



## Excursion and Transport Policy

**Issue Date:**  
October 2022

**Review Date:**  
October 2024

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 LAW AND REGULATIONS	
Section 165	Offence to inadequately supervise children
4 (1)	Definition regular outing
89	First Aid Kits
90	Medical Conditions Policy
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
122	Educators must be working directly with children to be included in ratios
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
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**Policy statement:**

Lipscombe Child Care Services Inc (**the Service**) provides a varied and broad range of experiences for the children attending our programs. Excursions and incursions enhance children’s learning by providing the opportunity to participate in activities and experiences which can extend on skills and knowledge or enhance learning related to a current interest topic. Excursions also provide opportunities for children to explore and connect with the local and wider environment and community, enhancing children’s sense of belonging and connection.

**Target Audience:**

Management, Supervisors, Educators, Families, Children.

**Definitions:**

*Regular outings / local community excursions* are walks, usually within a kilometer of the program and may occur as a regular part of the program.

*Wider community excursions* usually require vehicle transport and occur on a more irregular basis.

*Incursion* means an educational activity organised by the Service where a visitor is employed or engaged to facilitate an experience or program to compliment the educational program offered at the Service. This may include visits from organisations promoting safety, building cultural awareness, teaching science, music or drama or presenting a performance.

**Aim:**

To provide experiences for the children attending our Services that are stimulating, age and stage appropriate, safe, culturally aware and inclusive. To ensure that all excursions and incursions undertaken by the Service are risk assessed, planned and conducted in a safe manner, maintaining children's wellbeing and carried out in accordance with the Education and Care Services National Law and Regulations.

**Responsibilities:**

Nominated Supervisor, Responsible Person/s; Educators; Families, Children

**Guidelines / Procedures:**

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.
- The authorisation form must state:
  1. The child's name;
  2. The reason the child is to be taken outside the premises;
  3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  4. A description of the proposed destination for the excursion;
  5. The method of transport to be used for the excursion;
  6. The proposed activities to be undertaken by the child during the excursion;
  7. The period the child will be away from the premises;
  8. The anticipated number of children likely to be attending the excursion;
  9. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion;
  10. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
  11. That a risk assessment has been prepared and is available at the Service.

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

## Excursion/Incursion Risk Assessment

- A risk assessment which reflects National Regulation 101 before an authorisation is scheduled under regulation 102 to determine the safety and appropriateness of the excursion/incursion must be carried out.
- The Service will use an *Excursion/incursion Risk Benefit Analysis form*.
- Risk assessment will be completed to assess the suitability and safety of an excursion and will:
  1. Identify the purpose of the excursion and how the experience will benefit children participating.
  2. Identify and assess risks that the excursion may pose to the safety, health, and wellbeing of any child being taken on the excursion.
  3. Specify how the identified risks will be managed and minimised.
  4. Consider the proposed route and destination for the excursion and any water hazards.
  5. Reflect on any risks associated with water-based activities.
  6. Consider the transport to and from the proposed destination for the excursion.
  7. Consider the ratio of adults to children involved in the excursion.
  8. 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 (e.g. life-saving skills).
  9. Consider the planned activities.
  10. Determine the duration of the excursion.
  11. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc)
  12. Identify a contingency plan for inclement weather or other barriers to proceeding
  13. Confirm access to suitable drinking water and toilet / bathroom facilities
  14. Identify requirements of the venue
  15. Be completed prior to any wider community excursion being undertaken
- The Service will notify families about the excursion by providing an *excursion consent form*.
- Families must be able to view the risk assessment prior to the excursion upon request in which the Service must comply by ensuring all information is available.

## Routine excursions / local community / regular outings

- Risk Assessments will be completed for local community excursions and outings in the same format as for a wider community excursion. Risk assessments for regular outings will be undertaken once each calendar year as a minimum, but revisited each time the excursion is to be repeated, to ensure relevance to circumstances prevailing at the time.
- Parent / guardian consent to routine excursions will be obtained at the time of enrolment.
- When possible, parents / guardians will be informed (verbal or noticeboard) of routine excursions on the day.
- If a child or children does not have consent to participate, educators will consider ways to manage the outing to ensure the child does not experience a sense of exclusion. Options to consider are accommodating the child at another program if place available, offer care on an alternative day, or where satisfactory resolution cannot be reached, cancel/ reschedule the excursion.
- On each occasion an outing occurs, the program is to advise administration of their absence from the program setting.
- Children will not be taken on excursions that involve the use of transport or the need to cross a road without traffic control as a routine / local community excursion.

