



# Excursion and Centre Events Policy

Policy first issued	12 <sup>th</sup> August 2016
Current review date	16 <sup>th</sup> July 2021
Personnel responsible	Childcare Operations Manager

NQS 1 Educational Program and Practice

## NQS

QA 2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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## National Regulations

Regs	4	Definitions (Regular Outing)
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion

## EYLF

LO 4	Children Transfer and adapt what they have learned from one context to another
	Children develop dispositions from learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.
LO 5	Children interact verbally and non-verbally with others for a range of purposes

## Aim

The Centre acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences. Our Centre will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

## Related Policies

Acceptance and Refusal of Authorisations Policy  
Physical Environment Policy (Water Safety)  
Staffing Arrangements Policy  
Transportation Policy

## Implementation

Our Centre will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion.

### Excursion Procedures:

When organising the excursion, the following procedures must be carried out:

- Choose a safe venue
- Order coach / bus with seat belts
- Organise the permission form and details of excursion
- The Nominated Supervisor and Certified Supervisor must attend the excursion day
- Nominated Supervisor will not include themselves in ratio
- Organise staff members; one educator to three children and one qualified per every 10 children
- Organise for parent helpers / supervisors to attend the excursion on the day – this will not change the care ratio

### **Developing an excursion / Centre event authorisation form:**

The *Education and Care Services National Regulations 2011 (regulation 102)* specify that written authorisations for excursions, given by a parent / guardian or person authorised on the child's enrolment record, must include the following details:

- The child's name
- The reason the child is to be taken outside the Centre premises
- The date the child is to be taken on the excursion
- A description of the proposed location of the excursion
- The method of transport to be used
- Proposed activities to be undertaken as part of the excursion
- The period of time that the child will be away from the Centre premises
- The anticipated number of children attending the excursion
- The anticipated number of staff members, and any other adults who will accompany children on the excursion
- Staff ratio documented on the form
- Confirmation that a risk assessment has been prepared and is part of the excursion package to families
- Items each child is required to bring from home for the excursion

### **Centre should also include information about:**

- Additional costs involved, if any
- Whether parents / guardians / siblings are able to participate in the excursions and, if so, details of the supervision requirements for additional family members
- The menu that will be provided
- A map of the route
- The time parents are required to have their child at the Centre
- Details of clothing required
- What items are required for the child to participate
- Itinerary
- Safety and security precautions

### **Authorisation Form should include:**

- Terms and conditions
- The authorisation form should require parents / guardians to include contact details of two people
- Details of the child's medical practitioner in the event that the child experiences an incident, injury, trauma or illness while on the excursion
- Medicare number
- Permission to seek medical attention by ambulance
- Permission to administer Panadol in the event of a temperature exceeding 38 degrees
- Declarations for terms and conditions
- Details for food and preference slip (if applicable)
- The form must be signed and dated by the parent / guardian or a person authorised on the child's enrolment form

### **Prepare Excursion folder:**

This folder will contain all the necessary information required on the day. It must stay with the Centre Director at all times.

- Authorisation Form and Emergency details
- Bus confirmation and bus driver's mobile phone number
- Venue confirmation
- Allergy and special requirement list

- Parent-child supervision list
- Map of the venue
- 'Things we need' checklist including first aid kit
- Children's permission slips (alphabetical order)
- Children's emergency phone numbers
- Individual child photos – the photo must be of what the child was dressed in that morning prior to placing the excursion shirt on the child.

### **Supervising Volunteers package:**

A supervising parent of the excursion will receive a package. They must sign the supervising parent declaration and hand it to the Nominated Supervisor. The package should include the following information:

- Parent information / declaration
- Daily itinerary
- Map of the venue
- Staff / parent / child supervision list
- Allergy list
- Name badge
- The Nominated Supervisors mobile phone number

### **All above information must be saved to K Drive: K:\(CENTRE)\Daily Ops\Archives\ (YEAR)\Incursions and Excursions**

- Authorisation forms
- Excursion folder documents
- Supervising volunteers' documents

### **Child Supervision**

Nominated Supervisor, Certified Supervisor, educators, staff and volunteers must hold children's hands at all times when transitioning in public areas. Nominated Supervisor, Certified Supervisors, educators, staff and volunteers must stay with their designated group and should not allow children to run off / away from the group. Constant head counts and roll calls should be conducted throughout the entire excursion.

### **Seating on the Bus**

Nominated Supervisor, Certified Supervisor, educators, staff and volunteers should seat their children in the seat and secure the child into a seatbelt. The Nominated Supervisor, Certified Supervisor, educators, staff and volunteers should sit close to or with the children to whom they have been allocated. During the journey Nominated Supervisor, Certified Supervisor, educators, staff and volunteers are to ensure that each child remains in their seat with their seat belt on. Nominated Supervisor, Certified Supervisors, educators, staff and volunteers are also required to wear seat belts.

### **Smoking**

Nominated Supervisor, Certified Supervisor, educators, staff and volunteers are not permitted to smoke next to or in view of the children – see *Tobacco, Drugs and Alcohol Policy*.

