Excursion and Centre Events Policy

Policy first issued	12 August 2016
Current review date	6 August 2024
Personnel responsible	Childcare Operations

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.
QA 6	6.2.3	Community engagement – The service builds relationships and engages with its community
QA 7	7.1.2	Management systems – Systems are in place to manage risk and enable the effective management and operation of a quality service
QA 7	7.1.3	Roles and responsibilities – Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service

National Regulations

Regs	4	Definitions (Regular Outing)
	89	First aid kits
	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion
	168(2)(g)	Education and care services must have policies and procedures dealing with excursions, including procedures complying with regulations 100 to 102

National Law

Law	165	Offence to inadequately supervise children

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
Emergency Management and Evacuation Policy
Incident Injury Trauma and Illness Policy
Physical Environment Policy (Sun Safety and Water Safety)
Staffing Arrangements Policy
Transportation Policy

Implementation

Our educators recognise that excursions and regular outings offer a fun way of connecting children with their community, contribute to their sense of belonging and provide endless opportunities to extend children's learning. Information gained during excursions can be used to plan ongoing activities and experiences that may last days or weeks as learning about one thing leads to new and exciting discoveries about related or different topics.
Excursions also allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.
Children's health, safety and wellbeing during excursions and regular outings is a priority. Children will only be taken on an excursion or regular outing if we have appropriate authorisation and they will always be conducted in ways that minimise and address any risks identified in our risk assessments.

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 or Responsible Person in Day to Day Charge of the service must attend the excursion
- The Nominated Supervisor or Responsible Person in Day to Day Charge of the service will not include themselves in ratio
- Organise staff members to ensure that there are enough educators present to adequately supervise during the excursion – additional staff, above the minimum ratio may be required – minimum one educator for every 6 children over 3 attending including one qualified educator for every 11 children, excluding the Person in day-to-day Charge of the service. Staff attending the excursion must meet the required educator to child ratios and qualifications, and hold current approved first aid, anaphylaxis management and emergency asthma management training.
- 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. For excursion resources, please see Teams\ Common\ Education Program and Practice\ Excursion

- 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.

All above information must be saved to Teams (CENTRE)\management\ Archives\(YEAR)\Incursions and Excursions

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

Children embarking and disembarking a vehicle

A Nominated Supervisor or a staff member (other than the driver) must:

- Be present when children embark and disembark a vehicle
- Account for each child when they embark and disembark a vehicle

- Complete a check of the interior of the vehicle after all children have disembarked at the Centre premises or at the Excursion venue to ensure there are no children left on the vehicle.

Record keeping and accounting

The Approved Provider and Nominated Supervisor must ensure that records are kept for transportation that:

- Confirm each child was accounted for when embarking and disembarking the vehicle
- Complete the Excursion Attendance sheet documenting head counts
- State that the interior of vehicle was checked after all children have disembarked the vehicle at the Excursion venue and then again on returning to the Centre

The records must be made immediately and include the time, date, full name and signature of the person/s responsible for:

- accounting for the children during embarking and disembarking of the vehicle
- conducting the vehicle check after children have disembarked

Child Supervision

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

As educators are representing our Service in the public, Nominated Supervisor, Certified Supervisor, educators and staff are not permitted to smoke or vape whilst on excursion. Volunteers and parent helpers are not permitted to smoke or vape next to or in view of the children

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 a hi-vis vest 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 mobile 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 Teams.

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 involved in the excursion, which must comply with the ratios in the *Staffing Arrangement Policy.*
    - The number of educators or other responsible adults appropriate to provide supervision and whether any adults with specialised skills are required.
    - 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: 6 August 2024
Date for next review: August 2025