



## **EXCURSION POLICY**

### **POLICY STATEMENT**

Our service will plan excursions and incursions to extend the educational programming at the service. These are designed to allow children to explore their physical and social environment, participate in skills and educational workshops, play and entertainment both in-centre and on excursion to and beyond their local community (My Time, Our Place Outcome 2.1). Parental permission is required for all excursions. Each excursion is carefully planned, potential risks assessed, and controls put in place.

When planning excursions and incursions, 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 (My Time, Our Place Outcomes 4.2, 4.3).

### **PROCEDURES**

Planned excursions and incursions will consider:

- Children's ages, abilities and interests;
- The season;
- Ways to maximise the children's developmental experiences and opportunities to practice new skills;
- Suitability of the venue;
- Clothing and equipment required; and
- Travel arrangements.

(a) Risk Management - Identification, Assessment and Control:

A Risk Assessment will be for each excursion and potentially hazardous incursions.

Through a process of risk identification, level and probability of risk and actions to control, educators will be prepared and understand the behaviours and actions essential to minimise hazards to children's safety and wellbeing.

Risk Assessments are completed and communicated by Nominated Supervisors or delegated Responsible

Persons and are to consider:

- The season – Hot? Cold? peak tourist season;
- The proposed destination and distance to/ from the excursion;
- The mode/s of transport, transport routes and suitability;
- Any water hazards;
- Children's ages and abilities;
- The number of children on excursion;
- The number of educators required to ensure adequate risk management and supervision.

Minimum 1 educator:15 children ratio on excursion; and higher for higher level risks

e.g. proximity to water, children with additional needs.

- The proposed activities;
- The suitable length of time of the excursion;
- The items to be taken on the excursion i.e. first aid kit, mobile phone, attendance roll and family contact numbers; key emergency and management contact numbers; and



- The risk identified are verbally communicated to educators and children on potential risks and expected behaviours to minimise those risks whilst on excursions.

**(b) Policies:**

- Nominated Supervisors will refer to Water Safety, First Aid, Sun Protection, Behaviour Management, Supervision and Child Protection Policies when completing risk assessments and controls. Risk managing behaviours will be communicated to educators and children, monitored, and expected on excursion.

**(c) Permission:**

- The Nominated Supervision must ensure compliance with Reg. 102 (4) Families' permission must be obtained on the Excursion Permission Form (prepared to include details of the excursion as required by Reg. 102 (4) 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 excursion stated.
- Any diversion from a planned, approved excursion, must be communicated to and approved by the family of each child booked before leaving on excursion.
- Excursion permission may be sought from families in advance to allow their child to attend specified local parks to allow some spontaneity. These permissions to be kept on record and only those children with written authority to participate.
- Once an initial risk assessment is completed for excursion, incursion, workshop, it can be used for up to 12 months, only. All risk assessments are updated every 12 months; when there is a change to the excursion's venue, activities or location; when there is learning from incidents, changes to ECS Law or Regulations, etc.

**(d) Supervision:**

- Educators and children will be orientated to the risk elements and procedures prior to attending any excursion or participating in incursion activities/ workshops. For example, what to do if separated from the group, toilet procedures, talking to strangers, sun safe behaviours. Educators will monitor, remind and redirected throughout.
- Minimum 1 educator to 15 children will be rostered on for excursions; and higher based on risk assessment.
- Head counts are conducted regularly throughout the duration of the excursion.
- Children will carry identification on excursions that clearly states the name of the service and the contact phone number.
- 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, pedestrian crossings are used where available. If there is no pedestrian crossing, the safest way to cross the road is 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.



## **(e) Information and Equipment:**

Information and equipment taken on excursions includes:

- A list of all children with relevant personal details and family contact phone numbers;
- A list of key management and emergency contact numbers;
- A first aid kit, asthma and anaphylaxis first aid kits;
- SPF 50+ broad-spectrum water-resistant sunscreen;
- Any medication for children attending the excursion;
- A fully charged mobile phone; and
- Other information/equipment noted on the Risk Management Plan.

## **(f) 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; and
- Once initial checks have been undertaken and if the lost child is not yet found, the Nominated Supervisor or another educator will call the Police and the family and management.
- Nominated Supervisor will notify the regulatory authority within 24 hours of the serious incident

## **(g) 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.
- 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.
- Public transport can be used for excursions, wherever appropriate.
- When using public or private transport it is important that each journey is risk assessed i.e.
  - Ensure adequate adult supervision; and children never left unattended;
  - Ensure RP has clear instructions as to transport route, changes and destination;
  - Ensure sufficient seats/ seat belts where relevant for each child and educator;
  - Ensure children display appropriate behaviour;
  - Ensure changes of transport are minimised e.g. maximum one change to or from venue;
  - Ensure all community bus operators hold appropriate licenses and insurance;
  - Ensure wheelchair access, if applicable.