### Wider community excursions

Any wider community excursions will be approved by the Director or Assistant Director (or Nominated Supervisor) prior to being confirmed. They will assess whether an excursion will occur, considering the purpose of the excursion and the outcomes of a risk assessment.

- Excursion permission will be obtained from a person authorized on the enrolment form for each child after the excursion has been approved by the Director / Assistant Director and before any child is taken on a wider community excursion.
- A Lipscombe representative is to visit any new venue prior to planning and assessing the excursion, to check suitability and identify any potential hazards; or, research the venue using online information where it is available. Research should include availability of toilets, hand washing, drinking water and shade facilities, mobile phone coverage and access for emergency services and the excursion vehicle.
- Transport will always be by licensed bus companies. The exception to this may be in an emergency; where a Responsible Person in Charge or Nominated Supervisor may be required to transport a child for medical treatment in circumstances such as if an ambulance is delayed.
- All other Service policies apply while on excursions as they would at the centre, with adjustments as required to suit context.
- Management will ensure insurance policies apply on excursions as they would within the service.

### For all excursions

- Details of the excursion will be discussed with children before leaving, including all the safety considerations children need to be aware of while on the excursion. This may include but not be limited to:
  - Educators on the excursion (ensure all children are familiar with names)
  - Where they are going
  - Who else will be there
  - What activities they will be doing
  - What to be aware of (listening to safety briefings, strangers, large groups, traffic etc)
  - Expectations of behavior
  - Reminder of how to board bus
  - What to have in bags (refill drink bottles, have lunch box packed, hat, leave precious items behind)
  - Where they can and cannot go, who to go to when they need a toilet break etc.
- An 'excursion bag' with include resources as per the excursion checklist on the risk assessment form will be taken on all routine excursions / outings. This will contain items listed on the excursion risk assessment form including children's medical management plans, medication, as well as any other items required.
- A list of all children and adult volunteers present will be taken on the excursion.
- Supervision plans and individual needs of children will be shared with all adults attending the excursion to ensure a team approach to supervision and safety. Any assigned roles to support children for particular educators will be communicated to all educators prior to leaving.
- Children must wear an item identifying the Service, but which does not include children's names.
- If hats provided by the service are available, these should be worn as they have the potential to enhance supervision by providing a clear indicator of location of each child belonging to the group.

- Sufficient mobile phones should be available to maintain communication between educators if the group parts for any time during the excursion.
- On all excursions the Coordinator or Responsible Person in day to day charge will be the responsible person.
- An educator with a current first aid and CPR qualifications must always be present.
- Active supervision will be maintained at all times, with regular head counts or roll calls. Children should always be in line of sight and hearing range of an educator. A roll call is essential before leaving the service and again before leaving a venue.
- Roll calls and head counts will also be conducted during the outing, with particular attention given to transition times and when the group has parted or re-grouped for any reason.
- Volunteers are encouraged to attend to assist with extra supervision. All regular volunteers must hold a current WWVP card and will not be included in the required staff / child ratios. There should be sufficient educators to support and guide volunteer assistants.
- Staff ratios for excursions will be: under 3 years = 1 adult for 2 children. 3 years and over normal ratio applies, with further adjustment made according to the outcomes of risk assessment.

### **Incursions**

Incursions involve visitors attending the service to deliver performance, programs or activities.

- Each time an Incursion is planned, a *Risk Benefit Analysis* form will be completed.
- Where incursion activity is delivered as a regular activity, the Risk Benefit assessment will be carried out annually as a minimum, or when there is a change (or anticipated change) identified, to the way the incursion activity is conducted.
- Information related to the incursion will be provided to parents either as part of the '*Calendar of Activities*' provided to Nutgrove and Seagulls families or the Holiday Care program provided to Waimea Outside School Hours Care families. Alternately the information may be provided by Schoolzine or other email.

Some excursions and incursions may be offered free of additional charge, while others may incur a small cost.

### **Program Variations:**

#### **Bumble Bee:**

When leaving the service for any local excursion, any Bumble Bee child must either be secured in a stroller, attached to a stroller with a child safety harness or holding a staff members hand.

#### **Playhouse:**

Playhouse children walk to Sandy Bay Infant School to attend orientation sessions at Nutgrove, to support transitions between programs. This will only occur where there is consent given for routine excursions on the enrolment form. Where consent is not given, parents should be contacted to negotiate suitable arrangements. Management will assist where possible to increase staff / child ratios. The child or children must hold an educator's hand.

