EXCURSION POLICY

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1 NQS

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

2 National Regulations

<table>
<thead>
<tr>
<th>Reg</th>
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</thead>
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<tr>
<td>100</td>
<td></td>
<td>Risk assessment must be conducted before excursion.</td>
</tr>
<tr>
<td>101</td>
<td></td>
<td>Conduct of risk assessment for excursion.</td>
</tr>
<tr>
<td>102</td>
<td></td>
<td>Authorisation for excursion.</td>
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</tbody>
</table>

3 Aim

3.1 The service 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.

3.2 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.

3.3 The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Related Policies

Staffing Arrangements Policy (CHI-ADM-POL-055)
Transportation Policy (CHI-ADM-POL-060)

5 Implementation – Excursion Risk Assessment and Planning Process

5.1 The service must conduct a risk assessment prior to an excursion taking place.

5.2 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.

5.3 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.

5.4 Using the Excursion Risk Assessment Form attached to this policy, the service must take into consideration the following –

   i. 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.

   ii. Any water hazards.

   iii. Any risks associated with water-based activities.

   iv. Transportation (to and from).
v. The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
vi. Specialised skills required (such as life-saving skills).

vii. Proposed activities.
viii. Proposed duration.

ix. Any medical conditions that need to be considered and managed for each child with specific health needs.

5.5 The Risk Assessment Checklist must also be conducted prior to any excursion.

5.6 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.

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

6 Procedure for Planning an Excursion

6.1 Educators to approach Nominated Supervisor with written rationale for a excursion request.

6.2 If approved, risk assessment to be drafted and given to Nominated Supervisor.

6.3 The excursion will be planned taking into consideration:

i. The children's ages, capabilities and interests

ii. Ways to maximise the children’s developmental experiences and safety

iii. Suitability of the venue and access including wheelchairs if required

iv. Access to food, drink and other facilities (such as toilets and shade)

v. Weather conditions, which would make the venue unsuitable

vi. The specific clothing and equipment needs of the children

6.4 Responsible adult volunteers over the age of 18 may be used to augment adult/child ratios on excursions.

6.5 Parents may be invited to assist.

6.6 Supervision is of utmost importance and must be maintained at all times.

6.7 Children will be at all times in the care of a responsible adult.

6.8 A delegated supervisor will be appointed and have overall responsibility for the excursion.

6.9 It is the responsibility of the supervisor to maintain head counts and take the roll at appropriate times.

6.10 Bush walking excursions will only be undertaken in well-known areas. Children and staff must remain on defined paths and be instructed in bush safety including what to do in case of a fire or if separated from the group.

6.11 Dams, rivers and beaches are to be avoided for swimming purposes because of the dangers that they present.

6.12 Educators should visit, or be familiar with the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all. Educators will phone venue ahead (if possible) when special requirements needed.
6.13 When planning an excursion alternative arrangements will be made for adverse weather conditions.

6.14 Educators will consider not just wet weather, but cold or hot weather conditions when making plans for excursions and the final decision to continue with the excursion.

6.15 No child will be taken outside the centre without the parent’s written authorisation.

6.16 A minimum of twenty four hours notice will be given to the parent or guardian regarding any excursions.

6.17 Excursions to locations visited on a regular basis such as the Garden (Kids Uni North and South) may be undertaken without individual excursion forms when parents have previously given general permission for these experiences on the enrolment form, or earlier in the year.

6.18 A notice will be prominently displayed at the service, which indicates:
   i. Destination of the excursion
   ii. Itinerary and timetable
   iii. Contact phone numbers

6.19 Steps will be taken to ensure that all excursions comply with transport legislation and regulations.

6.20 Particular attention will be made to assist children when boarding or alighting from public transport and when walking with children across roads or in crowded areas.

6.21 Risk assessment and Authorisation for Excursion form to be given to the Children’s Services Manager for approval or rejection given.

6.22 If the excursion has been approved place out an Authorisation for Excursion form for Parents/ Guardians for written permission.

7 Transport Considerations

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

7.2 **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.

7.3 **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.

7.5 **Cars** – Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating 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.

8 Insurance

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.
9 While on the Excursion

9.1 No changes to the excursion itinerary will be made unless it is in the best interest of the children’s safety and wellbeing.

9.2 All children will carry an identification badge/ stamp/ sticker indicating the service name, address and contact numbers. Under no circumstances should children have their names on badges/ stamps/ stickers.

