

## EXCURSIONS

### POLICY STATEMENT

The service will plan excursions to extend the educational programming for the children. Excursions are designed to allow children to explore their physical and social environment, including their local community, away from service premises. Parental permission will be sought for all excursions and each excursion will be carefully planned and the potential risks 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.

### CONSIDERATIONS

Education and Care Services National Regulations	74, 100, 101, 102, 123, 168
National Quality Standard	1.1, 2.2, 4.1, QA5, QA6, 7.2
Other Service policies/documentation	<ul style="list-style-type: none"><li>• Water Safety policy</li><li>• Health &amp; Safety policies</li><li>• Risk Assessments policy</li><li>• Supervision of Children policy</li><li>• Programming &amp; Evaluation policy</li><li>• Risk Assessments</li><li>• Vacation Care Excursion Folder</li><li>• Vacation Care Evaluation Form</li><li>• Excursion Runsheets</li></ul>
Other	My Time, Our Place

### PROCEDURES

#### a) Planning:

- Planned excursions will take into account:
  - Ages, abilities and interests of children
  - Children's interest and suggestions
  - Ways children can maximise developmental experiences and opportunities to practice new skills.
  - Suitability of the venue e.g. access to shade, food, drink and toilet facilities

- Feedback from previous excursions from families, children and educators
- Clothing and equipment required
- Travel arrangements
- Staff requirements.

**b) Risk Management:**

- A Risk Management Plan (RMP) must be prepared for each excursion. RMPs will include:
  - The proposed route and destination for the excursion
  - Any water hazards
  - The transport to and from the proposed destination for the excursion
  - The number of adults and children involved in the excursion
  - The number of educators or other responsible adults required ensuring appropriate supervision. This number will be determined by taking into consideration the risks posed by the excursion and whether any adults with specialised skills are required
  - The proposed activities
  - The likely length of time of the excursion
  - The items that should be taken on the excursion, for example, first aid kit, mobile phone and a list of emergency contact numbers
  - Verbal instructions to children on appropriate behaviour expected whilst on excursions.
- Copies of risk assessments will be kept filed in the office and/or the vacation care excursion folder. Risk assessments are valid for 12 months and require updating after this time.
- Once an initial risk assessment has been carried out for regular outings, risk assessments are not required for subsequent outings to the same place, unless there is a change of location or venue. RMP should be reviewed annually and modified or updated if need be.
- Risk assessments to be completed by at least two educators and signed off by the Director. Or if completed by the Director sighted and signed off by at least one other educator.

**c) Policies:**

- The service's Health and Safety policies will be taken into consideration and implemented on excursions where appropriate.

**d) Permission:**

- Families' permission must be obtained before any child is taken outside of the service. By signing the excursion permission form, the family member is authorising their child to attend the activities stated.

- Excursions to locations visited on a regular basis such as local parks may be undertaken without prior notice if families of children in the group have given excursion permission. If an excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

**e) Supervision:**

- 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.
- 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.
- Head counts must be conducted regularly throughout the duration of the excursion.
- Children will wear identification wristbands on excursions that clearly states the name of the service and the mobile phone number. This mobile phone will be taken on all excursions.
- All the children must wear the blue Maroubra Junction Care Centre hats to help educator identify the children whilst on vacation care excursions.
- Kindergarten up until year 2 will wear coloured vests to help educators identify the children whilst on vacation care excursions.
- 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 roadside 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.

**f) Information & Equipment:**

- All educators on an excursion are required to carry a backpack provided by the service. The backpack contains first aid supplies, asthma medication, spare underwear, tissues and other items that may be required in an emergency.
- The Nominated Supervisor or Responsible Person or Excursion Coordinator is to ensure all information and equipment required for the day is packed before leaving for an excursion will complete an excursion checklist.
- Information and equipment to be taken on excursions will include:
  - A list of all children with relevant personal details and family contact phone numbers.
  - A list of emergency contact numbers.

- A first aid kit, including SPF 30+ broad-spectrum water resistant sunscreen.
- Any medication for children attending the excursion.
- A fully charged mobile phone.
- Other information/equipment noted on the Risk Management Plan.

**g) 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 Responsible Person or Excursion Coordinator will call the Police and the family.

**h) Transporting Children to/from an Excursion:**

- 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, taxi, 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.
- When using public or private transport each journey will be risk assessed, for example, when travelling by bus:
  - Ensure all bus operators hold appropriate licenses and insurance
  - Ensure they provide correct facilities i.e. wheelchair access if applicable
  - Ensure adequate adult supervision
  - Ensure children display appropriate behavior
- In the event of a transport breakdown or accident:

- While waiting for replacements transport/repairs children will be kept safe, comfortable and occupied with suitable activities
- Child to educator ratios will be maintained
- Children will not be left in the sole custody of bus drivers or any other persons
- In the event of a late return to the service, every effort will be made to notify families

**i) Water safety**

- The service recognizes the risks posed by bodies of water. The service will ensure that every precaution is taken so that children can enjoy water-based activities safely.
- Risk assessments will be carried out for programmed water-based activities.
- For excursions that involve swimming, the service will obtain information about the children's swimming ability and ensure they are only swimming in areas of appropriate depth

**j) Emergency procedures on excursions**

- Educators and children are to follow the procedures set by each excursion provider/location.
- Risk assessments will be completed before the excursion and any facility specific emergency procedures will be attached
- In the event of an emergency, if the Nominated Supervisor is not present, they need to be notified as soon as practicable
- Contact lists will be used to contact families in the event they are needed
- For outdoor locations such as parks, educators are to set meeting points in the event of any emergency