### **Toileting**

All toileting will be done under the supervision of a Nominated Supervisor, Certified Supervisor, educators or staff who hold an **'EMPLOYEE'** Working with Children Check. The toilets should be blocked from the public as much as possible whilst our children are toileting.

## **Child Protection**

All children will wear one colour in the form of a shirt which is provided by the Centre. They will also have a name badge containing the Centre's details and mobile phone number of the emergency phone held by the Nominated Supervisor for the day of the excursion. Children will not wear name tags due to security and privacy.

## **Meals**

Meals are provided and prepared by the Centre Cook. Children are to be supplied with adequate food and drinks throughout the day. The purchase of food at the venue is prohibited due to allergies and special dietary requirements.

## **Gift Shop**

The group should not enter the gift shop unless it cannot be avoided. Children are not encouraged to bring money for purchases and time will not be allocated for this.

## **Excursion Evaluation**

After each excursion the Nominated Supervisor, Certified Supervisor, educators, staff and volunteers should reflect on the excursion and evaluate its successes and possible changes to develop sound procedures for future excursions. The reflection may consider the following:

- Supervision
- Safety
- Itinerary
- Education value
- Food
- Time allocations

The reflection should be documented and saved with the excursion documents on the K Drive.

## **Excursion Risk Assessment and Planning Process**

- The Centre must conduct a risk assessment prior to an excursion taking place
- Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion Risk Assessment form. Parents will receive the Excursion Risk Assessment as part of the Authorisation for Excursion Form prior to the excursion.
- Using the Excursion Risk Assessment form, the Centre must take into consideration the following:
  - Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
  - Animal exposure
  - Stranger interference
  - Proposed route (to and from)
  - Any water hazards
  - Any risks associated with water-based activities
  - Transportation (to and from) and child restraint / seat belt requirements
  - The process for entering and exiting the Centre premises or destination, and procedures for embarking and disembarking transport, including how each child will be accounted for.
  - The ratio of adults and children, which must comply with the ratios in the *Staffing Arrangement Policy*.
  - Whether extra adults are required for supervision / safety – educator to child ratios are minimum requirements. You may discuss supervision strategies at a staff meeting e.g. sourcing high viz vests and ropes which children can hold on to.
  - Specialised skills required (such as life-saving skills)
  - Proposed activities
  - Availability of shade
  - Proposed duration

- Any medical conditions that need to be considered and managed for each child with specific health needs
- Items to be taken by the Nominated Supervisor (mobile phone, emergency contact details etc.)
- Items to be taken by the children, if any
- The Risk Assessment Checklist must also be conducted prior to any excursion
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form. This authorisation only needs to be obtained once every 12 months for regular excursions.
- Using the Authorisation for Excursion Form, the Centre will ensure that the emergency contact details for each child are up-to-date.

The Nominated Supervisor will update risk assessments for regular outings and obtain new authorisations from parents / guardians when circumstances that may affect the arrangements change, including for example:

- Weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires).
- Changes in routes for example because of road works
- The numbers and vulnerabilities of children.

### **Transport Considerations**

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

**Buses** – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult. When hiring a bus, the bus must have seatbelts. Seatbelt guidelines must be followed at all times.

**Public Transport** – contact Public Transport Victoria prior to the excursion to inform them of the mode of travel, time you will be travelling, the destination and the number of children and adults who will be travelling. Arrangements should be made to arrive at the station / stop to inform the train guard so that he / she can hold the train / bus / tram for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children in the one carriage / section, if possible.

**Cars** – Any motor vehicle that is used to transport children on excursion (other than a motor vehicle with seating for more than nine persons) is fitted with child restraints and / or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

### **Insurance**

An excursion plan must be consistent with the requirements / exclusions of the Public Liability Cover held by the Centre.

### **Authorisation**

All excursions must be planned and then submitted to the Approved Provider for approval prior to the excursion taking place. The Nominated Supervisor should not allow an excursion to take place without this authority at any time.

On the day of the excursion the Nominated Supervisor must inform the Approved Provider when they are leaving and the number of children and adults in attendance. They must repeat the same once they arrive back at the Centre on conclusion of the Excursion.

### **Centre Events**

Incursions are planned regularly to add value to the educational program for children at the Centre. Special occasion days are held at the Centre to enhance each child's connections with their broader community.

Centre events are documented on a calendar of events document which is distributed to families on enrolment. Notices about upcoming events are placed in the foyer of the Centre as a reminder to families. The Nominated Supervisor, Certified Supervisors, educators and staff will ensure that permission is sought when activities within the program include:

- Taking children into the carpark
- When children are eating something outside of the Centre's planned menu
- Prior to using face paint on a child
- Prior to using coloured hair spray on a child's hair
- Prior to a special program being held at the Centre

In the event that a parent does not indicate that the child can or cannot participate the Nominated Supervisor, Certified Supervisors, educators and staff will contact the parent to clarify.

## **Sources**

**Education and Care Services National Law and regulations**

**National Quality Standard**

**Early Years Learning Framework**

## **Review**

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: 16.07.2021**

**Date for next review: June 2022**