

Excursions Policy and Procedure

Preschool



Introduction	<p>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 their communities. .</p> <p>Our service includes excursions as part of our program. This policy outlines the appropriate planning and risk management to ensure excursions are conducted in a safe manner with children, families and staff having a positive experience.</p>
Eligibility	<p>This Policy applies to all Preschool staff employed by Learning Links. The term staff also applies to students, apprenticeships and volunteers.</p>
Policy	<p>Our Preschool service will:</p> <ul style="list-style-type: none"> • Plan excursions with consideration of risk and safety for children, staff and families.. • Undertake risk assessments for each excursion • Risk assessment form include venue, transportation and route (if applicable), activities and duration of excursion • Risk Assessments for regular outings are conducted every 12 months unless changes are required and a new risk assessment will be created. • Plan supervision ratios that accommodate the risk and safety of all children • Invite parents/guardians to assist on excursions or regular outings. <p>Excursion/s for children where written consent has been obtained prior to the excursion.</p> <ul style="list-style-type: none"> • Ensure there is adequate access to water and amenities (toilets, hand washing etc). • Ensure there is adequate sun and shade protection. • Ensure that the Kids and Traffic best practice recommendations guide our excursion practices • Staff wear Learning Links identification while on excursions. • Children wear an identification label including their First Name, Preschool Name and Preschool Contact number.
Definitions	<p><u>Excursion</u> An outing organised by Learning Links Preschool.</p> <p><u>Routine Outing</u> A walk, drive or trip to and from a destination that the preschool visits on a scheduled routine basis as part of its educational program; that is covered by a standing risk assessment because the circumstances are the same on each outing.</p>
Strategies	<p><u>Planning and process for an excursion</u></p> <p>Conduct a Risk Assessment (See: ACECQA Risk assessment and management template – Excursions as a guide) and complete Learning Links Excursion Risk Assessment Form</p> <ul style="list-style-type: none"> • Book transport and venues. • 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

Consult ACECQA Risk assessment and management - Safe transportation of children safety checklist and regular transportation record form (DOCX 56 KB). As a guide only.

The Nominated Supervisor will ensure that:

- A responsible person is appointed for the excursion.
- 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.
- Once risks have been identified, they will be categorised as high, medium or low and management of the risks will be detailed.
- Educators and any responsible adults attending the excursion are 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(1)(a)) and are aware of the risk assessment for the excursion.
- Before departing for the excursion, risks are checked including the weather to assess any increases to the level of risk and whether the excursion can proceed.
- The risk assessment conducted will consider:
 - Proposed route and destination for the excursion
 - Any water hazards
 - Any risks associated with water based activities
 - Current drivers licence
 - Method of transport to and from the proposed destination, including:
 - » The means of transport and any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
 - » The process for entering and exiting the education and care service premises and the pick up location or destination; and
 - » Procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
- The 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
- Access for emergency services
- Availability of toilets, hand washing and shade
- Adequate mobile phone coverage

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 - refer to (regulation 102(e) (f) pages 2-5). It is good practice for every approved provider, nominated supervisor, family day care coordinator and educator to apply the new safety requirements for regular transportation to all periods of transportation including single trips if the excursion is a regular occurrence a risk assessment will only be carried out once in a 12 month period, where the circumstances relevant to the risk assessment are substantially the same on each outing.

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 the child is to be taken on the excursion, description, duration and destination of proposed excursion;
 - If the excursion involves transporting children the means of transport and any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported;
 - 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.

Please note in the event an authorisation is given that authorisation must be given by a parent or other person named in the child's enrolment record as having authority given by a parent to authorise a child to participate in the excursion and/or transportation. The child's enrolment record must include this other person's name, address and contact details (regulations 102, 102D, 160).

If the excursion is routine, authorisation is required once in a 12 month period.

- All parents or legal guardians will be asked to sign permission forms for routine excursions on enrolment and at the beginning of each subsequent year. This permission form will include a description of when the child is to be taken on routine outings.
- No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

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 and additional hygiene procedures, may need to be higher to ensure adequate supervision.