**Nutgrove:**

Nutgrove Reserve, Nutgrove Beach, Long Beach and Long Beach Park are areas visited by the Nutgrove program and are considered to include a significant hazard due to water and public space. The following guidelines will apply:

- An educator or staff member will visit the site ahead of children on the day of the excursion and complete the Nutgrove Beach Reserve Safety Audit
- Educators are to notify the office that they are leaving for the excursion and estimated time that they will return.
- A note will be placed on the door for visitors / parents advising the location of the group.
- Children will not enter the water
- Boundaries will be defined for children to assist effective supervision. This may be use of cones, a line drawn in the sand or verbal description.

**Seagulls:**

Staff and children often visit the bush areas adjacent to the Waimea School site, known as McAuleys Reserve. The following guidelines will apply:

- Staff to notify the office that they are leaving for the excursion and estimated time that they will return.
- A note will be placed on the door for visitors / parents advising the location of the group, where dates and times of Bush visits have not been circulated prior.
- Risk assessment complete / updated as per guidelines above

**Waimea:**

Staff and children often visit the top oval or access other areas within the school grounds, including McCauley's Reserve. Communication will be maintained between educators at all times using mobile phones or other means. Educator: Child ratios and effective supervision must be carefully considered as part of risk assessment prior to conducting a routine excursion. This includes considering the individual needs of children within the group. Please refer to the Waimea OSHC risk assessment for physical environment for specific guidelines relevant to each space.

**Transport:**

The Service hires buses to transport children on excursions with the knowledge that:

- They are registered.
- They have suitable insurances including a minimum third-party property damage.
- The driver has a full license and there is reason to believe that they are safe and responsible behind the wheel.
- The number of passengers does not exceed the licensed capacity.
- Wherever possible, buses are used which have seat belts installed.

## **Embarking and Disembarking the Bus:**

### **Before leaving the service/excursion space ensure:**

- Children are lined up in pairs.
- Kiosk head count is done and all educators know the number of children in attendance.
- All educators are in attendance and required equipment is organised so that all educators can support this procedure.
- One educator leads the children to the bus, one educator follows up behind all children to the bus. If there are more than two educators, it is important to spread out evenly among the group, walking beside or holding the hand of children who may need additional support or have potential to attempt to leave the group.
- Ensure you have all medical items required, a first aid kit and a fully charged mobile phone with all service contacts, plus any other items as per the checklist on the excursion risk assessment.

### **Embarking the Bus**

#### **Coordinator/ Responsible Person in Charge:**

- Lead children to the door of the bus.
- Stand beside the door of the bus facing the line of children.
- Once second educator is on the bus and has done a visual check, begin to count children on to bus one at a time.
- Last educator is to board bus once all children are accounted for.
- When all children have boarded the bus, confirm with the coordinator/person in charge that the number of children that boarded the bus matches the number of children that are in attendance.
- If the numbers don't match, the coordinator/person in charge conducts a kiosk head count with each child's individual name.

#### **Second in Charge:**

- After all children have boarded the bus, confirm with Coordinator/Person in Charge that the number of children in attendance matches the number of children that have boarded the bus.
- Board the bus yourself.
- Ensure that all the children have their seatbelts correctly fitted and are seated before giving the driver the go-ahead.

#### **Additional Educators:**

Separate evenly between the children and support others keeping children in line and carrying any additional items as required on the way to the bus. Support children to take seats comfortably and correctly and fasten seatbelts. Ensure excursion items are stowed so as not to be able to fly in the event the bus stops suddenly. Educators need to take seats evenly spread among children on bus.

## **Disembarking the Bus**

### **Coordinator/ Person in Charge:**

- Advise children to unclip seat belts but remain in their seats until an educator ask them to disembark.
- Disembark the bus and stand beside the bus door.
- Analyse risks and communicate with Educators on bus the best location to assemble children. This would usually be away from the edge of the footpath in line with the bus, unless a safer place is decided upon.
- Count children as they disembark the bus.
- When all children have disembarked confirm with coordinator/ person in charge that the number of children that have disembarked matches the number of children in attendance.
- If the numbers don't match ask the co-ordinator/person in charge to conduct a kiosk head count.
- Join group when all children have disembarked.
- Ensure educators disembark at even intervals among children to maintain supervision.