## **(h) Water Safety:**



- The service conducts risk assessment for water excursions.
  - Water Excursions are to be to aquatic centres and pools supervised by lifeguards.
  - Beach play will only be on sand, grass and play equipment areas. Children and Educators are NOT to enter the water other than at lifeguard staffed pools.
  - While the Regulations do not specify supervision ratios related to water excursions, it is noted that in the Education and Care Services National Law there are clear statements about adequate supervision.
    - Sections 165 - The nominated supervisor of an education and care service must ensure that all children being educated and cared for by the service are adequately supervised.
    - Section 167 - A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury; and
    - Section 169 - The nominated supervisor of the education and care service must ensure that an unauthorised person does not remain at the education and care service premises while children are being educated and cared for at the premises unless the person is under the direct supervision of an educator or other staff member of the service.
  - Nominated Supervisors are responsible for planning excursions, incursions and activities. This includes identifying in advance any potential risks, assessing risk levels and planning safe excursions, incursions and activities accordingly.
  - In conducting risk assessments, risks relating to incursion and excursions are to be identified, the level and probability of each risk assessed and adequate controls in place to ensure the safety and wellbeing of children and educators.
  - Nominated Supervisors and delegated Responsible Persons will communicate to educators and children, in advance, the risks and risk management behaviours required to manage identified risks.
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- A range of factors shall determine the adequacy of supervision, including:
    - numbers, ages and abilities of the children;
    - areas where children are playing, in particular the visibility and accessibility of these areas;
      - adequacy of educator: child supervision ratios to manage the level of risk in the environment and experiences.
      - adequacy of educator skill and knowledge to manage risks in environment and experiences.
    - Position of educators to maintain oversight of each child's location and of the presence of unauthorised persons and other potential hazards;
    - Position of educators to maintain proximity to anticipate, prevent or respond to and address risks that present
    - Educators' knowledge of each child and each group of children.
    - Other supervising personnel and their roles and responsibilities e.g. Lifeguards supervising swimming pools and reducing water safety risk level.

Definition of a body of water:

- Swimming pools
- Water fun parks;
- Wading pools;
- Lakes;
- Ponds;
- The sea/ocean;



- Creeks;
- Dams; and
- Rivers.

## **Volunteers:**

Volunteers need to be aware of their responsibility to care for the safety of children while on excursions and what is expected of them during excursions.

SPCC Saints Academy – After School prioritises children's safety, and this is reinforced at every level of the organisation and reflected in the people they hire and the volunteers they use.

- 1) Volunteers need to arrive at least ten minutes prior to departure to ensure smoothness in preparation of children for excursions.
- 2) Volunteers will be asked to carry some necessary items for excursion eg first aid.
- 3) The Nominated Supervisor will ask individual volunteers to stand with particular children, thus ensuring the adults are dispersed evenly through the line of children. This is to allow for the most safety while walking. Volunteers should regularly check that they have the children they are responsible for with them.
- 4) Children are required to stop at roads, while staff briefly discuss what we do when we get to a road. Volunteers are asked to help quiet the children for this time, as most children are very excited.
- 5) Volunteers are asked to remain with the children at all times where there is only just enough for the adult: child ratio. Only staff members to accompany children for toileting.
- 6) Volunteers are asked to stay for the entire duration of the excursion including the return to the Centre.
- 7) Where transportation is used, volunteers are asked to remain with the children when apart from the rest of the group, eg if car arrives at excursion point first.
- 8) Staff will have rendezvous points on transport-required excursions.
- 9) Volunteers are to have signed and completed a 'Volunteer Helpers Agreement Form' on arrival which includes information to acknowledge that they understand and acknowledge SPCC Saints Academy – After School is a Child Safe centre.
- 10) Volunteers are asked to carry a mobile phone and provide their number to the Nominated Supervisor.
- 11) Volunteers will not use their own phone/device to take any photos. They can only take photos of their own child.

*This policy links to the following:*

*National Quality Standards 2.3*

*Education and Care Service National Regulations 2011: 100-102; 168*

*Education and Care Services National Law NSW 2011 – Sections 165, 167, 169, (Section 174(2)(a) and*

*Regulation 176(2)(a).*

*Other : My Time, Our Place*