

Excursion Policy

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 and the route (if walking) that will be taken.
- 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.

Procedure for Risk Assessment

The approved provider, Nominated Supervisor or Educator going on the excursion will:

- Conduct a risk assessment in accordance with Regulation 101 before an Authorisation for an excursion is sought (under Regulation 102).
- visit the site of the excursion and the route to get to the excursion site
- Check the environment for potential risks and hazards.
- Use the risk matrix to determine risk ratings
- Check children's medical conditions

(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

- Working with Children Check for volunteers not related to the children on the excursion is required.
- Children will wear identification that outlines the centre's name, address and phone number. Staff and Volunteers wear high visibility vests while on the excursion.
- 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 and Medicare numbers for children, staff and volunteers. 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 and or room meeting.

If the excursion is a regular outing, authorisations are only required to be obtained once every 12 months. A risk assessment will be conducted and reviewed regularly.

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Sources: Education and Care Services National Regulations 2011 Reg: 100, 101, 102