EXCURSION POLICY

POLICY STATEMENT – The organisation acknowledges being actively involved in the value of relevant excursions in allowing children to gain a greater insight of the community in which they live and learn from these experiences. The service will actively seek to minimise any risks associated with excursions and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

RATIONALE- To organise educational outings for the children enrolled at the Deniliquin Children’s Centre and ensure these are conducted to licensing requirements and National Quality framework standards.

Note: This policy only applies when taking children from the Deniliquin Children’s Centre grounds. If children are visiting another Children’s Centre Service, authorisation has already been sought via the child’s enrolment form.

Authorisation via the enrolment form is obtained once in a 12 month period.

PROCEDURE

1. Planning
A planning proposal excursion form must be completed and approved by the Nominated Supervisor before any excursions are confirmed. (planning proposal excursion form is attached)

The centre views excursions to be meaningful to children’s development and learning. A minimum of 4 excursions will be undertaken each year (Mobile Children’s Service an exception), and a minimum of 2 incursions per year.

2. Risk Assessment
Prior to excursion’s educators will conduct a risk assessment which will identify and asses any risks associated with the excursion to the safety, welfare and well-being of any child participating in the excursion and includes the identification and implementation of measures to manage and minimise any identified risks. Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that are visited regularly which carry the same risks.

Deniliquin Children’s Centre also considers a regular outing as within the precinct of the block in which the centre resides- inclusive of Whitelock, Napier, Hardinge and Poictiers Streets. A risk assessment will be conducted for the precinct; however, it is imperative that the Excursion checklist is completed prior to all excursions.

If circumstances change in any way since the initial precinct risk assessment has been completed, then it must be re -completed.

\DCC-NETWORK\Deniliquin_Childrens_Centre\DCC Policies\Quality Area 2 - Childrens Health & Safety\Current policy
The following items much be included in the risk assessment:

- Any risk that the excursion may pose to the safety, health and wellbeing of any child, educator or volunteer and identify how these risks will be managed and minimised
- proposed route and destination
- any water hazards
- any risks associated with water-based activities
- transportation (to and from)
- the ratio of educators and children which must comply as a minimum with the ratios in the staffing arrangements policy
- whether extra adults are required for supervision and safety
- specialised skills required (such as life-saving skills)
- proposed activities
- proposed duration
- any medical conditions that need to be considered and managed for each child with specific health needs
- items that should be taken

The completed risk assessment will be displayed near the attendance sheets for parents to view.

3. Authorisation
A parent or authorised person must provide written authorisation for an excursion prior to any child attending an excursion *(Parent/Guardian Authorisation for excursion form attached)*.

This authorisation only needs to be obtained once every 12 months for regular excursions. The authorisation will include:

- Child’s name
- Date of excursion (unless regular outing)
- Destination and proposed activities
- Mode of transport
- How long the child will be away from the centre
- Expected number of children attending
- Expected ratio of educators to children
- Expected number of additional adults who will be attending
- Advice risk assessment available at service and it can be viewed prior to excursion

We will request current emergency contact numbers when obtaining the authorisation.

If a regular excursion, or within the centre precinct, an excursion can be spontaneous, providing that authorisation has been sought for regular excursions.

We will provide at least 24 hours’ notice of upcoming excursion if they are not a regular excursion. More notice will be required if the service considers using volunteers.

The *Excursion Checklist* will be completed prior to any excursion.

4. Ratio
Minimum staff to child ratios will be: 0-2 years- 1:4  
2-3 years- 1: 5  
3+ years- 1:10

Incorporating families/guardians/carers (volunteers) in excursions is good way to engage families, build relationships and promote inclusion.
Volunteers will be in addition to the staff to child ratio. Volunteers are required to complete a Working with Children Check for volunteers prior to volunteering at Deniliquin Children’s Centre. They will be notified of this requirement by the service when informing families/guardians/carers of an upcoming excursion.

The Working with Children Check will be kept on file in both service and administration.

Family members/volunteers will not be left in sole charge of children and must be supervised by an educator at all times.

5. Transport
The means of transport must be stated on the parent/guardian authorisation form.

Buses – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

Cars – Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) is fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

6. Insurance
Any excursion planned must be consistent with the requirements/exclusions of the Public Liability Cover held by the service.

7. Excursion checklist
The Nominated supervisor must ensure an Excursion checklist is completed before commencing on any excursion (Excursion checklist is attached).

8. Evaluation
After each excursion, staff must collectively evaluate the excursion and experiences. This helps with quality improvement. (Post excursion evaluation form attached)

LEGISLATIVE REQUIREMENTS
Education and Care Services National Regulation
Regulation 100, 101, 102
Children (Education and Care Services National Law Application) Act 2010
Mobile Service- Children (Education and Care Services) Supplementary Provision Regulation 2004 Regulation

National Quality Standard 2- 2.3, 2.3.1, 2.3.2
National Quality Standard 4- 4.1, 4.1.1

NSW Commission for children and young people- volunteers/student's worker declaration

Sources
Education and Care Services National Regulations 2011
National Quality Standard
NSW Commission for children and young people- volunteers/students worker declaration
Kids and Traffic- Early Childhood Road Safety Education Program

Attachments
NQS2.9 A1 Planning Proposal Excursion form
NQS2.9 A2 Parent/Guardian Information form for Excursions
NQS2.9 A3 Permission form
NQS2.9 A4 Excursion checklist
NQS2.9 A5 Risk Assessment
NQS2.9 A6 Post excursion evaluation
NQS2.9 A1 PLANNING PROPOSAL EXCURSION FORM

Service: ___________________ Educator completing form__________________________

This proposal form must be forwarded to the Nominated Supervisor for approval at least 2 weeks prior to the authorisation form being issued to families.

