



Excursions and regular outings Policy

Wonder Kidz includes excursions and regular outings as a valuable part of our promoting and enhancing the social interaction experiences for children.

Purpose of the Policy:

This policy provides a set of clear guidelines and procedures to:

- Strengthen safety, legislative, regulatory, and ethical standards for children participating in our programs.
- Communicate to Wonder Kidz Staff the organizational expectations and standards in providing and supervising excursions and regular outings.

POLICY STATEMENT:

In delivering excursions and regular outings, Wonder Kidz commits:

- To planning all experiences with the needs and interests of children as a priority consideration.
- To planning all experiences in a manner that offers children a variety of learning and development opportunities.

EXCURSION AND REGULAR OUTINGS PROCEDURES:

- Any excursion, incursion or routine outing must be carefully planned, ensuring that a risk assessment is conducted before authorization is sought before each child can participate in compliance with Regulation 100 and Regulation 101 of the Education and Care Service National Regulations (2011).
- These assessments consider any foreseeable risks associated with the outing. Furthermore, risk mitigation strategies and/or how risk will be minimized and/or

managed are documented and communicated. The risk assessment process also documents the Excursion and/or Regular Outing specifics including ratios, children's activities, length of stay, transportation to and from venue etc. This process ensures all information is shared with families well before children participate in activities and before families are requested to provide **authorization for the Excursion and/or Regular Outing.**

- Excursions and incursion activities will be designed to expand children's understanding of the community and appreciation of the world around them.
- Written authorization for Excursions and Regular Outings is obtained from all parents/guardians and/or authorized nominees. This documentation process includes providing access to information about the nature and specific details of Excursions and Regular Outings for their child .
- The Excursion and Regular Outing risk assessments including site visits are overseen by the Program Manager.
- The risk assessment includes all relevant information, and any risk mitigation strategies are communicated by the Program Manager to relevant Wonder Kidz Service staff in working towards a safe experience for children.
- All Wonder Kidz staff wear an easy to always identify uniform on excursions and regular outings.
- Excursions may be cancelled if weather conditions are inappropriate for the planned activity.

REGULAR OUTINGS SPECIFIC INFORMATION AND PROCEDURES:

In enhancing enjoyable and fun experiences for children, Wonder Kidz may provide Regular Outings. These Regular Outings may include visits to nearby playgrounds and/or recreation facilities. As previously stated, risk assessments specific to that program's Regular Outing/s are made available to parents and authorized nominees or can be emailed upon request.

Where parents/guardians are unwilling to permit their child on a regular outing, Wonder Kidz may provide another option such as split groups. Splitting groups are only made available where ratios, qualifications and communication criteria can be met. Where this is unavailable parents/guardians may exercise the options of not sending their child to the program. This is communicated to parents/guardians upon enrollment.

EXCURSION SPECIFIC INFORMATION AND PROCEDURES:

All Excursion specifics including activities, departure and arrival times are communicated to parents closer to the excursion. Where departure and/or arrival times are outside our normal pickup and/or drop off times, this information is communicated to parents during the enrollment process for that specific day. To ensure safety and comfort for children on excursions:

- Parents are expected to get the child ready at least 15 minutes prior to pick up time. This is communicated to parents upon enrollment.

Parents will be asked to ensure, that for each excursion venue, children have appropriate:

- Clothing (including activity and weather appropriate)
- Footwear (including activity and weather appropriate) Lunch/drinks and snacks
- Sun protection

Children who are unable to attend excursions will not be offered care on excursion days as the service will be closed for the duration of the excursion. All Wonder Kidz Staff are required at excursions to maintain safe and appropriate ratios, qualifications, and communication to accommodate breaking into smaller activity groups.

Prior to Departure from the Service

1. In upholding Wonder Kidz commitment to child safety, Wonder Kidz staff oversee and ensure that the following items are always taken on all excursions:
 - First Aid Kit
 - Medication as required
 - Attendance Record/Roll
 - Mobile Phone access to all Emergency contact, and Parent Information.
 - special Medical forms.
2. To ensure strong communication between potential split groups, with the coordinator, emergency services and with parents/guardians, each Wonder Kidz staff on Excursion is required to:
 - Provide their own mobile phone and have the ring and vibrate mode switched on.
 - Have access to the Wonder Kidz Director mobile number

- Will be provided via the team member in charge access to every child's medical and emergency contact record.
- 3. The team member in charge of the excursion must ensure that the Risk Assessment is discussed with all staff including, aims and objectives of the excursion, and items of special interest to the children.
- 4. The Team Member in charge will ensure that all staff are familiar with their roles on the day -supervision, emergency procedures for a lost child, accident/injury procedures, and any other specific safety requirements.

