



E-5 Excursions

NQS

QA. 1.1	An approved learning framework informs the development of a curriculum that enhances each child's learning and development.
QA. 1.2	Educators and co-ordinators are focused, active and reflective in designing and delivering the program for each child.
QA. 2.3	Each child is protected.
QA. 4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.
QA. 4.1.1	Educator-to-child ratios and qualification requirements are maintained at all times.
QA. 6.1	Respectful and supportive relationships with families are developed and maintained.
QA. 6.1.2	Families have opportunities to be involved in the service and contribute to service decisions.
QA. 7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
QA. 7.1.4	Provision is made to ensure a suitably qualified and experienced educator or co-ordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.
QA. 7.3	Administrative systems enable the effective management of a quality service.

National Regulations

Reg. 73	Educational program
Reg. 89	First aid kits
Reg. 99	Children leaving the education and care service premises
Reg. 100	Risk assessment must be conducted before excursion
Reg. 101	Conduct of risk assessment for excursion
Reg. 102	Authorisation for excursions
Reg. 166	Children not to be alone with visitors
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and procedures to be followed

My Time, Our Place

LO. 1	Children feel safe, secure, and supported
LO. 2	Children are connected with and contribute to their world
LO. 4	Children are confident and involved learners



	Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Policy Statement

We believe that excursions are an essential part of the centre's program as they provide variety and an opportunity to expand a child's experience, explore different environments and learn new activities. An authorised person's permission will be sought for all excursions. Children on excursions will be ensured proper supervision and care, for the full duration of the excursion. All staff/child ratios will be maintained according to best practice in the childcare field.

Related Policies

- Concord OSHC Policy A-4: Enrolment
- Concord OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Concord OSHC Policy C-10: Volunteers/Students/Visitors
- Concord OSHC Policy C-11: Staff Child Ratio
- Concord OSHC Policy D-1: Dealing with Medical Conditions
- Concord OSHC Policy D-2: Hygiene
- Concord OSHC Policy D-6: Transportation
- Concord OSHC Policy D-7: Animals
- Concord OSHC Policy D-8: Sun Protection
- Concord OSHC Policy D-9: Emergency Procedures
- Concord OSHC Policy D-10: First Aid
- Concord OSHC Policy D-11: Management of Incident, Injury and Trauma
- Concord OSHC Policy D-15: Allergies
- Concord OSHC Policy D- 16: Asthma
- Concord OSHC Policy D-17: Anaphylaxis
- Concord OSHC Policy D-20: Medication
- Concord OSHC Policy E-7: Water Safety

Procedure

Planning

Excursions will be planned taking into account children's ages, suggestions, interests and developmental abilities. Children's safety will always be first priority.

All planned excursions will be subject to a risk assessment to identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion,



and specify how the identified risks will be managed and minimised, as per Regulation 101. A risk assessment must consider:

- the proposed route and destination for the excursion
- any water hazards
- any risks associated with water-based activities
- the transport to and from the proposed destination for the excursion
- the expected number of adults and children involved in the excursion
- given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. life-saving skills)
- the proposed activities
- the proposed duration of the excursion
- the items that should be taken on the excursion (e.g. a mobile phone and a list of emergency contact numbers for children on the excursion).

Educators are to visit or be familiar with a venue before undertaking the excursion to ensure it is suitable, safe and accessible by all. Arrangements will be made with the venue when special requirements are needed, where necessary. The venue will be assessed to determine whether children with special needs can be accommodated, where applicable.

When planning an excursion, alternative arrangements will be made for adverse weather conditions. Prior to departing on an excursion, educators must consider wet weather, cold or hot weather or extreme weather conditions.

Authorisation and Notification

Under regulation 102, the approved provider and nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided. The authorisation must be given by a parent or other person named in the child's enrolment record as able to authorise the taking of the child outside the education and care service premises by an educator. The authorisation must state:

- the child's name
- the reason the child is to be taken outside the premises
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- a description of the proposed destination for the excursion
- the method of transport to be used for the excursion;
- the proposed activities to be undertaken by the child during the excursion
- the period the child will be away from the premises
- the anticipated number of children likely to be attending the excursion
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion



- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- 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.

The centre phone will be on divert to the Nominated Supervisor / Responsible Person on Duty's mobile to ensure the staff and children can always be contacted. The Nominated Supervisor will ensure the mobile phone used is fully charged.

Staff Ratios and Supervision

There will be no supervision at the Centre as planned excursions are compulsory.

A minimum of two staff will be present on all excursions.

The following staff/child ratios will be met at all times (see C-11 Staff: Child Ratio Policy)

- There will be a maximum of 10 children to 1 carer for excursions
- There will be a maximum of 5 children to 1 carer for swimming

A Certified Supervisor will have overall responsibility for the excursion. It is their responsibility to maintain head counts and take the roll at appropriate times and regular intervals. All staff will be responsible for adequate supervision.

Responsible adult volunteers over the age of 18 may be used to augment staff/child ratios on excursions. Parents may also be invited to assist.

Swimming excursions will only be undertaken with children in a well-supervised municipal pool or water park (see E-7 Water Safety Policy). Adequate supervision will be maintained at all times. A special permission form is required for children who wish to swim on the excursion.

Dams, rivers and beaches will be avoided for swimming purposes because of the dangers that they present.

Transportation

All transport used for excursions will comply with the Roads and Maritime Services Standards. The Transportation Policy will apply in relation to travelling to and from any venue.

Both public and/or private modes of transportation may be used. Details will be outlined on the relevant authorisations and a risk assessment developed for each mode of transport used.

Consideration will be given to children with special needs, where applicable.

Educators, volunteers and parents attending an excursion will be made aware of the Transportation Policy and procedures for supervising children while travelling on public or private transport or on walking excursions. Particular attention will be made to assisting children when boarding or alighting from public transport and when crossing roads or in crowded areas.



While on the Excursion

No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing. This will be decided only by the Responsible Person on Duty.

Information and equipment to be taken on the excursion will include:

- A list of all children on the excursion, with relevant personal details and parent contact numbers
- Information on any relevant medical conditions or special needs/requirements along with any required medication (i.e. asthma puffers etc)
- A list of all relevant emergency procedures and contact numbers, to be readily accessible to all staff at all times
- A fully stocked and up-to-date portable First Aid Kit
- Spare drinking water, if possible

All children will be instructed regarding behaviour on the excursion and what to do if they are separated from the group.

The following policies will be implemented as required on excursions:

- Acceptance and Refusal of Authorisations
- Medication Policy
- Asthma Policy
- Anaphylaxis Policy
- Allergies Policy
- Dealing with Medical Conditions Policy
- Transportation Policy
- Staff Child Ratio Policy
- Water Safety Policy
- Sun Protection Policy
- First Aid Policy
- Emergency Procedures
- Management of Incident, Injury and Trauma Policy
- Hygiene Policy
- Animals Policy

Sources

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- My Time, Our Place Framework for School Age Care in Australia
- Roads and Maritime Service NSW



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