



Excursion Policy

Aim:

Maryland Care & Early Education Centre embraces the idea of facilitating & developing the children’s interest in the wider community and fostering their involvement as individuals within the community & broader society.

Further to this our service looks at providing the children with a range of experiences that compliment and expand the children’s learning, life events, and enjoyment.

Our service will take every precaution to minimise any risk, injuries or accidents when excursions are both spontaneous and planned, to respond effectively to any emergencies and promote to children and families all aspects of safety.

Legislative requirements / Sources:

Education and Care Services Regulations 2011:

89	First aid kits
90	Medical conditions policy
97	Emergency and evacuation procedures
98	Telephone and other communication equipment
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	Authorisatoin for excursions
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre based services
136	First aid qualifications
170	Policies and procedures are followed
171	Policies and procedures are to be kept available
172	Notification of change to policies and procedures

Children (Education and Care Services) National Law 2010:

165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
169	Offence relating to staffing arrangements

National Quality Standards:
Quality Area 2: Children’s health and safety

2.2	Safety	Children’s Health and safety
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency procedures	Plans to effectively manage incidents and emergencies are developed in consultation with the relevant authorities, practiced and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

Quality Area 7: Governance and Leadership

7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service

Legislation/Sources:

- Work Health and Safety (WHS) Act 2011
- Education and Care Services National Amendment Regulations 2022
- NSW Department of Education -Unpacking Excursions
- CELA – Excursions Policy
- ACECQA – Policy Guidelines for Excursions

Implementation:

Definitions:

- **Excursion:** An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if:
 - The child or children leave the education and care service premises on the company of an educator and;
 - The child or children do not leave the school site.
- **Regular Outing:** In relation to an education and care service, means a walk, drive or trip to and from a destination:
 - That the service visits regularly as part of the educational program
 - Where the circumstances relevant to the risk assessment are the same on each outing

- **Risk Assessment:** Aims to help education and care services to understand the importance of assessing and managing risk as an embedded part of quality practice and improvement. Risk assessments assist in identifying, assessing and managing risk of harm to anticipate the likelihood and consequences of an incident. This will ensure the health, safety and wellbeing of children, families, staff and community members within the service

Implementation:

- All excursions will initially be discussed with the Nominated Supervisor (all aspects of the excursion will be discussed, the idea, link with the children’s current interest, learning and the possible location or venue)
- All excursions will only occur with the express permission of the Nominated Supervisor
- All excursions will be thoroughly planned by staff in consultation with the Nominated Supervisor. All planning will be done to minimise the chance of accident or injury to all children, parents, educators, staff and any other person involved attending or assisting with the excursion
- All excursions will have a risk benefit assessment completed
- Venues with water will be assessed and a risk benefit assessment conducted to ensure the safety of all children and if any adults with specialised skills are required

Before the excursion:

Educators will be responsible for the investigation of all aspects of the excursion.

- Transportation
- Cost
- Available facilities
- Venue
- Safety of excursion venue or location
- Equipment required by staff
- Permission from parent/ guardian

Once this has been researched by staff, all information must be presented to the Nominated Supervisor for final approval

- Parents/ guardian will be provided with at least a weeks’ notice of any excursion away from the centre and a risk assessment available to view
- Each child attending the excursion MUST have a signed permission note from a parent or guardian
- Provisions planned for children who will not be attending the excursion

Regulation 101: A risk assessment for an excursion **must:**

- Identify and assess the risks that the excursion may pose safety, health or wellbeing of any child being taken on the excursion
- Specify how the identified risks will be managed and minimized

A risk assessment must consider:

- The proposed route and destination for the excursion
- Any water hazards
- Any risks associated with water based activities
- If the excursion involves transporting children:
 - The means of transport
 - Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which children may be transported
 - The process of entering and exiting
 - The education and care service premises
 - The pick up location and destination
 - Procedures embarking and disembarking the means of transport, including how each child will be accounted for on embarking and disembarking
- The number of adults and children involved in the excursion
- The given risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (eg life saver)
- Proposed activities
- Proposed duration of the excursion
- Items that should be taken on the excursion
- Access to emergency services
- Availability of toilets, handwashing and shade
- Adequate mobile phone coverage
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period