Immediately prior to departure of the service

- All children are given the opportunity to use the toilet prior to departure.
- team member in charge leading the excursion will nominate a staff to collect
- All children must be placed in groups with the designated staff who will be responsible for these children throughout the excursion where required.
- Ensure that all children must be identifiable and be wearing the Wonder Kidz vests.
- Ensure that all Team Members are identifiable and wearing a visible Wonder Kidz Vest.
- A head count must be conducted as prior to children whenever the kids change location or go to toilet.

Safety Procedures on Excursions

- Head counts are made at regular intervals of at least every 30 minutes and when moving from one area to another, for example, toilets, getting on and off cars on all **Excursions and Regular Outings**.
- Appropriate communication methods are set in place for all Excursions. This includes children being organized into smaller groups.
- Meeting times and locations are agreed upon by all staff members prior to separating into smaller groups.
- A list of assigned staff and children allocated are made available to team leaders of the excursion.
- Children are never left in the sole care and custody of any other person even from Wonder Kidz staff, including any excursion venue staff.
- Any staff noticing that a child appears to be missing from the group will let the Team member in charge know immediately.
- Children will have access to appropriate shaded areas to avoid excessive exposure to the sun especially during summer.
- Ensuring Child ratios are always maintained. At no time can a staff leave a child unsupervised.

Sick and Injured Children during an Excursion

- If a child becomes unwell during an excursion, Team Members are to follow policies on **Incidents, Accidents, Injuries Policy, and the Administration of First Aid.**
- If the illness is deemed to be serious (i.e., if immediate medical aid or hospitalization is required), then follow the emergency procedures detailed in policy on and dealing with incidents, accidents, injuries and trauma.
- The team leader should ensure that a first aid kit is always accessible during excursion periods, including during transport.

Lost Children during an Excursion

If a child is unaccounted while on an excursion, the following procedures will be followed immediately to ensure the safety of all children:

- If at any point a child leaves the excursion venue and does not respond to the staff request to return, the staff has the right to approach the child and hold him as most of the children are unaware of danger.

If the child is not seen at all, the staff has to inform the team leader immediately.

- the team leader will contact the manager, who will notify the child's parents and/guardians or emergency contact that the child has left the premises.

Traveling by cars:

children are supervised to always stay in their seat.

- Children are not left unsupervised in vehicles.
- Contracted bus operators will be required to:
 1. The driver holds a current driver license with appropriate conditions.
 2. The driver operates the vehicle in accordance with The Road Rules of each Australian state and territory; The vehicle has a current registration and is insured.
 3. The vehicle is not driven in an unsafe or damaged condition; and
 4. The vehicle is kept in a roadworthy condition as determined by The Road Rules of each Australian state and territory.

In the event the car breaks down:

1. The staff will contact the team leader.
2. Team leader will arrange alternative transport for the children and staff.
3. If the breakdown occurs on route to the excursion venue, they will contact the venue.
4. The team in charge will notify the manager advising them of the situation.

5. The manager will arrange for an SMS and/or call to families if there is a delay in returning to the venue.

Walking

- While Wonder Kidz promotes road safety in discussions with families and children, excursions also provide children with the opportunity to practice walking safely with adults in real traffic environments.
- If walking, the team leader will complete a risk assessment that will include provision for safety in the community, including road safety.
- When walking during an outing, staff will talk to the children about traffic and road safety:
 1. What they are doing when they cross the road.
 2. Why they have stopped at the curb.
 3. What they are looking for when they are crossing the road
 4. What sounds they are listening for when they are crossing the road.
 5. When it is safe to cross the road.

References

ACECQA National Quality Framework Resources Kit (2012)

Quality area 2 – Children`s Health and Safety

Education and Care services National Regulations (2011). R168,100,101&102

Version control Date: 30. Feb.2021

To be reviewed: Feb.2024