore different environments, learn new skills and participate in new activities. Excursions are designed to allow children to explore their social and physical environment, including their local community outside of the service. Parent's permission will be sought for all excursions. Each excursion will be carefully planned, and any potential risks assessed accordingly. All staff/child ratios will be maintained and proper supervision and care to all children will be ensured for the entire duration of the excursion.

CONSIDERATIONS

Education & Care Services National Regulations	National Quality Standard	Related Service Policies / Documentation	Other
R100-102, 168	Standards 2.3, 4.1	1. Administration of First Aid (101) 2. Sun Protection (103) 3. Water Safety (104) 4. Management of Incident, Injury, Illness and Trauma (113) 5. Dealing with Medical Conditions & Medical Administration (115)	6. My Time, Our Place. 7. Risk Assessments 8. Excursion Permission notes

PROCEDURES

Planned excursions will take into account:

1. Children's age, interests and abilities.
2. Suitability of the venue.
3. Travel arrangements
4. Ways to maximise the children's safety and developmental experiences and opportunities to learn new skills.

POLICY OVERVIEW

1. The Service's Health and Safety policies will be taken into consideration and implemented on excursions when appropriate.

RISK MANAGEMENT

A Risk Assessment must be prepared for each excursion; they will include:

1. The proposed destination and route for the excursion.
2. The means of transport to and from the proposed excursion destination.
3. The proposed activities.
4. The suggested length of time of the excursion.
5. The items that Educators will take on the excursion to assure the best quality of care, for example, first aid kits, mobile phone, a list of emergency contacts.
6. Plan mitigation plans.
7. Any water hazards.

PERMISSION

1. Parent's permission must be obtained before any child is taken out of the service for excursions. By signing the excursion permission form, the Parent is authorising their child to attend the stated venues and activities.
2. Excursions to locations visited on a regular basis such as local parks only need authorisation to be given once in a 12-month period. Once an initial risk assessment has been carried out on local venues, they are not required for subsequent outings to the same location, unless there is a change to the venue or place.
3. Risk assessments will be carried out, reviewed and updated every 12 months.

SUPERVISION

1. Children will be orientated to all the procedures and risk elements prior to attending any excursion. This would include things such as toilets procedures, the general public, what to do if they become separated from the group and evacuations.

2. There will be a maximum of 8 children to 1 Educator for excursions, and a maximum of 5 children to 1 Educator for water/swimming excursions.
3. Headcounts will be conducted regularly throughout the duration of the excursion.
4. All children will be provided with a yellow bib stating the service and contact number on the back, to be easily identified in case the child is separated from the group.
5. When walking the children one Educator will lead the group, another Educator will stay at the back and the remaining Educators will spread out amongst the group. All Educators to walk on the roadside of the footpath.
6. When crossing a road, a pedestrian crossing will be used if possible. If there isn't a pedestrian crossing, the Educator will determine the safest way to cross the road. One Educator must step onto the road, if necessary traffic needs to be stopped from both directions. The remaining Educators will then lead children across the road safely.
7. An Educator must inspect all public toilets before allowing children to use them. Children must be in pairs when using a public toilet and accompanied by an Educator.

INFORMATION & EQUIPMENT

Information and equipment to be taken on excursions will include:

1. A list of all children with up to date, relevant personal details including family phone numbers and emergency contacts.
2. Any medication for children attending the service.
3. Portable first aid kits and SPF 30+ broad-spectrum water-resistant sunscreen.
4. A fully charged mobile phone per Educator as well as the Centre mobile phone.
5. Extra bottles of water.

LOST CHILD

1. In the event in which a child is lost during an excursion the well-being and safety of all the other children in the group will be considered and at least two educators will stay with the group.
2. Inform all other Educators.
3. Ask the children if they have recently seen the missing child or where they might have gone.
4. Check the meeting points.
5. Reassure any upset children
6. Search the entire premises
7. Ask the venue staff to make an announcement over a loud speaker if possible and join the search.

8. If the lost child has still not been found after the initial checks, the Nominated Supervisor or another Educator who holds a Supervisor Certificate will make a call to the police and the family.

TRANSPORTING CHILDREN TO/FROM AN EXCURSION

1. Children are only permitted to travel to and from an excursion on any form of transport with written permission from their families.
2. For any experiences requiring transport to and from a venue, it is mandatory that air-conditioning and seatbelts are accessible. To ensure children and Educator safety, excursions now require transport by coach.
3. If families require further information regarding the chosen bus route, all risk assessments will include a map of the elected route. All risk assessments are accessible to families upon request.
4. In some circumstances where the excursion site is close to the service, it will be appropriate for Educators and children to walk there.
5. The decision to walk should be preceded by a risk assessment and the route should be determined consistent with the objective of ensuring the safety of children and Educators.
6. For any experiences that depart the Centre, the designated journey is risk assessed. For example, when travelling by bus:
 - a) Ensure children behave appropriately;
 - b) Ensure there is adequate supervision.

WATER SAFETY

1. The service recognises the risks posed by bodies of water and will ensure that every precaution is taken so children are able to enjoy water- based activities safely.
2. We maintain ratios as per (Supervision, point 2) however a range of factors shall determine the adequacy of supervision, including:
 - a) Number and positioning of Educators;
 - b) Number, ages and abilities of children;
 - c) Risks in the environment and experiences provided to children;
 - d) Areas where children are playing, accessibility and visibilities of the areas.
3. Equipment used by the service that could contain 5cm or more of water and would allow a child to submerge both mouth and nose at the same time.

ENDORSEMENT BY THE SERVICE

Date Approved by Director: ____ / ____ / ____

Signature of Approval by Director: _____

Date Approved by Management Committee: ____ / ____ / ____

Signature of Committee Representative: _____

Role of Committee Representative: _____

Date for Review: ____ / ____ / ____