Date of trip: ___________________ Excursion destination: ___________________________

Time of departure: _______________ Expected time of return: ________________________

Planned Activity: ___________________________ ________________________________

Reason/Rationale: please outline how this trip is appropriate to the environment plan and children’s learning:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Cost: Are there any costs involved to the families/Service:_____________________________________________________

Mode of transport: ______________________________ ______________________________

Route to be taken: ___________________________________ _______________________

_________________________________________________________________________

Any identified water hazards: Yes No

If yes please list risks associated with water based activities ________________________________________________

_________________________________________________________________________

Assessed level of risk: risk assessment must be completed prior to excursion and handed to the Centre Manager for approval

Educator’s attending the excursion: ______________________________ ________________________________

Number of volunteers needed to attend the excursion: ______________________________

Educators attending with current first aid cert/asthma/anaphylaxis: ______________________________

Approved by: ____________________________ ________________________________

Print Name: ____________________________ ________________________________

Nominated Supervisor

Date: ________________________________
Dear Parents/guardians,

An excursion to (location) has been organised for (Date) with the (service). The children will have an opportunity to (insert activity). Our excursion has come from an ongoing interest in (interest).

The excursion will depart at ……..(time) and return at ……..(time).

The route we will take will be to walk along (insert route)

(Number of educators) will accompany and supervise the children.

(Name of educator) is attending the excursion and holds a current First Aid/Asthma/anaphylaxis certificate.

On the day of the excursion there will be a consent form to sign at the sign in area located in foyer.

If you have any queries, please speak to (name of educator/teacher/nominated supervisor)

Emergency contact number for excursion: ……………

A Risk Assessment of the excursion will be on display near the attendance sheets for you to view.

If you are available to volunteer as a parent helper, please notify an educator. All volunteers must have a current Working with Children Check (WWC) and provide this to the Nominated Supervisor prior to the excursion.
Name of Excursion

Our (name) excursion is happening **TODAY!!**

Educators accompanying the excursion are:

(name) educators hold a current First and anaphylaxis and asthma training.

Emergency contact number for this excursion is: ............

<table>
<thead>
<tr>
<th>Group</th>
<th>Yes/No</th>
<th>Parent Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Excursion Checklist

This excursion checklist is to be completed when any excursion is planned.

<table>
<thead>
<tr>
<th>Item</th>
<th>Questions</th>
<th>Yes, No or N/A</th>
<th>Actions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MANAGEMENT SYSTEMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Excursion Policy - readily available to educators and families</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Risk assessment - completed and displayed for families</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>WH&amp;S - are all personnel informed of any WH&amp;S hazards relating to the excursion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Authorisation forms - have ALL families returned signed Authorisation forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Roles/Responsibilities - clearly allocated and understood by all educators and family and volunteers A certified supervisor has been appointed and is in charge of the excursion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reporting - accident/incident/illness forms taken on the excursion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Clothing/footwear - are all children adequately dressed for the excursion e.g. jumpers, hats, footwear, sunscreen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Licensing/qualifications - are excursion ratios met</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Safety rules - is there a list of behavioural/safety rules for vehicle travel and excursions, and are the children, staff and volunteers aware of these</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Emergency/relevant phone numbers - does the nominated supervisor have a list of all emergency/relevant/family contact numbers or are the administration staff available in the office during the time of the excursion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Emergency contact number - number provided to all families and administration staff. Mobile phone charged.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Child list - are there a list of children attending the excursion (left at the service and also carried by the supervisor at the excursion) and is checked at regular intervals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Excursion arrangements - have booked and communicated with relevant venue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AMENITIES AT EXCURSION SITE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Toilets - are there adequate toilet and hand washing facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Drinking water - is there adequate drinking water supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Shade - is there adequate shade provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRE, EMERGENCY AND FIRST AID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Emergency/Evacuations plans and instructions - developed for all contingencies and available to educators and volunteers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Fire extinguishers - available/accessible/maintained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>First aid kits - Fully stocked, and to be taken on excursion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Medical conditions - A designated educator has been assigned to directly supervise any child with a chronic illness/allergic conditions. Medication to be carried, and a current medical management plan throughout the excursion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VEHICLES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Transport - what mode of transport is being used</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Name:  
Signature:  
Date:
### RISK ASSESSMENT FORM

When completing this risk assessment refer to Education & Care services National Regulations Ch. 4, Div. 6, Reg. 100, National Quality Standards 2.2.1 (Feb 2018), Children (Education & Care services) Supplementary Provisions Regulations Part 6, Div. 3, Clause 76

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Description of Activity including Location</th>
<th>Who is at risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divide the activity into tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the hazard or risk for this task?</td>
<td>Risk Rating</td>
<td>Actions to reduce or control the risk</td>
</tr>
<tr>
<td>Likelihood (Very high 5, high 4, Medium 3, Low 2, Very low 1)</td>
<td>Impact (Very low 1, Low 2, Medium 3, High 4, Very High 5)</td>
<td>Risk Rating /10 (1-4: Low 4-6: Medium 6-10: High)</td>
</tr>
<tr>
<td>Person responsible</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Impact

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Very low 1</th>
<th>Low 2</th>
<th>Medium 3</th>
<th>High 4</th>
<th>Very high 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very High 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very low 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NQS2.9 A6 Post Excursion Evaluation

1. Excursion details including location and date

2. Was the purpose of the excursion/activities successful?

3. Was the mode of transport appropriate?

4. Did you leave on time? If no why not?

5. Did you arrive back on time? If no why not?

6. Areas of the excursion that need addressing:

7. Action required:

8. Date of actions required to be completed: