



# Excursions

Approval: September 2021

Review: September 2023

## POLICY STATEMENT:

Bondi Before & After School Care will plan excursions to extend the educational programming at the service. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from the service's premises ("My Time, Our Place" Outcome 2.1). Parental permission will be sought for all excursions and each excursion will be carefully planned and the potential risks will be assessed. When planning excursions, educators will take into consideration experiences that encourage children to investigate ideas, solve problems and use complex concepts and thinking, reasoning and hypothesising and to transfer and adapt what they have learned from one context to another ("My Time, Our Place" Outcomes 4.2, 4.3).

## NATIONAL QUALITY STANDARD NQS:

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

4 (1)	Definition regular outing
89	First Aid Kits
97	Emergency and evacuation procedures
98	Telephone or other communication equipment
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursion
123	Educator to child ratios-centre-based services
136	First Aid qualifications
161	Authorisations to be kept in enrolment record
168	Policies and procedures are required
170	Policies and procedures to be followed

**Administration of First Aid**

**Communication with Families**

**Confidentiality**

**Dealing with Medical Conditions &**

**Administration of medication**

**Emergency and Evacuation**

**Enrolment and Orientation**

**Incident Injury Illness and Trauma**

**Interactions with Children**

**Staffing**

**Supervision**

**Water Safety**

📄 Educators Handbook.Editable (2).pdf

📄 2020 Family Handbook.pdf

📄 Volunteers Handbook.pdf

### PURPOSE:

To ensure that all excursions and incursions undertaken by our service are carefully planned and conducted in a safe manner, maintaining children's health, safety and wellbeing at all times in accordance with National Regulations. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local and the wider community.

### SCOPE

This policy applies to children, families, staff, management, and visitors of our service.

### IMPLEMENTATION

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our service however, if we feel an excursion will benefit the children and offer a valuable experience, we will adhere to the National Regulations and service policies and procedures to plan and manage an experience that is enjoyable and educational for children. This policy relates to excursions that may be a 'regular outing' or a one-off excursion for a particular purpose.

### Definition (effective 1 October 2020)

Excursion: means an outing organised by an education and care service or family day care educator but does not include an outing organised by an education and care service provided on a school site if-

- (a) a child or children leave the education and care service premises in the company of an educator and
- (b) the child or children do not leave the school site

Regular outing: in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each

### Considerations for Excursions

The purpose of the excursion should be clearly identified by staff providing information on how the excursion or incursion supports the educational program and contributes to the outcomes for children. Excursions/incursions should be planned in advance and consideration given to the:

- Children's ages, abilities and interests.
- Ways to maximise the children's developmental experiences and opportunities to practice new skills.
- Suitability of the venue.
- Clothing and equipment required.
- Travel arrangements.

- time away from the service
- availability of toilet and washing facilities
- access to safe drinking water
- adequate health and hygiene practices
- possible risk to children (identified in risk assessment)
- accessibility for all children
- transportation
- cost
- weather- wet weather arrangements
- Risk Assessment documentation provided by the excursion venue
- teaching children safety procedures and responsibilities whilst on an excursion

### Excursion Risk Assessment / Management

The Approved Provider or Nominated Supervisor must conduct a detailed risk assessment which reflects Regulation 101 before an authorisation is scheduled under Regulation 102 to determine the safety and appropriateness of the excursion/incursion. If the excursion involves transporting children, the risk assessment must adhere to **all** components of regulations 101 and 102 (effective 1 October 2020).

The Nominated Supervisor will ensure:

- an *Excursion/Incursion Risk Assessment* and management plan is developed prior to any excursion or incursion
- a responsible person / excursion coordinator is appointed to oversee the organisation of the excursion
- families are notified about the excursion using an *Excursion Authorisation form*. Written authorisation must be provided by a parent or other person named in the child's enrolment record.
- families have a right to view the risk assessment prior to the excursion/incursion upon request in which our service must comply with ensuring all information is available

The risk assessment must

- o identify and assess possible risks that the excursion/incursion may pose to the health, safety and wellbeing of any child being taken on the excursion
- o specify how the identified risks will be managed and minimised
- o consider the proposed route and destination for the excursion
- o identify any water hazards & reflect on any risks associated with water-based activities
- o consider the transport to and from the proposed destination for the excursion
- o consider the duration of the transportation
- o consider any requirements for seat belts or safety restraints under a law for our state.
- o the process for entering and exiting the education and care service premises and the pick-up location or destination (as required)
- o procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- o consider the ratio of adults to children involved in the excursion
- o consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required to ensure children's safety (eg: lifesaving skills)
- o consider the planned activities
- o determine the duration of the excursion
- o consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).
- o consider strategies to ensure supervision is consistent at all times during the excursion-transitions, toileting, departure from the service and conclusion of the excursion
- o Verbal instructions to children on appropriate behaviour expected whilst on excursions.

