

QA2 – EXCURSION PROCEDURE

INFORMATION

Excursions are a valuable experience for children. They provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities.

Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. We are committed to providing excursions that are well planned and meaningful.

RESPONSIBILITIES

All team members, visitors, students and volunteers must comply with this procedure.

PROCEDURE

RESEARCH AND PLAN

All excursions will be thoroughly planned in advance to:

- Maximise both children's learning experience and safety.
- Reflect the age, capacity and interests of the children.
- Ensure they are properly supervised and conducted in a safe manner.
- Ensure Educators are aware of excursion emergency protocols e.g. if a child is lost on the excursion. Note: Specific protocols may need to be developed for each excursion, and these protocols must be approved by the Nominated Supervisor prior to the excursion.

All excursions will be thoroughly researched to ensure:

- Supervision is adequate so children cannot be separated from the group.
- Access to hazardous equipment and environments are minimised.
- There is adequate access to food, drink and other facilities (toilets, hand washing etc).
- Consideration is given to the mobility and supervision requirements of children with additional needs.
- That adequate sun protection is available.

When planning for an excursion the service will:

- Assess the requirements for the excursion.
- Conduct a risk assessment. This will be completed prior to the excursion and permission being sought from the parents/guardians.

- Ensure water hazards and identified (eg: rivers, lakes, beaches) and risk management strategies determined and implemented. No excursions will be conducted to a swimming pool.
- Book transport vehicle and excursion venue.
- Make alternative arrangements for adverse weather conditions.
- Inform families of the details of the excursion including destination, date, times, transport arrangements, objectives and outcomes, and what children should bring.
- Ensure the safety of children is considered when choosing the excursion route and mode of transport. Adults and children will be encouraged and supported to follow all road rules.
- Provide parents with an excursion permission form to complete to authorise their child to participate on the excursion.
- Collect completed permission forms for each child attending the excursion.
- Carefully plan for supervision and request additional adult participation on the excursion where required. When determining the appropriate adult to child ratio, Educators will consult with families and children to determine the group's familiarity and understanding of the excursion destination and activity.
- Encourage families to participate in and assist with excursions. If parents need to bring a sibling(s), the sibling(s) must be included in the above adult to child ratios. Volunteers (other than parents) assisting with excursions must have a blue card, must never be placed in sole charge of children and must be supervised by an Educator at all times.
- Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on the excursion.
- Consider the additional needs of children.
- Appoint a responsible person to be in charge of the excursion.

RISK ASSESSMENT

- A thorough risk assessment must be conducted and documented prior to any excursion to identify, assess and plan for risks which may be encountered. The risk assessment must specify how the identified risks will be managed
- A risk assessment should be completed for all known risks. It may be necessary for the Nominated Supervisor / Responsible Person in charge of the excursion to visit the excursion destination to fully assess all possible risks.
- A risk assessment is only required to be completed once if the excursion is a regular outing and a risk assessment was conducted less than 12 months before the excursion takes place, and there has been no change in circumstances.
- The risk assessment must consider:
 - The potential benefits of any risks
 - The excursion route, transportation, destination and duration
 - Potential water hazards

- The number of Educators and other adults that will be in attendance to ensure an appropriate adult:child ratio is maintained
- The individual needs of children
- The proposed activities
- The items to be taken on the excursion e.g. mobile phone, emergency contact numbers etc.
- Risk assessments will be shared with team members and stored securely.

OBTAIN PARENT PERMISSION

- Written permission from parents or a legal guardian must be sought before the excursion using the *Excursion permission form*.
- For all excursions, parents must be provided with an excursion permission form that includes:
 - date, description, duration and destination of proposed excursion
 - method of transport to be used
 - reason for the excursion
 - proposed activities to be conducted on the excursion
 - the anticipated adult:child ratio (outlining number of Educators and staff and other adults attending)
 - cost
 - a statement that a risk assessment has been prepared and is available at the service for parents to view
- If the excursion is a regular outing, permission is only required to be obtained once in a 12-month period.
- Permission forms must be securely stored.

CONDUCT THE EXCURSION

- Before commencing an excursion, all Educators, volunteers and children attending will be informed of the excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.
- A list of children on the excursion will be left at the service and a copy carried by the delegated responsible person in charge.
- Before leaving, a notice will be prominently displayed at the service which includes the excursion itinerary and mobile contact number.
- Items to be taken on excursions include:
 - a suitably stocked first-aid kit that includes children's emergency contact numbers, children's medication and emergency EpiPen
 - any other items determined to be required e.g. sunscreen, drinking cups, jackets etc.

EVALUATE

- All excursions will be evaluated. Any possible improvements must be recorded on associated risk management plan.

REGULAR OUTINGS PROCEDURE

Regular outings provide the children with an opportunity to explore their community and get to know the people and place that make up that community. Through this exploration a sense of belonging to the world around them can begin to develop.

Regular outings are walking excursions and often spontaneous in nature. Part of our research and planning as teachers in preparation for these outings needs to involved knowing what is available within a short distance to our service and what interest and benefit this could be to children. Once we have decided on 3-4 outings that can occur on a regular basis, we need to ensure the following occurs:

- Risk assessments are developed for each outing and available for parents to view.
- Regular outing form is filled out for all children within that classroom regardless of the day they attend and sign by their families. These documents are to be kept and filed.

On the day of the outing the follow will occur:

- Place a sign on the parent notice board outlining that a regular outing will occur that day, the destination address, time of departure and arrival and length of time away from the service.
- Excursion Day checklist is completed on the morning of the regular outing.

DOCUMENT CONTROL

| Date Reviewed | Modifications |
|-----------------|---|
| June 2019 | Created new policy document and format. |
| 8 February 2022 | No change |