- The number of educators will reflect any identified needs in the risk assessment for supervision purposes

Where a group of children are taken on an excursion while a number of children remain at the preschool, at least one educator who holds the following qualifications must be in attendance at both the excursion and the preschool and must be immediately available in an emergency.

- At least:
 - Staff member who holds a current approved first aid qualification
 - Staff member who has completed a current approved anaphylaxis management training
 - Staff member who has completed 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(1)(a)) and are aware of the risk assessment for the excursion.

Families and Volunteers

- Families will be invited to participate in excursions to increase the number of responsible adults and assist in ensuring the health, safety and wellbeing of children.
- Family members attending will be informed of the hazards and responsibilities of taking a group of children out of the service.
- 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.

Travel Arrangements

Travel arrangements reflect the requirements for each excursion. Reasonable precautions are taken to protect children from harm. 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.

If any other forms of transportation are used, a risk assessment will be conducted

Conducting the Excursion

- All educators, volunteers and children attending are informed of then excursion timetable, 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.
- Before leaving on the excursion, a notice will be prominently displayed at the service which includes:
 - Timetable; and
 - Mobile contact phone number and children's emergency contact numbers

Items to be taken on excursions include:

- A suitably stocked first-aid kit including EpiPen;
- Hand sanitiser and any items required to support hygiene practices;
- An operating mobile phone;
- Children's medication, if required; and other items as required e.g. sunscreen, drinking cups, jackets, hats etc.

Roles and Responsibilities

Approved Provider

Ensuring the Excursion Policy and Procedure is followed.

Nominated Supervisor

- Ensuring 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).
- Ensuring that educator-to-child ratios are maintained at all times, including during excursions.
- Ensuring 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.
- Ensuring 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.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other off-site activities.
- Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.
- Ensuring a mobile phone, the emergency contact details for each child on excursions for notification in the event of an incident, injury, trauma or illness.
- Ensuring an accurate roll of attendance is taken and checked regularly.

Educators

- Adhering to this policy.
- Checking 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.
- Allowing 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.
- Ensuring an accurate roll of attendance is taken and checked regularly.

	<ul style="list-style-type: none"> • Maintaining the required educator-to-child ratios at all times, and adequately supervising children during excursions and service events. • Adequately supervising 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. • Undertaking a risk assessment for an excursion prior to obtaining written authorisation from parents/guardians. • Ensuring 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. • Including all children in excursions and service events regardless of their abilities, additional needs or medical conditions. • Taking each child's personal medication and current medical management plan on excursions and other off-site activities. • Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other off-site activities. Taking an anaphylaxis EpiPen and asthma kit. <p>Families</p> <ul style="list-style-type: none"> • Completing, signing and dating excursion/service event authorisation forms. • Providing written authorisation for their child to leave the service premises on routine outings. • Reading the details of the excursion or service event provided by the service and asking for additional information if required. • Understanding 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.
<p>Related Legislation, Standards, Documents</p>	<p>Legislation</p> <ul style="list-style-type: none"> • Education and Care Services National Regulations 98, 99, 100, 101, 102, 123. • Links to National Quality Standard 2.3.2; 7.3.5. • Work Health and Safety (WHS) Act 2011. • Education and Care Services National Law Act 2010 • Education and Care Services National Amendment Regulations 2020 under the Education and Care Services National Law. • Early Childhood Legislation Amendment Act 2022. <p>Learning Links Documentation</p> <ul style="list-style-type: none"> • Medical Conditions Policy and Procedure • Enrolment and Orientation Policy • Excursion Risk Management Plan <p>Resource Links</p> <ul style="list-style-type: none"> • CELA – www.CELA.org.au • Kids and Traffic - www.kidsandtraffic.mq.edu.au
<p>Review</p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>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.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 26 July 2023 Policy updated by: Director, Preschool Version number: 1.0 This version approved by: GM, Service Quality, Risk and Compliance This document can be viewed on: SharePoint, Learning Links Preschool Website</p> <p>Policy due for review: 26 July 2025</p>