

## E-5 Excursions

### NQS

QA. 1.1.1	Approved learning framework.
QA. 1.1.2	Child-centred.
QA. 2.2	Safety.
QA. 3.2.1	Inclusive environment
QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 5	Relationships with children
QA. 6	Collaborative partnerships with families and communities
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 7.1	Governance.
QA.7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.2	Educational leadership.

### National Law & Regulations

Sec. 165	Offence to inadequately supervise children
Reg. 73	Educational program
Reg. 89	First aid kits
Reg. 90	Medical conditions policy
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. 102B	Transport risk assessment must be conducted before service transports child
Reg. 102C	Conduct of risk assessment for transporting of children by the education and care service
Reg. 102D	Authorisation for service to transport children
Reg.122	Educators must be working directly with children to be included in ratios
Reg.123(1)(d)	Educator to child ratios – centre-based services
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
Reg. 171	Policies and procedures to be kept available
Reg.172	Notification of change to policies or procedures

## My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
LO. 2	Children and young people are connected with and contribute to their world
LO. 4	Children and young people are confident and involved learners
	Children and young people develop a growth mindset and learning dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children and young people 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 Reg 123(d) of the Education and Care Services National Regulations and best practice in the childcare sector.

## 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 the 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. All educators, staff and volunteers are to read and understand the risk assessment before the excursion takes place. Risk Assessments will be undertaken through a visit to the venue by a Senior Staff Member. A risk assessment must consider:

- The pick-up location and destination
- the proposed route and destination for the excursion
- estimated departure and arrival times
- requirements for seatbelts or safety restraints in NSW have been met
- the process for entering and exiting the Centre
- The process for entering and exiting the pick-up location and destination
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking
- any water hazards
- any risks associated with water-based activities
- the means of 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).
- Toileting procedures to ensure appropriate supervision at all times
- Dual headcount procedures and timeframes including the recording of dual headcounts, to ensure supervision and safety of children at all times

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 (and transport of a child) by an educator. The authorisation must state:

- the child's name
- the reason the child is to be taken outside the premises
- the reason the child is to be transported
- if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- a description of the proposed pick-up location and destination
- the method of transport to be used for the excursion
- requirements for seatbelt safety or safety restraints in NSW have been met
- the proposed activities to be undertaken by the child during the excursion
- the period of time the child is likely to be transported
- 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
- that written policies and procedures for transporting children are available at the Centre.

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.

### **Educator Ratios and Supervision**

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

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

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

- There will be a maximum of 15 children to 1 educator for excursions
- There will be a maximum of 5 children to 1 educator for swimming

A Centre 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, and all elimination and control measures outlined in the risk assessment are implemented. Where the children are separated into groups, a supervisor will lead each group and will be responsible for the dual headcount and roll call process at separation, at all stopping points and at regular intervals. All Educators. All educators will be responsible for adequate supervision.

Responsible adult volunteers over the age of 18 may be used to augment educator/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. Where a swimming excursion is to be undertaken, Educators will request the swimming ability of all children attending via the permission slip. Appropriate alternate and safe activities will be provided for children who are non –swimmers, where possible. Dams, rivers, and beaches will be avoided for swimming purposes because of the dangers that they present.

If at any time during the excursion a staff member is unable to continue with the excursion and our staff ratio is compromised, or an activity is deemed unsafe to continue, the children will be immediately returned to the centre.

### **Transportation**

All transport used for excursions will comply with the Roads and Maritime Services Standards. The D-6 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 the Risk Assessment will ensure appropriate hazards and controls are identified for the 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, via the risk assessment. 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
- A list of all Educators and contact details.
- Information on any relevant medical conditions or special needs/requirements along with any required medication (i.e. asthma puffers etc.)
- A risk assessment identifying Emergency Procedures and assembly points of the venue. A fully stocked and up-to-date portable First Aid Kit
- Spare drinking water, if not available at the venue
- Undergarments for emergencies
- A mobile phone and spare battery pack, with internet capability to allow for access to important information, such as Educator Emergency Contact Details, Child Authorised Nominees etc.

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

Centre policies will be implemented as required on excursions.

### **Vacation Care Bookings**

The vacation care program is generally open for bookings between Week 5 and week 7 of the school term. Vacation care bookings are able to be made via the Centre webserver until such a time as the day is fully booked, or the cut-off date for changes to bookings is reached. The cut-off date to bookings is generally between 1-2 weeks before the commencement of the holiday period dependent on extraneous factors which may impact this (e.g. lack of booking numbers, centre closures, infectious diseases etc.). The cut-off date is ascertained at the discretion of the Centre Director/Educational Leader. Bookings may not be possible after the cut-off date, and parents are encouraged to contact the centre via email to check availability. Bookings made after the cut-off date are charged at a casual rate.

After the cut-off period, families are charged for all bookings that have been made regardless of attendance. If prior notice is given, swapping days throughout the vacation care period can occur depending on availability. The cost of the more expensive day is what should be charged in the event of a swap.

In the event of unforeseen circumstances (e.g. lockdown situations, inclement weather), the Centre reserves the right to change the activity for the day to another event of similar cost without notice

to ensure the safety and wellbeing of the children and educators involved. These days are still chargeable, and no cancellations are permitted.

Vacation care is invoiced to families at the conclusion of the vacation care period.

## Sources

- Education 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 – V2.0
- Roads and Maritime Service NSW

Endorsed: 21/01/2025

Review date: 21/01/2027