### **Second in Charge:**

- After all children have disembarked, physically walk through the bus from very back to very front, searching for any child who may have remained in their seat or any items that may have been left on board.
- Disembark bus and join children at back of assembled group.
- Confirm with Coordinator/Person in Charge that the number of children that have disembarked matches the number of children in attendance.

### **Additional Educators:**

Separate evenly between the children and support others keeping children with the group / in lines and assisting with individuals or any additional items as required.

### **Bus Breakdown:**

In the event of a vehicle breakdown or a minor accident:

- The responsible person in day to day charge will phone the Nominated Supervisor to inform them of the situation.
- The bus driver will phone the bus company to make alternative arrangements for transport.
- Responsible person/s, educators and volunteers will ensure the children are kept safe and secure at all times.
- Children will not be removed from the bus unless a safe area is near by or there is some reason it is not safe on the bus. This will be risk assessed at the time.



### **Guidelines for Behaviour on the Bus:**

- Children are to be made aware of the expectations of them regarding safety and behaviour before each excursion.
- An educator must be on the bus before children ascend – one to guide children on and then last staff member to follow the last child to board. Other educators should be positioned evenly among the group. Consideration will be given to any children identified in the risk assessment process as needing heightened supervision or additional assistance.
- Children will remain seated and encouraged to sit with their backs against the seat backrest whilst the bus is moving. Children will not kneel on seats or face rearwards.
- Children must wear seat belts when available.
- Children must remain seated when the bus stops until an educator disembarks from the bus.
- Noise levels should be kept to a level that ensures the driver is not distracted from concentrating on the road and driving. There should not be yelling or calling out on the bus while in transit.
- Educators will role model behaviour expected of children

### **Evaluation and Reflection:**

- Reflection on the excursion will be noted on return and include transport. Those reflections will inform considerations for the next outing. This may include reflections about the distance, children's behaviour, dynamics of the group, supervising adults, volunteers, the bus driver, the bus, illness etc.
- Any issues or incidences related to the transport should be communicated to the Nominated Supervisor on return.
- Reflections / Evaluations should be referred to when planning future excursions.

### **Links to other Policies:**

Incident, Accident, Illness & Trauma Policy

Positive Behaviour Support Policy

Enrolment Policy

Acceptance and Refusal of Authorisations Policy

Duty of Care

Volunteer Policy

Water Safety Policy

Absconded Child Policy

Supervision Policy

Staff Code of Conduct

Educational Program Policy

Duty of Care

Sun Policy

Medication Policy

### **References:**

Education and Child Services National Regulations (2011) – 100, 101, 102, 168 National Law: Section 167

Guide to the National Quality Standard. (2017).

Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).

**Policy Review:**

Lipscombe Early Years Education & Care will review this policy and related documents, every 2 years, or more often as required when new information becomes available.

Families are encouraged to collaborate with the Service to review the policy and procedures.

It is essential for all staff to be involved in the policy review process and familiarise and acknowledge in writing any changes to policy made at review.

**Changes made at review:**

Original policy 2006 – addition of evaluation form

Next review Oct 11 – definitions, addition of QIAS, addition of references

April 2012 – removal of QIAS links, added in links to NQF, reference now to NQF. Addition of procedure for risk assessment

February 2013 – added Regulations

August 2014 – updated wording re risk assessment for local community excursions

September 2015 – updated wording re main road, LCCS Certified supervisor, WWCC, Nutgrove Beach Safety Audit

April 2017 – removed reference to Safety Screening; corrected typographic errors; added ‘Certified Supervisor’ term to co-ordinator responsibility; changed reference to ‘paddling’ to ‘children will not enter the water’; adjusted line spacing.

May 2018 – Updated National Quality Standards; adjusted wording to reflect person in day to day charge (remove Certified Supervisor); removed Walkie-Talkies; updated expectations around mobile phones

Feb 2020 – changed local and wider community references to routine and non-routine excursions; updated links to other policies; updated ‘certified supervisor’ to responsible person; Changed Director/Asst Director to Nominated Supervisor.

Oct 2021 – Added template for Regulations and Quality Standards, Removed Links to NQF, definition of Incursion, minor edits.

October 2022 – details related to supervision updated; moved some points duplicated in regular outings and wider community section to new section ‘all excursions’. Checked policy against ACECQA fact sheet Excursion Policy guidelines. Added procedure for embarking and disembarking bus to policy (previously separate document)

**Related documents:**

Excursion permission form

Excursion plan / evaluation

Excursion Risk Benefit Analysis