

E-5 Excursions

National Quality Standards (NQS)

1.1.1	Curriculum decision-making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
1.1.2	Each child’s current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
1.3.3	Families are informed about the program and their child's progress.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
4.1	Staffing arrangements enhance children’s learning and development
4.1.1	The organisation of educators across the service supports children’s learning and development
6.2.3	The service builds relationships and engages with its community.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service
7.2.2	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle

Education and Care Services National Regulations

Reg. 73	Educational program
Reg. 89	First aid kits
Reg. 99	Children leaving the education and care service premises
Reg. 100	Risk assessment must be conducted before excursion
Reg. 101	Conduct of risk assessment for excursion
Reg. 102	Authorisation for excursions
Reg. 102B	Transport risk assessment must be conducted before service transports child
Reg. 102C	Conduct of risk assessment for transporting of children by the education and care service
Reg. 166	Children not to be alone with visitors
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed
Reg. 183	Storage of records and other documents

My Time, Our Place

1.1	Children feel safe, secure, and supported
2	Children are connected with and contribute to their world
2.1	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
4	Children and confident and involved learners
4.1	Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination, and reflexivity
4.4	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Policy Statement

At WRBASC we believe that excursions are an essential part of the Centre's program as they provide variety and an opportunity to expand a child's experience, explore different environments and learn new activities. Parental permission will be sought for all excursions. Children on excursion will be ensured proper supervision and care for the full duration of the excursion. All educators/child ratios will be maintained according to best practice in the childcare field.

Related Policies

- Acceptance and Refusal of Authorisations Policy
- Allergies Policy
- Anaphylaxis Management Policy
- Animals Policy
- Asthma Management Policy
- Guiding Positive Behaviours Policy
- Dealing with Medical Conditions Policy
- Emergency Procedures Policy
- Enrolment and Orientation Policy
- First Aid Policy
- Hygiene Policy
- Maintenance of Records Policy
- Management of Incident, Injury and Trauma Policy
- Medication Administration Policy
- Staff / Child Ratios Policy
- Sun Protection Policy
- Supervision Policy
- Transportation Policy
- Volunteers / Students / Visitors Policy
- Water Safety Policy

Procedure

All excursions are planned considering of the following:

- Children's age, capabilities, and interests
- Ways to maximise children's developmental experiences
- Children's safety
- Suitability of the venue and access, including wheelchairs (if required)
- Access to food, drink, toilets and other facilities
- Weather conditions and the suitability of the venue
- Specific clothing and equipment requirements for the children
- Travel arrangements needed

Staff will familiarise themselves with the venue before undertaking the excursion to ensure it is suitable, safe, and accessible by all. Staff will contact the venue ahead (if possible) when special requirements are needed.

When planning excursions, alternative arrangements will be made for adverse weather conditions.

Staff will consider all weather conditions (e.g. extreme heat or cold, wet weather etc.) when making plans for excursions and deciding whether to proceed with the excursion.

Authorisation and Notification

No child will be taken outside of the service without the parent's written authorisation.

A minimum of 24 hours' notice will be given to the parent or guardian regarding any excursions.

As per Regulation 102 of the *Education and Care Services National Regulations*, an excursion permission form (authorisation) must be obtained prior to the excursion and will outline the following:

- the child's name
- the reason the child is to be taken outside the premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- a description of the proposed destination for the excursion
- the method of transport to be used 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
- that a risk assessment has been prepared and is available at the service.

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

Parents may also be asked to provide:

- Emergency contact details
- Parent/guardian name and signature
- Any medical conditions the staff should be aware of during the excursion

Excursions to locations visited on a regular basis such as the local park or playground or the local library may be undertaken without individual excursion forms when parents have previously provided general permission for these activities as part of the enrolment form or ongoing permission form.

Transport

Steps will be taken to ensure that all excursions comply with transport legislation and regulations. The transport policy will apply in relation to travelling to and from any venue.

All staff, volunteers and parents on the excursion will be made aware of the transport policy and procedures for supervising and assisting children while travelling in public or private transport or on walking excursions.

