EXCURSIONS POLICY

PURPOSE
Elder Street Early Childhood Centre's aim is to provide children with excursions into the community to extend their experiences beyond those offered at the centre. Excursions and outings provide opportunities for the children to build connections with the local community and contribute to their sense of belonging and connection with the world around them.

We aim to offer children opportunities to experience excursions and outings in a relaxed and enjoyable atmosphere which is both safe and stimulating to the children, staff and families attending.

IMPLEMENTATION
Staff are responsible for thorough organisation of each excursion including investigating transport requirements, risk assessment, determining total cost of the excursion prior to the event, and establishing the availability of facilities required throughout the excursion eg, place to eat, toilet and hand washing facilities, access to drinking water, sufficient shade in hot weather etc.

EXCURSION RISK MANAGEMENT PLAN
Will be carried out prior to the excursion which will state the following information:
Date of excursion – excursion destination – departure and arrival times- proposed activities – method of transport including proposed route – name of excursion co-ordinator – number of children attending – number of parents/volunteers – number of staff.

EXCURSION FOLDER
The folder will include the following:
1. Completed risk assessment
2. List of children attending the excursion
3. Contact information for each child
4. Medical information for each child
5. List of adults participating in the excursion
6. Contact information for each adult
7. Emergency mobile phone/s
8. A completed group roll (marked immediately prior to departure)
(a) If a group on an excursion will be moving between destinations additional group rolls will be marked off at predetermined check points
9. All completed consent forms

PLANNING and PREPARATION

Itinerary

Each child attending an excursion must have the written permission of a parent or guardian, unless no major roads are crossed, or transport used. An email from a parent/guardian giving consent will be accepted.

- There is to be no change of the planned itinerary of any excursion (as indicated to parents on the permission notes) unless the person

in charge of the excursion decides that it is necessary for the safety and wellbeing of the children.

- Parents must be advised of any incident or change of itinerary on the day of the excursion where possible.
- In the event that the excursion is delayed and will be running late returning to the centre, the centre is to be advised of the approximate time of arrival.

Supervision
- Child/adult ratios for excursions set down by the Education and Care Services National Regulation will be assessed from the implementation of a thorough risk assessment undertaken in the planning stage of the excursion. The risk assessment will look at all aspects of the excursion including but not limited to route, transport, and experience of staff.
- Consideration needs to be given to the age and the experience of the children involved, the length of the outing, the methods of transport and the previous excursion experience of the adults, when determining the adult child ratio for each outing.
- The decided ratios must be maintained at all times.
- Children are to be organised into groups well in advance of the date of the excursion.
- The Director will appoint persons in charge for each outing.
- In the event that small groups may disperse, a meeting place and time is to be organised for the two groups to meet back together within in the same location.
- In the event of small group dispersals, a mobile phone must be allocated for each group.

Travel
- A planned itinerary of any excursion (as indicated to parents on the permission notes) must be well documented prior to all travel.
- Crossing of roads must be taken with care. Children should be reminded constantly about street safety while on and prior to the excursion.
- When getting on and off a bus, staff are to arrange themselves so that one staff member is the last person on and the last person off the bus to ensure that no child is left behind.
- Adults are aware of the number of children in the group and assist in counting the larger group at regular intervals.
- In the unlikely event that the small groups become separated, adults are to meet back at the designated meeting place as soon as possible.

Wellbeing
- There must be at least one staff member present on every excursion with an approved first aid qualification, which includes asthma and anaphylaxis.
- A mobile phone must be taken on the excursion.
- When children are on an excursion they must have access to drinks, and food should be consistent with the centre's food policy.
- If an emergency occurs, the person in charge of the excursion is responsible for making alternative arrangements to ensure the safety and wellbeing of the children and contact the centre as soon as possible.