If the excursion is a *regular excursion*, or '*regular outing*' a risk assessment authorisation is only required to be carried out once in a 12-month period, however, must be regularly reviewed. If circumstances around the excursion change, a new risk assessment is required.

## Parent Authorisation

The Nominated Supervisor must ensure:

- that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided
- the authorisation must be given by a parent or other authorised person named in the child's enrolment record as having authority to authorise transportation of a child.
- the authorisation form must state:
  - o the child's name
  - o the reason the child is to be taken outside the premises
  - o the reason the child is to be transported (if transportation is included in the excursion)
  - o if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing
  - o the date the child is to be taken on the excursion and transported
  - o a description of the proposed pick-up location and destination for the excursion
  - o the method of transport to be used for the excursion
  - o the proposed activities to be undertaken by the child during the excursion
  - o the period the child will be away from the premises
  - o the period of time during which the child is to be transported
  - o the anticipated number of children likely to be attending the excursion
  - o the anticipated educator to child ratio attending the excursion to the anticipated number of children attending the excursion
  - o the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
  - o any requirements for seat belts or safety restraints under a law of each jurisdiction in which the children are being transported
  - o that a risk assessment has been prepared and is available at the Service
  - o that written policies and procedures for transporting children are available at the Service
- if the excursion is a regular outing, the written authorisation is only required to be obtained once in a 12-month period.

## Staffing Arrangements & Supervision

The Nominated Supervisor will ensure that:

- Adequate numbers of educators to effectively supervise the children must be rostered on for excursions. Numbers of educators must take into consideration the ages and developmental stage of the children attending the excursion and be based on a risk assessment of the excursion.
- educator to child ratios are no less than the prescribed ratios as per National Regulations
- additional educators/staff are engaged to provide care and support to children with additional needs
- educators are aware of their responsibility to provide supervision to other responsible adults or volunteers assisting on the excursion
- educators are aware the procedures to follow in the event of an emergency
- at least one educator or the nominated supervisor must hold current First Aid qualification, approved emergency Asthma management and approved anaphylaxis management training
- Children will be orientated to the risk elements and procedures prior to attending any excursion. This would include elements such as what to do if they become separated from the group, toilet procedures, talking to strangers etc.
- Head counts must be conducted regularly throughout the duration of the excursion.

- Children will wear wrist bands and bibs for identification on excursions that clearly states the name of the service and the contact phone number.
- An educator must inspect all public toilets before children use them. An educator and at least one other child must accompany any child when using a public toilet.
- When walking the children, one educator must lead the group, another to follow at the back, and the remaining educators spaced along the group, walking on the road side 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 educator must step out onto the road, and if necessary, stop traffic from both directions. The remaining educators then lead children across the road.

### Parent and Volunteer Participation

The Nominated Supervisor will ensure parents and volunteers:

- cannot be counted as part of the educator to child ratio
- all volunteers attending the excursion will provide the service with their Volunteers Working with Children Check Number.
- cannot be left alone with a child/children and must be supervised by an educator at all times
- are briefed prior to participating on an excursion about the risk assessment, emergency procedures, supervision, photograph policy for privacy and confidentiality and use of mobile phone
- are aware that smoking is not permitted
- are aware of the need to wear appropriate clothing and footwear.

### Items to be taken on an Excursion

The Nominated Supervisor must ensure that the following items are taken on all excursions, as per the risk assessment:

- appropriate number of suitably equipped first aid kits, including SPF 30+ broad-spectrum water resistant sunscreen.
- fully charged and operating mobile phone
- emergency contact information details for all children participating on the excursion
- medication for children requiring medical and relevant medical management plans
- items required for excursion circumstances- such as sunscreen, hats, other equipment.

### Transporting Children to/from an excursion:

It is a requirement of National Regulations that the means of transport is stated on the risk assessment record and parent authorisation record. Information must be included in the risk assessment about the process for embarking and disembarking the means of transport, including how each child is to be accounted for.

