

## EXCURSION PROCEDURE

|                              |   |                      |                       |
|------------------------------|---|----------------------|-----------------------|
| <b>Policy Hierarchy link</b> | Children (Education and Care Services National Law Application) Act 2010 –Section 167<br>Education and Care Services National Regulations 2011 -100-102, 168<br>National Quality Standard -2.3.2; 7.3.5 |                      |                       |
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| <b>Superseded Documents</b>  |   |                      |                       |
| <b>File Number</b>           | Contact the <a href="#">Records &amp; Archives Office</a> .   |                      |                       |
| <b>Associated Documents</b>  |   |                      |                       |
| <b>Version</b>               | <b>Authorised by</b>  | <b>Approval Date</b> | <b>Effective Date</b> |
| 2.0                          | Early Years Management  | August 2015          | September 2015        |

### 1. Purpose and Scope

Excursions are a valuable experience, providing the opportunity to expand and enhance children’s experiences, explore different environments and engage in meaningful ways with the centres local communities. Excursions will reflect the children’s developmental stage, interests and will plan for participation of children with additional needs.

Excursions will be planned with careful consideration for the safety of children and adults participating. The educational value of the excursion will also be a consideration for planning. Excursions will only be undertaken once full required documentation and permissions have been completed and obtained. This includes a completed benefit risk assessment.

**Scope:** Director, children, staff, parents, students and other volunteers assisting in excursions.

### 2. Definitions

**Delegated excursion leader:** this is the person approved by the nominated supervisor/ responsible person as the excursion organiser and is the point of contact for all enquiries related to that excursion.

**Benefit Risk Assessment:** A standardised form which identifies and assesses the benefits of the excursion against the risk the excursion may pose to the safety, health and wellbeing of any child. It will specify how the service will manage any identified risks.

### 3. Procedure

#### 3.1 Excursion Planning Procedure

The centre will:

- conduct a benefit risk assessment and wherever possible access the venues own risk assessment document

- ensure adequate access to food, drink and other facilities (toilets, hand washing etc);
- make alternative arrangements for adverse weather conditions;
- inform families of the details of the excursion including destination, aim of the excursion and what the child should bring;
- provide parents or legal guardians with an excursion permission form to authorise their child to participate on the excursion;
- request additional adult participation on the excursion where required;
- check that the first aid kit is suitably equipped and taken along with an adrenalin injector; asthma emergency kit, and any individual child's medication;
- ensure that a mobile phone is taken;
- ensure that emergency contacts details for all children are available and taken on the excursion.

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

At least 1 staff member attending the excursion will be the holder of a current First Aid Certificate and Asthma and Anaphylaxis Certificate.

A list of children on the excursion will be left at the service and a copy carried by the delegated excursion leader.

Educators will plan for alternate arrangements for any children who are not attending the excursion when possible.

### **3.2 Benefit Risk Assessment**

The Nominated Supervisor will ensure a benefit risk assessment is conducted prior to the excursion.

The assessment conducted will consider:

- destination and duration of the excursion;
- potential hazards associated with water based activities;
- transport to and from destination;
- number of educators, responsible persons, and children involved;
- proposed activities; and
- items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

### **3.3 Informal and local Excursions**

- These are outings within walking distance of the centre. Such excursions may be organised on an impromptu basis by educators. Families will have signed permission for these upon enrolment. Permissions will be renewed with families at the beginning of each new year.
- For these excursions, a benefit risk assessment will be carried out and reviewed annually.
- Families who request that their child not leave the Centre will have that request respected.

### **3.4 Formal Excursions**

These are pre-planned excursions that may require transportation to an external venue.

Formal excursions require parental or guardian permission for the individual excursion. The permission form will include:

- Date, duration, destination and method of transport for proposed excursion;
- learning outcomes for the proposed excursion;
- Number of adults attending the excursion.

No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

In the event of a whole centre excursion a notice will be prominently displayed at the service which includes:

- itinerary and timetable;
- venue location and phone number;
- the centre's phone number (which will be diverted to a mobile number of someone at the excursion).

No significant departure from the planned itinerary will be made unless required.

If a child is lost or injured on an excursion the centre will be contacted immediately and arrangements made to ensure safety of all, maintaining correct adult to child ratios. A staff member will remain at the venue (until the child is found or the emergency dealt with) while the other adults return with the remaining children back to the centre.

### **3.5 Families and Volunteers**

Families will be encouraged to participate in excursions. Participating families will be informed of their role and excursion procedures prior to the excursion taking place. This includes being informed of the benefit risk assessment.

If a participating adult will be bringing another child who is not enrolled in the centre, (or in the room) for that day this child will be the responsibility of that adult.

All volunteering family members will be supervised by an educator at all times.

Participating families may be invited to evaluate the excursion.

### **3.6 Transport and Traffic**

Centres will follow the recommendations from Kidsafe NSW and Kids and Traffic for transporting young children safely. Educators and children will follow all applicable NSW road rules.

### **3.7 Supervision**

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, this includes ensuring that children remain with the group at all times.

### **3.8 Water Hazards**

No excursions will be conducted to a swimming pool or for water related activities. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

## 4. Review & History

## 5. Acknowledgements

Kidsafe NSW <http://www.kidsafe.com.au> Accessed 21 July 2015

Kids and Traffic [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au) Accessed 21 July 2015

## Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

| Version | Authorised by                         | Approval Date    | Effective Date   | Sections modified |
|---------|---------------------------------------|------------------|------------------|-------------------|
| 1.0     | Vice President,<br>University Service | 11 November 2013 | 11 November 2013 |                   |
| 2.0     | Early Years<br>Management             | August 2015      | September 2015   |                   |
|         |                                       |                  |                  |                   |
|         |                                       |                  |                  |                   |