- Children should be dressed in appropriate clothing considering the weather and activity of the excursion.
- Sturdy footwear should be worn. (Thongs and gum boots are not acceptable)
- Sufficient food and drink must be provided.
- Staff will take a small first aid kit including ready to use antiseptic, a cream for bites and stings, bandaids, a small bandage and gloves. Wet wipes, tissues, emergency Ventolin puffer with spacer, spare clothing and a towel should be included along with nappy changing requirements where necessary.
- Staff should carry sufficient cash or service credit card to cover the cost of the excursion and extra in case of an emergency.

TRANSPORT
The means of transport must be stated on the permission note.

All children must be safely fastened in the correct child car seat for their age and size. Children under four years old cannot travel in the front seat of a vehicle with two or more rows. Children aged from four years old but under seven years old must be secured in a forward-facing approved child restraint with an inbuilt harness or an approved booster seat. These harnesses and booster seats must meet Australian Standards AS/NZS 1754 and National Child Restraint Laws and be professionally installed or checked by an authorised restraint fitter.

The means of transport must be registered and in a safe mechanical condition and have a minimum of third-party property damage insurance.

The driver of the transport vehicle must be aged 25 years or older and hold a current driving license and be deemed a safe and responsible person.

Before starting the vehicle, staff must ensure that no child occupies a seat that is not fitted with a seat belt and that every child has their seat belt on and secured.

The vehicle is not to exceed the maximum licensed number of passengers.

The vehicle is not to exceed the speed limit as set down by RMS.

ILLNESS DURING EXCURSION
There must be at least one staff member present on every excursion with an approved first aid qualification, which includes asthma and anaphylaxis.

In the event a child becomes ill; for example, a child has a temperature above 38.5 degrees or suffers from vomiting or injury during an excursion a nominated staff member will contact the service by mobile phone and request that the child's parent be contacted.

If a child is required to be transported back to the service, a staff member from the service, will travel to the excursion point to replace the staff member to enable supervision and safety requirements to be maintained for all other children on the excursion.

RISK ASSESSMENT

The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.

Risk assessments are required to be conducted before excursions unless the excursion is a regular outing for which a risk assessment has already been conducted less than 12 months prior. However, when there is a change in circumstances relevant to the risk assessment for a regular outing, the service must update the risk assessments and authorisation forms. Examples of changes in circumstances include additional children attending, when there is a change in the location, or there are changes to the route taken to and from the outing.

A risk assessment for an excursion must—
(1)
> (a) identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion; and
> (b) specify how the identified risks will be managed and minimised.

(2)
> Without limiting subregulation (1), a risk assessment must consider—
> (a) the proposed route and destination for the excursion; and
> (b) any water hazards; and
> (c) any risks associated with water-based activities; and
> (d) the transport to and from the proposed destination for the excursion; and
> (e) the number of adults and children involved in the excursion; and
> (f) 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; and
>
> **Example:** Specialised skills could include life-saving skills.
>
> (g) the proposed activities; and
> (h) the proposed duration of the excursion; and
> (i) the items that should be taken on the excursion.

> **Example:** A mobile phone and a list of emergency contact numbers for children on the excursion

Developed:	14 February 2005 by M Duffy-Fagan
Reviewed:	1 May 2006
	2 December 2008 – by M Duffy-Fagan
	June 2011 by M Duffy-Fagan
	March 2013 by M Duffy-Fagan
	May 2016 by K Pomfrett and Staff Elder Street ECHC
	February 2018 by K Pomfrett and M Duffy-Fagan
	March 2019 by K Pomfrett and M Duffy-Fagan
	March 2020 by K Pomfrett and M Duffy-Fagan
	November 2021 by K Pomfrett and P Guy
	September 2022 by K Pomfrett, K Hewat and C Boyce

Source and Legislative requirements:
Education and Care Services National Regulation reg. 89-90, 99-102, 122-123, 136, 168, 170-172
NSW Government Transport for NSW Centre for Road Safety
ACECQA – Australian Children's Education and Care Quality Authority