Regulation 102: The authorisation **must** be given by a parent or other person named on the child's enrolment form as having authority, given by a parent, to authorise the taking of the child outside the education and care service premises by and educators and must state:

- The child's name
- The reason the child is being taken outside the premises
- If the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings
- If the authorisation is for an excursion and not a regular outing, the date the child is to be taken on the excursion
- A description of the proposed activities to be undertaken by the child on the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion
- The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion

- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the service

Conducting the Excursion:

- Educators, volunteers and children will be informed about the excursion
- A list of children attending the excursion will be left at the service and a copy carried by an educator attending the excursion

Items to be taken on excursions include:

- A stocked first aid kit and snake kit to be taken on all excursions
- A working mobile phone with coverage
- A list of children's emergency contacts
- Any items required to support hygiene practices eg wipes, nappies
- Sun protection and appropriate clothing
- Children's drink bottles
- Children requiring EpiPens, have asthma plans or any other medication must have their medication taken on all excursions
- **NO CHILD** will attend any excursion without a returned, signed note of permission from a parent or guardian
- Provisions will be made at the service for any children not attending the excursion
- All children leaving the centre on an excursion must wear a badge with centre details on it/ or yellow centre shirts. This does not apply to regular outings
- Spare clothing
- All excursions will occur with the child to adult ratios as followed:

0-2 years 1 adult to 4 children

2-3 years 1 adult to 5 children

3-5 years 1 adult to 10 children

These are the minimum legal requirement

- A roll of the names of all the children attending the excursion will be compiled & a roll call taken by staff and headcounts conducted regularly throughout the excursion. Head counts will take place:
 1. On leaving the centre.
 2. During any transitions occurring. I.e. Entering/ Exiting transport.
 3. Before return to the centre.
 4. On return to the centre

All above procedures will be followed- up by a head count undertaken by another member of staff to confirm roll call was correct.

Regular Outings

Upon enrolment parents/guardians have the option of giving permission for their child/ren to participate in community visits. This includes permission to visit the reserve, the local park and community walks within a 1.2km radius from the service for an excursion both spontaneously and planned. This record is kept in the children's individual file.

Transportation:**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 groups

Public Transport:

- All requirements for seatbelts or safety restraints under the law in which children are being transported will be checked and followed for any transports being used
- Every child will wear a seatbelt where one is fitted. In the case of using public transport children will be required to follow transportation rules and encouraged to take a seat instead of standing up.
- Our service will refrain from using cars as transport for excursions. If transport is required a bus will be hired that is fitted with suitable child restraints as required by law.

Roles and Responsibilities:**The Approved Provider and Nominated Supervisor will:**

- Ensure that a child does not leave the education and care service's premises on an excursion unless prior written authorisation had been provided by the parent or guardian or person named in the child's enrolment record, and that the authorisation includes all details in Regulation 102(4)
- Ensure that educator to child ratios are maintained at all times during excursions
- Ensure the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimized and includes all details required in Regulation 101
- Ensure that each child's personal medication and current management plan is taken on excursions and other off site activities
- Ensure that a portable first aid kit is taken on all excursions
- Ensure a mobile phone, emergency contacts are taken on all excursions
- Ensure an accurate roll of attendance is taken and checked regularly

Educators will:

- Check that a parent or guardian or person named on the child's enrolment form has completed, signed and dated the excursion authorisation prior to the excursion
- Maintain educator to child ratios at all times and adequately supervise children during excursions and regular outings
- Adequately supervise parents/guardians, volunteers and students and all adults participating in the excursion ensuring that they are not left alone supervising children
- Undertake a risk assessment for an excursion and regular outing prior to obtaining written permission from parents/guardians
- Ensure the risk assessment identifies and assess all the risks, specifies how they will be managed and/or minimized and includes all details required in Regulation 101
- Include all children in excursion regardless of their abilities, special needs or medical conditions
- Take each child's personal medication and current medical plans on all excursions

Families will:

- Complete, sign and date all excursions
- Provide written authorisation for their child to leave the early education service on regular outings
- Read the details of excursions and ask for additional information if required
- Understand that if they participate in an excursion as a volunteer, they will be under immediate supervision of the educators on the excursion

Accident & Emergency procedures will be followed on all excursions (See Accident & Emergency Policy & Procedures)

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Last Review: April 2024

Next Review: April 2025