

**INTRODUCTION**

*BDCS is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities.*

**OVERALL GOALS – What are we going to do?**

*We will:*

- Make excursions a part of the program of education and care at the chosen service
- Plan for excursions with careful consideration of the safety of children and adults
- Carry out excursions only where full documentation and permission have been completed and obtained
- Undertake full risk assessments for all excursions
- Give consideration to the value of educational excursions
- Plan for first aid requirements.

**OVERALL STRATEGIES – How will it be done?**

*Set procedures will be followed prior, during and post the excursion. These are outlined below.*

**PREPLANNING THE EXCURSION**

*When planning for an excursion the service director will:*

- Assess the requirements for the excursion, reflecting on the age, capacity and interests of children
- Appoint a Nominated Supervisor to be in charge of the excursion.

*The Nominated Supervisor in charge of the excursion will:*

- Conduct a risk assessment (BDCS uses the Excursion Risk Assessment Template provided by ACECQA).
- Book transport and venues, with consideration to access to shade protection, food, drink, and other facilities (toilets, hand washing etc.)
- Make alternative arrangements for adverse weather conditions.
- Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring.
- Provide parents or legal guardians 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.
- Request additional adult participation on the excursion where required.
- Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on the excursion.

- Educators must make alternate arrangements for any children who are not attending the excursion and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.
- Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

## RISK ASSESSMENT

*The Nominated Supervisor in charge of the excursion will:*

- Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion and will specify how the service will manage any risks identified.
- The risk assessment conducted will consider:
  - proposed route and destination for the excursion
  - any water hazards
  - any risks associated with water-based activities
  - method of transport to and from the proposed destination
  - number of adults and children involved in the excursion
  - given the risks posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required to ensure children's safety
  - proposed activities
  - proposed duration of the excursion
  - items that should be taken on the excursion
  - strategies for accounting for all children on the excursion, particularly during transition times, such as ensuring all children have been transported to the destination and have been returned to the service at the conclusion of the excursion.
  - Access for emergency services
  - Availability of toilets, hand washing and shade
  - Adequate mobile phone coverage
- Ensure that once risks have been identified, they will be categorised as high, medium or low and management of the risks will be detailed.
- Ensure that educators and any responsible adults attending the excursion will be aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(a)) and are aware of the risk assessment for the excursion.
- Ensure that before departing for the excursion, risks will be checked including the weather to assess any increases to the level of risk and whether the excursion can proceed.

***NB: If the excursion is a regular occurrence, a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.***

## **AUTHORISATION FOR EXCURSIONS**

*The Nominated Supervisor will ensure that:*

- For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:
  - The child's name
  - date, description, duration and destination of proposed excursion;
  - method of transport to be used;
  - reason for the excursion, and proposed activities to be conducted on the excursion;
  - the anticipated adult: child ratio – outlining number of educators and staff and other adults attending;
  - 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, authorisation is required once in a 12-month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.
- No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

*Upon completion of the Excursion Risk Assessment and Permission Note Template, the service Director must supply a copy to administration.*

## **STAFFING ARRANGEMENTS**

- Educators attending the excursion will be no less than the number prescribed in the Education and Care Services National Regulations, and depending on the supervision requirements, may need to be higher to ensure adequate supervision.
- The number of educators will also be adequate to supervise any responsible adults who volunteer to assist with the excursion.
- Consideration will be given to the number of educators who have required first aid qualifications and the number of educators required to educate and care for children who remain at the service.
- Where a group of children are taken on an excursion while a number of children remain at the service, at least one educator who holds the following qualifications must be in attendance at both the excursion and at the service where children are being educated and cared for, and must be immediately available in an emergency. At least:
  - staff member or one nominated supervisor of the service who holds a current approved first aid qualification
  - staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
  - staff member or one nominated supervisor of the service who has undertaken approved emergency asthma management training (regulation 136(1)).
- All educators attending the excursion will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(a)) and are aware of the risk assessment for the excursion.

## **FAMILY AND VOLUNTEERS**

- Families will be encouraged to participate in excursions to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.
- Families and volunteers cannot be counted in order to meet ratio requirements under the Education and Care Services National Regulations.
- Family members wishing to attend will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service. If the responsible adult needs to bring their child's sibling because they cannot find suitable care, the responsibility provided to this adult will be adjusted accordingly and considered in the risk assessment.
- Family members/volunteers will not be left in sole charge of children (including their children) and must be supervised by an educator at all times.
- All responsible adults attending the excursion will be made aware of the service's policy and procedures that set out the instructions for what must be done in the event of an emergency (regulation 97(a)) and are aware of the risk assessment for the excursion.

