



Excursion Policy

Issue Date:
February 2020

Review Date:
February 2022

Educational Program and Practice related Policy – Regulations 99, 100, 101, 102, 168

Policy statement:

Lipscombe Child Care Services Inc (**the Service**) provides a varied and broad range of experiences for the children attending our programs. Excursions/incursions enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our Service recognises that excursions provide opportunities for children to explore the local and wider community as a group and extend on the educational program provided.

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.

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 planned and conducted in a safe manner, maintaining children’s wellbeing and 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 Risk Assessment

- Management must conduct 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.
- The Service will use an *Excursion Risk Assessment*.
- The Service will notify families about the excursion by providing an *excursion consent form*.
- Families have a right to view the risk assessment prior to the excursion upon request in which the Service must comply with ensuring all information is available.
- A risk assessment must
 1. Identify and assess risks that the excursion may pose to the safety, health, and wellbeing of any child being taken on the excursion.
 2. Specify how the identified risks will be managed and minimised.
 3. Consider the proposed route and destination for the excursion and any water hazards.
 4. Reflect on any risks associated with water-based activities.
 5. Consider the transport to and from the proposed destination for the excursion.
 6. Consider the ratio of adults to children involved in the excursion.
 7. 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).
 8. Consider the planned activities.
 9. Determine the duration of the excursion.
 10. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).

Routine excursions / local community / regular outings

- 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, consider ways to manage the outing
- The program is to advise administration of the outing
- An 'excursion bag' with include resources as per the excursion checklist on the risk assessment form will be taken on all routine excursions.
- Options to consider are accommodating child at another program if place available, offer care on an alternative day, or where satisfactory resolution cannot be reached, cancel/ reschedule the excursion.
- Children will not be taken on excursions that involve the use of transport or the need to cross a road without traffic control (including crossings) as a local community excursion.
- Risk Assessments will be completed for local community and wider community excursions. Local community excursion risk assessments will be revisited each time the excursion is to be repeated, for review and update. Wider community excursions will be risk assessed anew each time.

Any wider community excursions will be approved by a Nominated Supervisor. The Nominated Supervisor 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 authorized by the Director / Assistant Director and before the child is taken on a wider community excursion.
- A Lipscombe Nominated Supervisor or Responsible Person in Charge is to visit any new venue prior to the process of organizing the excursion beginning, to check suitability and identify any potential hazards for assessment. Availability of toilets, hand washing, drinking and shade facilities, mobile phone coverage and access for emergency services and the excursion vehicle should be included in considerations.
- Transport will always be via licensed bus companies. The exception to this may be in an emergency; where a Supervisor may be required to transport a child for medical treatment such as if an ambulance is delayed.
- A list of all children and adult volunteers present will be taken on the excursion.
- Roll calls and head counts will be conducted during the outing, with particular attention given to arrival, departures, transitions and when the group has parted or regrouped for any reason.
- Children must wear a tag identifying the Service, including the telephone number, but not include children's names.
- If service hats are available, these should be worn as they have the potential to enhance ease of supervision.
- 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 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 sound range of an educator. A roll call is essential before leaving the service and again before leaving a venue.
- Volunteers are encouraged to attend to assist with extra supervision. All regular volunteers must hold a current WWCC 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 a minimum of two educators and further adjustment made according to risk assessment.
- The Service's emergency, accident / injury, illness, medication and sun protection policies will be implemented on excursions as relevant, as a minimum.
- Management will ensure insurance policies apply on excursions as they would within the service.

Program Variations:

Bumble Bee:

When leaving the service for any excursion, any Bumble Bee child must either be 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 educators hand.

Nutgrove:

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

- A staff member will visit the site immediately prior to the excursion and complete the Nutgrove Beach Safety Audit
- 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.
- 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 creek and bush areas adjacent to the Waimea School site, known as McCauleys 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.

Waimea:

Staff and children often visit the top oval or take walks around the grounds, including McCauley's Reserve. Communication will be maintained between educators at all times using walkie-talkies or phones or other means. Educator: Child ratios and effective supervision must be carefully considered prior to conducting a routine excursion.

Wider Community excursions**Transport Procedures:**

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, have seat belts installed

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.

Behaviour on Bus guidelines:

To ensure that all bus trips are fun, maintain safety and represent the Service in a positive way, the following procedures will be applied:

- Children are to be made aware of the expectations of them regarding safety and behaviour before each excursion
- A roll call is to be carried out last thing before leaving the program or when boarded on the bus
- An educator must be on the bus before children ascend – one to guide children on and then last staff member to follow. 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.
- Destination and time returning to be reported to the Nominated Supervisor before leaving
- Children will remain seated and encouraged to sit with their backs to the seats whilst the bus is moving, not kneeling on seats or other
- Children must wear seat belts when available
- Roll call to be carried out at the end of the excursion once all children are seated on bus to return to the program.
- When time to disembark from the bus children must remain seated until an educator disembarks from the bus. A second educators is to move off the bus with the next group of children and then others

follow in the same manner. The last educator off the bus is to conduct a sweep from the rear of the bus to the front to ensure that all children, bags, clothing etc are off.

- Children are to follow directions and be guided by educators as to where to safely stand while everyone disembarks.
- On return to the Service site the same procedure is to be followed ensuring that children remain safely supervised.
- Reflection on the excursion should be noted and those reflections should inform considerations for the next outing. This may include reflections about the destination, children's behaviour, dynamics of the group, supervising adults, volunteers etc.
- Following any excursion, an "excursion plan / evaluation sheet" should be completed and returned to the office.
- Any issue should be followed up by the Nominated Supervisor.
- Evaluation sheets should be referred to when planning future excursions.

Links to other Policies:

Accident / Injury Policy	Incident, Accident, Illness & Trauma Policy
Positive Behaviour Support Policy	Enrolment, orientation and Access Policy
Duty of Care	Volunteer Policy
Absconded Child Policy	
Supervision Policy	
Staff Code of Conduct	
Educational Program Policy	

Links to NQF:

Standard: 2.2 Each child is protected (2.2.1 & 2.2.2)

Standard: 4.1 Staffing arrangements enhance children's learning and development

Standard: 6.1 Respectful relationships with families are developed and maintained and families are supported in their parenting role.

Standard: 6.2.3 The service builds relationships and engages with its community.

Standard: 7.1 A statement of philosophy guides all aspects of the services' operation.

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).

Kearns, K. (2017). *The Business of Childcare* (4th Ed.).

Child Care Centre Desktop – Excursion Policy

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.

Attachments:

Excursion permission form

Excursion plan / evaluation

Excursion Risk Assessment