

Excursion Policy

NQS

QA2	2.3.1	<i>Children are adequately supervised at all times.</i>
	2.3.2	<i>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</i>

NATIONAL REGULATIONS

Reg	100	<i>Risk assessment must be conducted before excursion.</i>
	101	<i>Conduct of risk assessment for excursion.</i>
	102	<i>Authorisation for excursion.</i>

AIM

The service acknowledges the value of relevant excursions in allowing children to gain a greater insight in to the society in which they live, and learn from these experiences. Our service 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

Staffing Arrangements Policy
Transportation Policy

IMPLEMENTATION

Excursion Risk Assessment and Planning Process

- The service 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 be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Assessments prior to the excursion upon their request. The service must comply with these requests and make all information available to parents if requested.
- Using the Excursion Risk Assessment Form attached to this policy, the service 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.*
 - *Any water hazards.*
 - *Any risks associated with water-based activities.*
 - *Transportation (to and from).*
 - *The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.*
 - *Specialised skills required (such as life-saving skills).*
 - *Proposed activities.*
 - *Proposed duration.*
 - *Any medical conditions that need to be considered and managed for each child with specific health needs.*

- 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*.
- Using the *Authorisation for Excursion Form*, the service will ensure that the emergency contact details for each child are up-to-date.

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. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.
- TRAINS** Contact the station prior to the excursion to inform them of the 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 with an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the train 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 should be seated in the one carriage, 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 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

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the Service.



LIKELIHOOD		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain		Moderate	High	High	Extreme	Extreme
Likely		Moderate	Moderate	High	Extreme	Extreme
Possible		Low	Moderate	High	High	Extreme
Unlikely		Low	Low	Moderate	High	High
Rare		Low	Low	Low	Moderate	High

EXCURSION RISK MANAGEMENT PLAN

<i>Excursion</i>	
<i>Date and Time</i>	
<i>Reason for Excursion</i>	
<i>Proposed Route</i>	
<i>Destination</i>	
<i>Transportation</i>	<i>Depart:</i>
	<i>Return:</i>
<i>Number of Adults</i>	
<i>Given the risks posted and outlined using the Excursion Risk Assessment, are there any specialised skills to ensure children are adequately and safely supervised at all times during the excursion? Specialised skills could include life-saving skills.</i>	
<i>Number of Children involved; Educator to child ratio.</i>	
<i>Proposed Activities</i>	
<i>Excursion Co-ordinator</i>	
<i>Items to be taken by the Service (mobile phone, emergency contact details, etc)</i>	
<i>Items to be taken by the Children</i>	

EXCURSION CHECKLIST			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Timetable for excursion and an itinerary	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	At least 24 hours notice of excursion given to parents with an itinerary.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Signed permission for excursion and any activities that will take place during excursion received from parents.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	List of children attending the excursion
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	List of adults participating in the excursion	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Updated contact information for each child
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Updated contact information for each adult	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Fully stocked First Aid Kit
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Updated medication, Management Plan and medical information available for each child	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Designated Educator assigned to directly supervise any child with a chronic illness/allergic condition.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Mobile phone / other means of communicating with the Centre and emergency services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Other items, please list:



EXCURSION AUTHORISATION FORM

Our service has organised an excursion for your child to attend. All of the relevant details are provided below for your convenience. The service has conducted an Excursion Risk Assessment which is available for your review upon request. For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this Form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.

Child's Full Name		
Time and Date of Proposed Excursion <i>(The period the Child will be away from the Service premises)</i>	Date:	Departure:
		Return:
Excursion Details		
Cost of Excursion <i>(Note: Normal Preschool Fees still apply)</i>		
Transportation Details <i>(to and from)</i>		
Proposed activities		
Number of Adults involved and the anticipated ratio of Adults-Children		
Number of children involved		
Items to be taken by the Child and provided by the Parents		

AUTHORITY FOR MY CHILD TO ATTEND THE EXCURSION

Full Name	
Relationship to Child	
Updated Emergency Contact Details <i>(if different from the Child's Enrolment Form)</i>	
Interested in volunteering to attend the Excursion? <i>(Limited tickets available for parents to purchase to accompany their child. All parents who attend must hold a current police screening/clearance certificate. All parents who wish to come on the excursion will go on a waiting list.)</i>	Yes / No

By signing the Excursion Authorisation Form, I agree to and understand the following:-

- My child has my permission to attend the excursion listed. If the excursion is a regular outing, my child has permission to attend for 12 months after the date listed below.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee.
- I have read all of the details provided by the service and understand that I can access the Excursion Risk Assessment at the service.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above.

Signature

Date

PLEASE NOTE:

- Normal fees will apply for this day with the Excursion as an additional cost.
- The Friday Preschool Children are given first preference for this excursion.
- If you do not wish your child to attend the excursion, they can join the Transition Program until the return of the Preschool children from the excursion.

SOURCES

Education and Care Services National Regulations 2011
National Quality Standard

REVIEW

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Next review date: July 2015