## **TRAVEL ARRANGEMENTS**

*Travel arrangements are made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury. The following forms of transport are used:*

### *Walking*

- Educators will ensure children obey road rules and cross roads at a crossing or lights where available.
- Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

### *Public Transport (trains, buses)*

- Where possible we will only use buses that are only fitted with seatbelts.
- Every child will wear a seatbelt where one is fitted.
- When using the BDCS bus children must be restrained with the age appropriate harness/seat belt.

## **CONDUCTING THE EXCURSION**

- All educators, volunteers and children attending will be informed of 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/ Nominated Supervisor. This must be completed upon leaving the service, on arrival at the destination, preparing to leave the destination and upon arrival back at the service.
- Before leaving on the excursion, a notice will be prominently displayed at the service which includes:
  - itinerary and timetable; and
  - mobile contact phone number.
- Items to be taken on excursions include:
  - a suitable stocked first-aid kit including EpiPen;
  - An operating mobile phone with an appropriate telephone network;
  - children's emergency contact numbers and the child's registered medical practitioner or medical service;

- children's medication, if required; and
- other items as required e.g. sunscreen, drinking cups, jackets, hats etc.
- Educators and staff will continue to assess the excursion environmental factors in regard to all children's and adults health, safety and wellbeing.
- If an approved parent/caregiver wishes to collect their child whilst on the excursion, the approved parent/caregiver must sign the child out on the Excursion roll.

#### **POST THE EXCURSION**

- The Service Director/Nominated Supervisor in charge of the excursion will complete a BDCS Post Excursion Evaluation Form. This form will then be forwarded to administration.
- They will then gather together to be filed under the services relevant 'Excursions file':
  - Excursion Risk Assessment
  - Excursion Roll
  - Excursion Permission Notes
  - Post Excursion Evaluation Form

#### **ROLES AND RESPONSIBILITIES**

##### ***The Approved Provider will:***

- Ensure that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/ guardian or person named in the child's enrolment record, and that the authorisation includes all details required under Regulation 102(4).
- Ensure that educator-to-child ratios are maintained at all times, including during excursions.
- Ensure that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- Ensure the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by Regulation 101.

##### ***The Nominated Supervisor will:***

- Implement Approved Provider responsibilities as delegate (see above).
- Ensure that each child's personal medication and current medical management plan is taken on excursions and other off-site activities.
- Ensure that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.
- Ensure a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.
- Ensure an accurate roll of attendance is taken and checked regularly.

##### ***Early Childhood Educators will:***

- Adhere to this policy.

- Check that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion.
- Allow a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record.
- Ensure an accurate roll of attendance is taken and checked regularly.
- Maintain the required educator-to-child ratios at all times, and adequately supervise children during excursions and service events.
- Adequately supervise parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children.
- Undertake a risk assessment for an excursion prior to obtaining written authorisation from parents/guardians.
- Ensure the risk assessment identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by Regulation 101.
- Include all children in excursions and service events regardless of their abilities, additional needs or medical conditions.
- Take each child's personal medication and current medical management plan on excursions and other off-site activities.
- Take a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other off-site activities.
- Take an anaphylaxis EpiPen and asthma kit.

**Families will:**

- Complete, sign and date excursion/service event authorisation forms.
- Provide written authorisation for their child to leave the service premises on routine outings.
- Read the details of the excursion or service event provided by the service and ask for additional information if required.
- Understand that, if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of the Responsible Person at all times.

**MONITORING, EVALUATION AND REVIEW**

*This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.*

*In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.*

## RELATED LEGISLATION

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations
- Work, Health and Safety (WHS) Act 2011
- Work, Health and Safety (WHS) Regulation 2011

## LINKS TO:

- National Quality Standard 1.1, 2.2
- Education and Care Services National Regulations: 98, 99, 100, 101, 102, 123, 357

## SOURCES

- Australian Children’s Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia
- Guide to the National Quality Framework, ACECQA
- Kidsafe NSW – <https://www.kidsafensw.org/>
- Kids and Traffic – <http://www.kidsandtraffic.mq.edu.au/>
- Excursions and regular outings: Victoria State Government - <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/excursions.aspx>

## Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**