

## D-16 EXCURSIONS POLICY

### POLICY STATEMENT

Tanderra OOSH will plan excursions as part of the service's programme. Excursions offer children opportunities to explore their physical, cultural and social environments, including their local community, away from the usual service premises ("My Time, Our Place" Outcome 2). Family permission will be sought for all excursions and each excursion will be carefully planned to ensure potential risks are assessed.

### PROCEDURE

Planned excursions will take into account:

- Children's ages, abilities and interests
- Ways to maximise children's developmental experiences and opportunities to practice new skills and be creative, fun and exciting
- Suitability of the venue in regard to safety
- Clothing and equipment required
- Travel arrangements
- Cost to families

#### a) Risk Management

- A risk assessment must be prepared prior to each excursion in accordance with Regulation 100, and must not be conducted more than 12 months before the excursion is to take place. An excursion checklist must be included as part of the preparation.
- Risk assessments will include:
  - Identification and assessment of the potential risks to children's safety, health and wellbeing
  - How the risks will be managed and minimized
  - The proposed route and destination, including all planned stops
  - Any water hazards
  - Any risks associated with water-based activities
  - The means of transport to and from the proposed destination
  - Any requirements for seat belts or safety restraints under the law of jurisdiction in which the children are being transported
  - The process for entering and exiting the service premises and pick up location and destination(s)
  - Procedures for embarking and disembarking the means of transport, including how each child will be accounted for when embarking and disembarking
  - The number of adults that is appropriate to provide supervision, and whether any adults with specialized skills are required (such as life-saving skills etc)

- The proposed activities
- The proposed duration of the excursion
- Items which should be taken (such as first aid kit, mobile phone, access to emergency contact information etc)

## b) Authorisations

- Written permission must be obtained from an authorized nominee for each child prior to the child being taken outside of the service. By signing the excursion permission form, the authorized nominee is authorizing the child to attend the activities stated.
- Authorisation for excursions must include the following:
  - ✓ The child's name
  - ✓ The reason the child is leaving the premises
  - ✓ The date of the excursion (unless a regular outing)
  - ✓ A description of the proposed destination
  - ✓ The method of travel
  - ✓ Any requirements for seatbelts or safety restraints under the relevant law of jurisdiction
  - ✓ The proposed activities to be undertaken by the children
  - ✓ The period of time the child will be away
  - ✓ The anticipated number of children attending
  - ✓ The anticipated ratio of educators to children
  - ✓ The anticipated number of staff members and any other adults attending
  - ✓ That a risk assessment has been prepared
- 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 authorization is only required to be obtained once in a 12 month period.

## c) Supervision

- Children will be supervised at all times they are outside of the service premises.
- Children will be orientated to the risk elements and procedures prior to attending any excursion. This would include procedures 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 as well as any additional needs and requirements and will be determined as part of the risk assessment prepared for the excursion.
- Head counts and roll calls will be conducted regularly throughout the duration of the excursion, including on arrival and when departing destinations, and when embarking and disembarking transport.
- The risk assessment for each excursion will determine whether or not children need to wear or carry identification that clearly states the name of the service and the contact phone number.

- Where possible, an educator will inspect all public toilets prior to children using them. Children using a public toilet must do so with the knowledge of an educator and with at least one other child or an educator to accompany the child into the public bathroom area.
- When walking the children, one educator must lead the group, another must be situated at the rear of the group and the remaining educators spaced along the group.
- When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest location and way to cross the road must be determined.

#### **d) Information and equipment**

The following items and information will be taken on excursions:

- ✓ A list of all children and access to relevant personal details such as family contact phone numbers
- ✓ A list of any special needs of children such as food allergies, health conditions
- ✓ Medical management plans for children with medical conditions
- ✓ Any medication required to be taken by children whilst on the excursion and the required medication administration form
- ✓ A first aid kit
- ✓ A fully charged mobile phone
- ✓ Other items noted on the risk assessment such as SPF 30+ broad-spectrum water resistant sunscreen, access to fresh water, means of washing hands etc

#### **e) Lost Child**

In the event that a child is lost during an excursion, the following steps should be followed:

- ✓ Ensure the safety and wellbeing of the other children by ensuring that at least one educator remains with them at all times
- ✓ Ask the children if they have seen the missing child recently
- ✓ Reassure any child who may be upset
- ✓ Allocate educator(s) to search the premises while ensuring the remaining children's safety and wellbeing is maintained
- ✓ Check the meeting points
- ✓ Ask the venue staff to begin a search and make an announcement over a loudspeaker or P.A. system if possible
- ✓ Once these steps have been taken and if the lost child has not been found, the Responsible Person will call the police and family

#### **f) Transporting children to and from excursions**

- Children may only be transported on excursions with the written permission of an authorized nominee, via an excursion permission form prepared for that specific excursion.
- Children must be supervised at all times while being transported, whether by public transport, walking or a chartered bus and will be supported to behave appropriately while being transported.

- In some circumstances, where the site of the excursion is close by the centre, it will be appropriate for children and educators to walk to and from the venue.
- All means of transport including walking, public transport and chartered transport will be assessed for risks via the risk assessment. The risk assessment will take into account the facilities required for the children attending, such as wheelchair access, the need for toilet stops on lengthy journeys and that transport providers have the appropriate licenses and insurance.

## g) Water safety

- Bodies of water can pose a higher risk for children when on excursions. Every precaution will be taken by the service to ensure that children are able to enjoy water-based activities safely. Risk assessments will be carried out for programmed water-based activities.
- Whilst the Regulations do not specify a specific educator to child ration for activities where water is a feature, the recommended excursion ratio of 1:8 is considered best practice and this may need to be adjusted should the water risk be assessed to pose a higher hazard such as unfenced water areas, areas where there will be a large group of children etc. A ratio of 1:5 is recommended for excursions where children are swimming. It must also be noted that in sections 165, 167 and 169 of the National Law there are clear statements about adequate supervision.

A range of factors shall determine the adequacy of supervision, including:

- ✓ Numbers, ages and abilities of the children
  - ✓ Number and positioning of educators
  - ✓ Each child's current activity
  - ✓ Areas where children are playing, in particular the visibility and accessibility of these areas
  - ✓ Risks in the environment and experiences provided to children
  - ✓ Educators' knowledge of each child and each group of children, the experience, knowledge and skill of each educator
- Definition of a body of water:
    - ✓ Swimming pools and/or water fun parks
    - ✓ Wading pools
    - ✓ Lakes
    - ✓ Ponds
    - ✓ The sea/ocean
    - ✓ Creeks
    - ✓ Dams
    - ✓ Rivers
    - ✓ Equipment used by the service that could contain 5cm or more of water and would allow a child to submerge both nose and mouth at the same time

## CONSIDERATIONS

### National Quality Standards

1.1.3	Program learning opportunities	All aspects of the program, including routines, are organized in ways that maximise opportunities for each child's learning
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
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

### Education and Care Service National Regulations 2011

R99	Children leaving the education and care premises
R100	Risk assessment must be conducted before excursion
R101	Conduct of risk assessment for excursion
R102	Authorisation for excursions

### Related Policies / Forms

<p>D-3 Safe Transportation of Children Policy</p> <p>Supervision Policy</p> <p>Water Safety Policy</p> <p>Behaviour Guidance Policy</p> <p>Risk Assessments</p>
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## ENDORSEMENT AND REVIEWS

Date	Action
	Approved by SNCC Board
01.09.2023	Last Review Date
September 2026	Next Review Date