Particular attention will be made to assist children when boarding or alighting from public transport and when walking with children across roads or in crowded areas.

Risk Assessments

As per Regulation 100, a risk assessment must be carried out in accordance with Regulation 101 before an authorisation is sought under Regulation 102.

Under Regulation 101, the risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and specify how the identified risks will be managed and minimised.

The risk assessment must consider and include:

- the proposed route and destination for the excursion
- any water hazards
- any risks associated with water-based activities
- the transport to and from the proposed destination for the excursion
- 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
- the items that should be taken on the excursion.

Supervision

A staff to child ratio of between 1 educator to 8 children and 1 educator to 10 children will be maintained on excursions (see Staff / Child Ratio Policy). Supervision of children is of the utmost importance and appropriate supervision will always be maintained.

Responsible adult volunteers over the age of 18 may be used to augment adult/child ratios on excursions.

The Responsible Person on duty will have overall responsibility for the excursion.

Head counts and roll calls will be conducted upon arrival, upon departure, and regularly throughout the duration of the excursion.

A staff member must inspect all public toilets before children use them. A staff member and at least one other child must accompany any child when using a public toilet.

When walking the children, one staff member will lead the group, another to follow at the back, and the remaining staff will be spaced along the group, walking on the roadside of the footpath.

When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest way to cross the road must be determined. One staff member will step out onto the road, and if necessary, stop traffic from both directions. The remaining staff will lead children across the road.

Bush walking excursions will only be undertaken in well-known areas. Children and staff must remain on defined paths and be instructed in bush safety including what to do in case of a fire or if separated from the group.

Swimming excursions will only be undertaken with children over the age of six and in a well supervised municipal pool or water park. A special permission form is required for children who wish to swim on the excursion. Dams, rivers and beaches are to be avoided for swimming purposes because of the dangers that they present.

While on the Excursion

No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing.

All children are required to wear "excursion vests" which specify the service name and contact number.

Information and equipment to be taken on the excursion includes:

- A list of all children on the excursion, with relevant personal details and parent contact numbers (a list of the children on excursion will also be held at the service)
- A list of all relevant emergency procedures and contact numbers which should be readily accessible to all staff members on the excursion

- A list of children diagnosed with allergies, anaphylaxis, asthma or another medical condition who are attending the excursion, along with any relevant medications
- Incident, Injury and Illness Forms
- A fully stocked portable First Aid kit
- Spare Epi-Pens and asthma medication, including spacers
- Spare changes of clothes
- Spare drinking water

The following Policies will be implemented on excursions, as required:

- Staff to Child Ratio
- Transport
- Emergency procedures
- Management of Incident, Injury and Trauma
- Animals
- Hygiene
- First Aid
- Administration of Medication
- Sun Protection
- Child Management
- Water Safety

All children will be instructed on appropriate behaviour while on the excursion and what to do if they are separated from the group.

Lost Child

In the event that a child is lost during an excursion, staff will:

- Inform all staff on the excursion
- Ask the children if they have seen the missing child recently
- Reassure any child who may be upset
- Search the premises
- Check the meeting points
- Ask the venue staff to begin a search and make an announcement over a loudspeaker, if possible

Once initial checks have been undertaken and if the lost child has not been found, the Nominated Supervisor or Responsible Person on duty will call the Police and contact the family.

While searching for a lost child, the wellbeing and safety of all other children in the group will be considered and staff will ensure the children are calm and feel safe.

Sources

- Education and Care Services National Regulations 2011



- Framework for School-Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Network of Community Activities – Excursions Sample Policy

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202305	- Updated staff child ratios - Minor wording changes	Committee Staff	
v.2.202209	- Updated NQS and National Regulations - Updated MTOP - Minor wording addition to Policy statement	Staff	
v.2.201905	- Updated links to NQS and National Regulations - Updated authorisation and risk assessment requirements as per Regulations - Added items to the list of information and equipment to be taken on excursion - Added paragraph on losing a child - Minor wording changes	Staff Staff Staff Staff Staff	