

WK - EXCURSIONS AND REGULAR OUTINGS POLICY

Wonder Kidz includes excursions and regular outings as a valuable part of promoting and enhancing children's social interaction experiences.

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 organisational expectations and standards in providing and supervising excursions and regular outings.

POLICY STATEMENT:

In delivering excursions and regular outings, Wonder Kidz commits:

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

EXCURSION AND REGULAR OUTING PROCEDURES:

- Any excursion, incursion or routine outing must be carefully planned, ensuring that a risk assessment is conducted before authorisation 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 minimised and/or managed are documented and communicated.
- The risk assessment process also verifies the Excursion and/or Regular Outing specifics, including ratios, children's activities, length of stay, transportation to and from the venue etc.
- This process ensures that all information is shared with families well before children participate in activities, and families are requested to provide authorisation for the Excursion and/or Regular Outing.
- Excursions and activities will expand children's understanding of the community and their appreciation of the world.
- Written approval for Excursions and Regular Outings is obtained from all parents/guardians and/or authorised nominees. This documentation process includes providing access to 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 the Program Manager communicates any risk mitigation strategies to appropriate Wonder Kidz Service staff in working towards a safe experience for children.
- All Wonder Kidz staff must wear an easy always to identify VESTS on excursions and regular outings.
- Excursions may be cancelled if weather conditions are inappropriate for the planned activity.

REGULAR OUTINGS SPECIFIC INFORMATION AND PROCEDURES:

Wonder Kidz may provide Regular Outings to enhance enjoyable experiences for children. 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 authorised 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 available where ratios, qualifications and communication criteria can be met. Parents/guardians may choose to only send their child to the program where this is available. This is communicated to parents/guardians upon enrolment.

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 regular pickup and/or drop-off times, this information is shared with parents during the enrolment process for that specific day. To ensure safety and comfort for children on excursions:

- A. Parents must prepare the child at least 15 minutes before pick-up time. This is communicated to parents upon enrolment.
- B. Parents will be asked to ensure that for each excursion venue, children have appropriate:
 - I. Clothing (including activity and weather appropriate).
 - II. Footwear (including activity and weather appropriate) Lunch/drinks and snacks.
 - III. Sun protection.

Before Departure from the Service:

1. In upholding Wonder Kidz's commitment to child safety, Wonder Kidz staff oversee and ensure that the following items are always taken on all excursions:
 - I. First Aid Kit
 - II. Medication as required.
 - III. Attendance Record/Roll
 - IV. Mobile Phone access to all Emergency contact and Parent Information.
 - V. Needed medical forms.

2. 2. To ensure strong communication between potential split groups, with the coordinator, emergency services and parents/guardians, each Wonder Kidz staff on the excursion is required to:
 - I. Provide their mobile phone with the ring and vibrate mode switched on.
 - II. Have access to the Wonder Kidz Director's mobile number.
 - III. Access their assigned child's medical and emergency contact record.
3. 3. The team leader must ensure that the Risk Assessment is discussed with all staff, including the aims and objectives of the excursion and items of particular interest to the children.
4. The Team leader 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 before departure of the service:

1. All children are allowed to use the toilet before departure.
2. All children must be assigned to a designated staff, who will be responsible for the child throughout the excursion or help others where required.
3. Ensure all children are identifiable and wear the Wonder Kidz vests.
4. Ensure that all Wonder team are identifiable and wearing a visible Wonder Kidz Vest.
5. A head count must be conducted before children whenever the children change location or go to the toilet.

Safety Procedures on Excursions:

- **Head counts** are made at regular intervals of at least every 60 minutes and when moving from one area to another, for example, toilets, getting on and off cars on all Excursions and Regular Outings.
- **ARM's REACH RULE MUST BE APPLIED** (any child of the program must be no further than an arm's reach from the staff once the team is out in an open space, whether a park or a venue).
- Appropriate communication methods are set in place for all Excursions. This includes children being organised into smaller groups.
- All staff members agree upon meeting times and locations before separating into smaller groups.
- A list of assigned staff and children allocated is made available to team leaders of the excursion.
- Children are never left in the sole care and custody of any other person, even Wonder Kidz staff, including any excursion venue staff.
- Any staff noticing that a child appears missing from the group will notify the Team member in charge 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, the Wonder team are to follow policies on Incidents, Accidents, Injuries Policy, and the Administration of First Aid.
- If the illness is deemed severe (i.e., immediate medical aid or hospitalisation is required), follow the emergency procedures detailed in the policy on 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 for while on an excursion, the following procedures will be followed immediately to ensure the safety of all children:

1. If at any point a child leaves the excursion venue (staff can still see them) and does not respond to the staff request to return, the team has the right to approach the child and hold him, as most of the children are unaware of the danger.
2. If the child is not seen, the staff must inform the team leader immediately, and the absconding / missing child policy should be followed.

Travelling by car:

1. Children are supervised to always stay in their seats.
2. Children are not left unsupervised in vehicles.
3. The bus/van operators will be required to:
 - a. The driver holds a current driver's license with appropriate conditions.
 - b. The driver follows the Road Rules of each Australian state and territory. The car has a current registration and is insured.
 - c. The vehicle is not driven in an unsafe or damaged condition, and
 - d. 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. The team leader will arrange alternative transport for the children and staff.
3. They will contact the venue if the breakdown occurs en route to the excursion 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/home.

Walking:

- While Wonder Kidz promotes road safety in discussions with families and children, excursions also allow children to practice walking safely with adults in natural traffic environments.
- If walking, the team leader will complete a risk assessment, including community safety provisions, including road safety.
- When walking during an outing, staff will talk to the children about traffic and road safety:
 - I. What they are doing when they cross the road.
 - II. Why have they stopped at the curb?
 - III. What are they looking for when they are crossing the road?
 - IV. What sounds are they listening for when crossing the road?
 - V. When is it 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

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