9.3 Information and equipment to be taken on the excursion will include:
   i. A list of all children on the excursion, with relevant personal details and parent contact numbers
   ii. Emergency mobile phone
   iii. A list of all relevant and emergency procedures and contact numbers, to be readily accessible to all staff at all times
   iv. A fully stocked portable first aid kit
   v. Spare drinking water
   vi. Asthma and emergency medication if required

9.4 Appropriate behaviour will be discussed with the children before and during the excursions and what to do if they are separated from the group.

9.5 Records of excursion itineraries are to be kept at the centre and a copy to be taken on the excursion.
10 Excursion Risk Assessment Form

Step 1. What is the hazard?

Step 2. What is the risk?

<table>
<thead>
<tr>
<th>Hazard</th>
<th>++ very likely</th>
<th>+ likely</th>
<th>- unlikely rare</th>
<th>-- very unlikely</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kili, Permanent Disability</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Long term illness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Serious Injury</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Medical Attention</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Several Days Off</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The numbers show how important it is to do something:
1 - it is extremely important to do something about this hazard as soon as possible
5 - this hazard may not need immediate attention.

Step 3. What can we do to protect everybody?

<table>
<thead>
<tr>
<th>Action</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitute for a lesser risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isolate the hazard from the person at risk</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Minimise the risk through engineering means</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Implement change through administrative means</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Use personal protection PPE</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Step 4. List the step by step procedure we need to make it safe.
As a part of the Excursion Risk Assessment Form, the service must complete the following details when planning an excursion –

**Time and Date of Proposed Excursion**

______________________________________________________________

**Reason for Excursion**

______________________________________________________________

**Proposed Route (to and from)**

______________________________________________________________

**Destination(s)**

______________________________________________________________

**Transportation Details (to and from)**

______________________________________________________________

**Number of Adults Involved**

______________________________________________________________

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.

**Number of Children Involved**

______________________________________________________________

**Proposed Activities**

______________________________________________________________

**Proposed Duration**

______________________________________________________________

**Items to Be Taken by the Service (mobile phone, emergency contact details, etc)**

______________________________________________________________

**Items to Be Taken by the Children**

______________________________________________________________
11 Risk Assessment Checklist

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>The service has a timetable for the excursion and an itinerary.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>At least 24 hours notice of the excursion has been given to parents, with an itinerary for the excursion. It is preferable for longer notice to be given where possible</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>A signed permission form for the specific excursion and any specific activity which is to take place during the excursion has been received from the parents. Regular outings can be covered by one form for a period of 12 months.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>A list of children attending the excursion is left at the service prior to departure and a copy carried by the Supervisor for the purpose of checking at regular intervals during the course of the excursion.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>The Supervisor has ensured that all children are equipped with clothing appropriate for the excursion. For example - jumpers, sun hats, appropriate footwear, sunscreen.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Educators are able to ensure children have accesses to shaded areas.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Any excursion planned is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>A fully stocked first aid kit is taken.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Each child’s emergency contact details are updated and taken.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>A mobile phone or change for a phone is organised to take on the excursion.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Medication and a management plan for any children attending the excursion are available and updated.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>A designated educator must be assigned to directly supervise any child with a chronic illness/allergic condition. The educator is to hold the child’s medication and management plan throughout the excursion.</td>
</tr>
</tbody>
</table>
12 Authorisation for Excursion Form

12.1 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.

12.2 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
______________________________________________________________________________

Is the Excursion a Regular Outing? If yes, the Authorisation for Excursion Form will cover the child for 12 months. Please note that the Authority can be cancelled at any time.
______________________________________________________________________________

Reason for Excursion
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Route (to and from)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Destination(s)
______________________________________________________________________

Transportation Details (to and from)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Cost of Excursion (if applicable)
______________________________________________________________________________

The Period the Child will be Away from the Service Premises
______________________________________________________________________________

Number of Adults Involved and the Anticipated Ratio of Adults to Children
______________________________________________________________________________
Number of Children Involved

Mobile number and contact number of venue if possible

Name of educators with First Aid that are attending

Proposed Activities

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 (if different from the child’s Enrolment Form)

Interested in Volunteering to the Attend the Excursion?

By signing the Authorisation for Excursion 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
13 Sources
Education and Care Services National Regulations 2011
National Quality Standard

14 Review
This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties.

15 Version Control Table

<table>
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<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>February 2012</td>
<td>February 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>This policy replaces the Excursion Kid’s Uni Policy. Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
</tr>
<tr>
<td>2</td>
<td>February 2013</td>
<td>February 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Feb 2014</td>
<td>Mar 2017</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 3 years.</td>
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</table>