

Excursion Policy

Aim

To ensure all appropriate measures are taken to ensure children enjoy safe excursions into their community.

Implementation

Our educators recognise that excursions and regular outings offer a fun way of connecting children with their community, contribute to their sense of belonging and provide endless opportunities to extend children's learning. Information gained during excursions can be used to plan ongoing activities and experiences that may last days or weeks as learning about one thing leads to new and exciting discoveries about related or different topics.

Excursions also allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.

Children's health, safety and wellbeing during excursions and regular outings is a priority. Children will only be taken on an excursion or regular outing if we have appropriate authorisation and they will always be conducted in ways that minimise and address any risks identified in our risk assessments.

Risk Assessments

Safety during excursions is a priority. The Nominated Supervisor or educators will always complete a risk assessment to identify, assess and remove or reduce risks the excursion may pose to the safety, health and wellbeing of and each child before children are transported unless the arrangement is a 'regular outing (ie a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances and risks are substantially same on each outing) and a risk assessment has been completed within the last 12 months. The risk assessment will cover:

- Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised (this may include sun protection considerations)
- Proposed route and destination
- Any water hazards and associated risks
- Means of transport and child restraint/seat belt requirements
- The process for entering and exiting the service premises or destination, and procedures for embarking and disembarking transport, including how each child will be accounted for
- Number of educators and children (and ratio)
- Whether extra adults are required for supervision/safety -educator to child ratios are minimum requirements. You may discuss supervision strategies at a staff meeting eg sourcing high viz vests and ropes which children can hold on to
- Any special skills required
- Proposed activities

- Proposed duration
- Any specific health care needs or medical conditions that need to be managed
- Items that should be taken

The Nominated Supervisor will update risk assessments for regular outings and obtain new authorisations from parents/guardians when circumstances that may affect the arrangements change, including for example:

- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
- changes in routes for example because of road works
- the numbers and vulnerabilities of children.

Authorisations for Excursions

Authorisation for a child to be taken on an excursion must be given by a parent or other person named in the child's enrolment record as having authority to authorise the excursion unless the arrangement is a 'regular outing and there's an authorisation which is less than 12 months old. The authorisation will include:

- Child's name
- If it's a regular outing, a description of when the child is to be taken on the regular outings
- If it's not a regular outing, the date of the excursion
- Destination and proposed activities
- if transport involved, the means of transport, and any requirements for seatbelts or safety restraints under the relevant state/territory law
- How long the child will be away from the centre
- Expected number of children attending
- Expected ratio of educators to children
- Expected number of additional adults who will be attending
- Items child required to bring from home for excursion
- Advice risk assessment available at service.

Excursion Procedure

The Nominated Supervisor and educators will always implement the Excursion Procedure to eliminate or minimise any risks associated with an excursion and ensure compliance with all Regulations, this will also be mentioned in the risk assessment under – 'Description of the process of entering and exiting the service premises.' This is described as follows in 4 various mandatory stages:

1. **GROUP TIME AND EXPECTATIONS:** The Qualified educator on shift will do the group time, state the expectations in accordance with our behaviour policy. If there is a risk of a water hazard, the behaviour expectations will be stated in accordance with the regulations. Children will be given neon orange vests to wear to remain present, identifiable for the head count procedure
2. **HEADCOUNTS:** Qualified educators to take one whole group headcounts of all the children prior to segregating them into their own groups with respective educators. Groups of 8 children will be there with 6 educators, this will depend on the staffing arrangements and

attendance on the day, and each educator responsible for one group during the embarking, disembarking, and excursion time at the excursion site, however this will be overseen by the Qualified educator who will be responsible for taking headcounts every 15 minutes.

3. **SERVICE EXIT PROCEDURE:** After the groups are called out and educators have been allotted their group of children, first 4 groups of children will exit the service premises through the Nest gate with their responsible educator in a single line and wait near the Nest deck area, while the group leaders tick off and account for all the children, the last educator to leave the service will ensure all lights, fans are switched off and alarm is armed during this time, while the children wait in the Nest area in a single line, once this is done all walk in a line with each educator standing either in middle of the line or behind the group in order to facilitate active supervision of children. Active supervision is continued throughout the excursion in accordance with our active supervision and relationships with children policy.
4. **EMBARKING/DISEMBARKING ON A CHARTER VEHICLE:** Children will be carefully walked through from the carpark, ensuring that no vehicles are present and allows free flow and movement of peoples to the bus coach. Group wise, children will walk in and settle down in the bus with their respective educator, educator responsible for each group to make sure that they're seated comfortably with their belongings, and have fastened their seatbelts, after the last group has embarked the bus, the Qualified educator to take a headcount and once all children are accounted for, the bus takes its proposed route to the excursion site. On disembarkation, a check will occur to ensure all children have exited the vehicle. This count will be undertaken by the Qualified educator.

Related Policies

Acceptance and Refusal of Authorisations Policy
Emergency Management and Evacuation Policy
Incident Injury Trauma and Illness Policy
Physical Environment Policy (Sun Safety and Water Safety)
Staffing Arrangements Policy
Transport Policy

Sources

National Quality Standard

- 2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 6.2.3 Community engagement – The service builds relationships and engages with its community
- 7.1.2 Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service
- 7.1.3 Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

Education and Care Services National Law

165 Offence to inadequately supervise children

Education and Care Services National Regulations

4 Definitions (Regular Outing)

89 First aid kits

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

168(2)(g) Education and care services must have policies and procedures dealing with excursions, including procedures complying with regulations 100 to 102

My Time Our Place

Learning Outcome 4

Children transfer and adapt what they have learned from one context to another.

Children develop dispositions such as curiosity, cooperation, 34 confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

Learning Outcome 5

Children interact verbally and non-verbally with others for a range of purposes.

Tools

Excursion Procedure

Excursion - ACECQA Risk Assessment Template

Authorisation - Excursion

Authorisation - Excursion Regular Outing

Excursion Checklist Nominated Supervisor

Excursion Checklist Educators

Excursion Evaluation

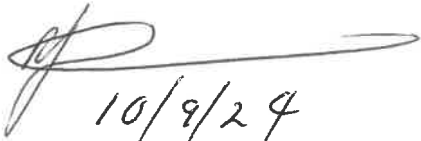
Review

The policy will be reviewed annually by the Approved Provider, Supervisors, Employees, Families and any committee members.

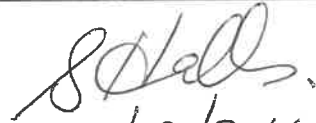
Last reviewed: July 2024

Date for next review: July 2025

Principal


10/9/24
PRINCIPAL.

Governing Council Chairperson


10/9/24
GC CHAIRPERSON

