

Excursions Policy and Procedure

Introduction

Excursions are valuable experiences for children, families and staff of education and care settings. Excursions provide the opportunity for children to expand and enhance their learning experiences, explore different environments, and engage with our community.

Our children's services will include excursions as part of the program and curriculum. This policy outlines the appropriate planning and risk management to ensure the excursion is conducted in a safe manner with children, families and staff having a positive experience.

Policy

Our Children's Services will:

- Plan excursions with careful consideration of the safety of children, staff and families, and the educational value and relevance of each excursion.
 - Undertake full risk assessments for each excursion which will include venues, the mode of transport, and activities.
 - Plan supervision ratios that consider all risks and hazards; the ability, mobility and supervision requirements of children with additional needs; and ensure children cannot be separated from the group.
 - Invite parents/guardians to assist on excursions or regular outings requiring additional supervision. Volunteers must only supervise their pre-schooler/other enrolled children i.e. younger siblings, toddlers or babies are unable to attend. Family members/volunteers will not be left in sole charge of children and will be supervised by a staff member.
 - Carry out excursions only where full documentation and parent/legal guardian permissions have been completed and obtained prior to the excursion commencing.
 - Exclude excursions to venues involving significant water hazards (such as rivers, lakes or beaches).
 - Ensure access to hazardous equipment and environments is minimised.
 - Ensure there is adequate access to food, drink and amenities (toilets, hand washing etc).
 - Ensure there is adequate sun and shade protection.
 - Ensure that the NSW road rules and Kids and Traffic best practice recommendations for transporting young children are followed.
 - Staff will wear their Learning Links identification while on excursions.
 - Children will wear an identification label indicating the name, address and telephone contact number of the service (children's names will not be displayed).
 - Risk Assessments for regular outings will be valid for 12 months
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If a lost child cannot be located on an excursion

- If a lost child cannot be located on an excursion, a search of the venue and surrounding area will be conducted.
- If the child cannot be found, the designated staff member will inform the Nominated Supervisor who will notify the local Police and notify the parent/guardian of the child.
- The designated staff member will inform the venue management, if applicable, and remain at the venue in the vicinity where the child was last seen to liaise with Police.
- The Nominated Supervisor will nominate another designated staff member to continue with the remainder of the itinerary or terminate and arrange for children to return to the service.
- The Regulatory Authority will be notified within 24 hours of an incident where a child appears to be missing or cannot be accounted for.

Emergency evacuation of an excursion venue,

- In the event of an emergency evacuation of an excursion venue, staff will assume the roles associated with evacuating the service. All other accompanying adults will assist in moving children to the designated evacuation area and supervising children once there.

Definitions

Term	Definition
Excursion	An outing organised by the children's service.
Regular Outing	A walk, drive or trip to and from a destination that the service visits regularly as part of its educational program; that is covered by a standing risk assessment because the circumstances are the same on each outing.

Eligibility

This policy and procedure applies to all staff employed in Learning Links Children's Education and Care Services

Responsible

Responsibilities for the policy are:

Person	Responsible for
Approved Provider (Learning Links Board)	<ul style="list-style-type: none"> • Ensuring the policies and procedure, accountabilities and responsibilities are defined for excursions.
Nominated Supervisor	<ul style="list-style-type: none"> • Providing enrolled families with information from this policy and procedure. • Informing the service staff of the proposed excursion. • Ensuring a risk assessment is completed before parent communication occurs and authorisations are sought for an excursion. • Ensuring enrolled children are not taken outside the service premises on an excursion unless written authorisation has been provided. • Appointing an Excursion Coordinator to be responsible for the preparation, execution and evaluation of an excursion.
Excursion Coordinator	<ul style="list-style-type: none"> • Planning the excursion in accordance with this policy. This will include conducting Risk Assessments, planning staff to child ratios, obtaining approvals and permissions, communicating to all stakeholders, inviting volunteer support, and evaluations.

Children's Services Staff	<ul style="list-style-type: none"> Following the excursion procedure, risk assessment and plans to ensure the safety and wellbeing of all children who attend the excursion or who remain at the service.
Families	<ul style="list-style-type: none"> Understanding and following Learning Links policies and procedures with regards to excursions. Providing written consent for their child to participate in excursions and/or regular outings.

Related documents

Statutory Legislation:

- Education and Care Services National Regulations 99, 100, 101 and 102.
- Links to National Quality Standard 2.3.2; 7.3.5.
- Work Health and Safety (WHS) Act 2011

Related Learning Links Policies, Procedures and Forms:

- Medical Conditions Policy and Procedure
- Excursion Risk Management Plan and Guide

Resource links:

- Community Child Care Cooperative NSW <http://ccccnsw.org.au>
- Guide to the National Quality Standard October 2011
- Kidsafe NSW www.kidsafensw.org.au
- Kids and Traffic www.kidsandtraffic.mq.edu.au
- Sutherland, K. (2007) "Out There" Rattler, Issue 8

Procedure for planning an excursion

Follow the steps below to plan for an excursion.

Step	Action
1	Preparation <ul style="list-style-type: none"> Identify and assess the risks for the proposed excursion using the Excursion Risk Assessment and Management Plan. Share completed risk assessment and excursion requirements with the Nominated Supervisor and decide whether the excursion is suitable.
2	Planning <ul style="list-style-type: none"> Book transport and venue. Inform families of the excursion in writing including a statement that a risk assessment has been completed and is available for them to view. Prepare items to be taken on the excursion as per the Excursion Risk Assessment and Management Plan including a fully equipped first aid kit (including EpiPen and Asthma medication), children's individualised health care plans, and medications. Provide alternate arrangements for any children who are not attending the excursion. Plan staff to child ratios in collaboration with the Nominated Supervisor based on excursion details and the needs of children individually and in a group. Prepare and carry an emergency contact list for all children attending the excursion or regular outing.
3	Conducting the Excursion <ul style="list-style-type: none"> Provide staff and parent volunteers assisting with supervision with a copy of the Excursion Risk Assessment and Management Plan. Leave a copy at the service of the emergency contact list for all children attending the excursion or regular outing.

	<ul style="list-style-type: none"> • Display a prominent notice at the service which includes: <ul style="list-style-type: none"> ○ Excursion itinerary and timetable; and ○ Mobile contact phone number/s.
4	Evaluation <ul style="list-style-type: none"> • Organise an evaluation meeting with Excursion Coordinator, Nominated Supervisor and children's services staff. • Critically reflect on the outcomes of the excursion and action any learnings into future planning and preparation tools.

Document control

This table outlines the control details for this document.

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