

Excursion Policy 2014

Aim:

To conduct educational, and safe excursions in line with current regulations.

Procedure:

1. All excursions will be conducted in accordance with the Education and Care Services National Regulations 2011
2. Parents/Carers will be required to sign a permission note to authorise their child/ren to take part in the excursion if this is not a Regular outing. [Regular outings require authorisation to be obtained annually. 102 (5).] Authorisation must be given by a person named on the child's enrolment record as having the said authority.

The permission note will include: (Regulation 102)

- A The child's name
- B The reason the child is to be taken outside the premises.
- C The date the child is to be taken outside the premises. (Unless the authorisation is for a regular outing.)
- D A description of the proposed destination for the excursion
- E The method of transport to be used for the excursion.
- F The proposed activities to be undertaken by the child during the excursion.
- G The period the child will be away from the premises.
- H The anticipated number of children likely to be attending the excursion.
- I The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion.
- J The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
- K That a risk assessment has been prepared and is available at the service.

The approved provider or Nominated Supervisor will conduct a risk assessment in accordance with Regulation 101 before an Authorisation for an excursion is sought (under Regulation 102)

101 (1) A risk assessment for an excursion must –

- (a) Identify and assess risks that the excursion may pose to the safety, health, and wellbeing of any child being taken on the excursion.
 - (b) Identify how the identified risks will be managed and minimised
- (2) A risk assessment must consider –
- (a) The proposed route and destination for the excursion
 - (b) Any water hazards
 - (c) Any risks associated with water based activities
 - (d) The transport to and from the proposed destination for the excursion
 - (e) The number of adults and children involved in the excursion
 - (f) 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.
 - (g) The proposed activities
 - (h) The proposed duration of the excursion

(i) The items that should be taken on the excursion

- Children will wear identification that outlines the centre's name, address and phone number.
- Staff will ensure that the centres sun protection policy is followed throughout the excursion.
- Children will not be transported in private vehicles, except in the case of an emergency.
- Staff will take the excursion kit with them which will include - first aid kit, asthma kit, spare change of clothes, children's roll / emergency contacts, water / cups, a mobile phone, appropriate snacks and drinks.
- All children and adults attending the excursion will participate in a discussion concerning expectations of appropriate behaviour prior to leaving on the excursion.
- Excursions will be evaluated on completion and discussed at the next staff meeting.

Approved August 1999

Amended June 2002

Amended November 2002

Amended March 2005

Amended September 2007

Reviewed August 2009

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Reviewed March 2014

Sources: Education and Care Services National Regulations 2011