- Children are only permitted to travel to an excursion on any form of transport with written permission from their families.
- If using public transport (such as bus, ferry, train, etc.) children must be effectively supervised at all times and never left unattended.
- In some circumstances where the site of the excursion is close to the service, it will be appropriate for children and educators to walk to the site.
- 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 educators and children.
- Public transport should be used for excursions, wherever appropriate.
- When using public or private transport it is important that each journey is risk assessed, for example, when travelling by bus:
- Ensure all bus operators hold appropriate licences and insurance
  - Ensure they provide correct facilities i.e. wheelchair access if applicable
  - Ensure adequate adult supervision

- Ensure children display appropriate behaviour

The *means of transport* may mean:

### **Walking**

- Educators must ensure children and adults use the safest footpaths and safe crossings where possible, such as pedestrian crossings and traffic lights
- Educators will ensure all children and adults obey road rules
- Educators will ensure children follow the 'stop, look, listen and think' process when walking near roads
- Educators will remain vigilant that no child runs ahead or lags behind the group

### **Bus**

- the Nominated Supervisor must ensure that the seating capacity as displayed on the compliance registration is not exceeded.
- All children must sit on seats, preferably close to an adult.
- If the bus has seat belts, they must be worn at all times.

### **Train**

- the Nominated Supervisor will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling.
- Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and disembarkment.
- All children should be seated at all times, with an adult close by. All children should be seated in the one carriage if possible- and not in a Quiet Carriage.

### **Insurance**

The Approved Provider or Nominated Supervisor must review the insurance policy prior to the excursion/incursion to ensure liability is protected by the service.

### **Water Safety**

- The service recognises the risks posed by bodies of water. The service will ensure that every precaution is taken so that children are able to enjoy water-based activities safely. Risk assessments will be carried out for programmed water-based activities.
- The Regulations do not specify a specific educator to child ratio for activities where water is a feature. The number of educators present is to be determined by a risk assessment of the proposed activity. It must also be noted that in sections 165, 167 and 169 of the National Law there are clear statements about adequate supervision. A range of factors shall determine the adequacy of supervision, including:
  - Numbers, ages and abilities of the children
  - Number and positioning of educators
  - Each child's current activity
  - Areas where children are playing, in particular the visibility and accessibility of these areas
  - Risks in the environment and experiences provided to children
  - Educators' knowledge of each child and each group of children, the experience, knowledge and skill of each educator.
- Definition of a body of water:
  - Swimming pools and /or water fun parks
  - Wading pools
  - Lakes
  - Ponds

- The sea / ocean
- Creeks
- Dams
- Rivers
- Equipment used by the service that could contain 5cm or more of water and would allow a child to submerge both nose and mouth at the same time.

## Lost Child

In the event that a child is lost during an excursion the well-being and safety of the other children in the group will be considered and at least one educator will remain with the group.


- Inform other educators in your group.
- 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 another senior educator will call the Police and the family.

## SOURCE

- Child Care Centre Desktop - sample policy (2020)
- Network of Community Activities - sample policy (2018)
- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2018). (Amended 2020).
- Kidsafe Victoria *Road Safety* <https://www.kidsafevic.com.au/road-safety/>
- Kids and Traffic Early Childhood Road Safety Education Program (NSW)
- NSW Government Centre for Road Safety. (2017): <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>
- Revised National Quality Standard. (2018).
- Road Transport (Safety & Traffic Management) Act 1999.
- Victoria State Government Education and Training *Early Childhood Professionals*

## REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
September 2021	<ul style="list-style-type: none"> <li>● amendments to policy to reflect new regulations for risk assessments for excursions and written authorisations for parents (effective 1 October 2020)</li> <li>● new definition added for ‘regular outing’</li> <li>● Updated Regulations review for this policy - 4, 100, 101, 102, 168</li> </ul>	September 2023

	<ul style="list-style-type: none"> <li>● Included requirement for volunteers to provide the service with working with children check number before attending excursion. (Parent Committee suggestion)</li> </ul>	
July 2021	<ul style="list-style-type: none"> <li>● Reformatted to add Regulations and Quality Areas</li> <li>● Additional sources added</li> <li>● Additional Related Policy &amp; documents added</li> <li>● Added Policy Reviewed table</li> </ul>	September 2022
	<p> Excursions: Policy In Review 2021</p>	