



Title	Excursions Policy & Procedure
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Approved By	General Manager
Owner	General Manager
Version	6
Purpose or Reason	Education and Care Services National Regulations 2011
Source or Reference Material	<ul style="list-style-type: none"> <li>• Education and Care Services National Regulations 2011</li> <li>• VicRoads <a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a> accessed May 2012</li> </ul>

## VERSION CONTROL

Version No.	Date	Comment	Author
1	Sep 2003	Developed to ensure clear guidelines for excursions	Manager
2	Jan 2013	Added guidelines for routine and non-routine excursions are per the new National Regulations	General Manager
3	Nov 2014	Reviewed and reformatted by ACS CoM for consistency	ACS CoM
4	Sep 2015	Amended process for determining minimum ratios for routine excursions and amended the Routine Excursion Permission Form (Appendix A)	General Manager
5	Feb 2017	Updated to change ratios for routine and non-routine excursions for Outside School Hours Care Updated to include a requirement for adults attending an excursion to have a current Working With Children check	General Manager
6	Sep 2017	Reviewed and changed title of Team Leader to Service or Centre Coordinator / OSHC Leader	General Manager

## **Policy**

### **Scope**

The Policy and Procedure applies to all Alpine Children's Services (ACS) staff, Family Day Care Educators, parents/guardians, children, volunteers, students and contractors involved with the service.

### **Policy Statement**

All excursions undertaken by ACS shall be planned, with reference to the Early Years Learning & Development Framework and the National Quality Standard, appropriately supervised, and supported by written parental or guardian permission. All excursions will have a risk management plan completed prior to the event. ACS has a 'no swimming on any excursion' policy.

### **Objectives/Principles**

The objectives of this policy are:

- The educational value of an excursion must take into account the needs and resources of the service, the needs of the children and the curriculum.
- To ensure excursions are inclusive and all children in a specific group or program are to be given the opportunity to participate.
- A duty of care is owed to all children while on an excursion.
- A risk assessment is to be conducted and a risk management plan developed for all excursions. The plan must be approved by the Service or Centre Coordinator / OSHC Leader / General Manager and made available to families upon request.
- Signed consent forms granting permission for children to participate in excursions must be obtained from parents/guardians.

## **An explanation of Routine and Non-Routine Excursions**

Routine excursions are excursions that are conducted regularly within the vicinity of the service e.g. to the local library, playground or shops. Routine excursions are important in early childhood education to create a 'sense of community' and are integral to the core themes of belonging and identity of the Early Years Learning Framework.

For children, a sense of community plays an important role in the development of their feelings of belonging and security. Children thrive in an environment of mutually supportive and caring relationships. For this reason developing a sense of community within a service is crucial. It is also valuable for children to feel part of a wider community that extends beyond the learning environment.

Non-routine excursions are those excursions further afield from the local community e.g. a visit to the Wangaratta Performing Arts Centre or the Cube in Wodonga to watch a live performance.

## **Supervision Procedures - Routine & Non Routine Excursions**

- All excursions will be compliant with the Education and Care Services National Regulations.
- The leading educator or FDC educator of the excursion will have responsibility for this procedure.
- The leading educator or FDC educator of the excursion will be the person in charge for each excursion. The person in charge will have responsibility for decisions taken during the excursion. All decisions by accompanying adults should be in line with approaches and procedures rehearsed beforehand.
- Children must wear an identification badge indicating the name and contact number of the service and also a mobile number of the leading educator or FDC educator of the excursion. For security purposes, children's names must not be noted on the identification badge.
- Supervising adults will be responsible for the care and control of designated children. Supervising adults include educators, family members, students or volunteers. All supervising adults must be 18 years or older and have a current Working With Children check.
- In the case that a supervising adult is a parent and they bring along a sibling then the parent will be required to care for the sibling and their other child/ren involved with the excursion i.e. they will not be required to care for any other children that are not their own.
- Children will be encouraged to hold hands with their supervising adult as appropriate. Children will only move independently of this adult where staff can ensure that they can be easily seen and there is no danger (from people, animals and the environment) and they cannot wander off alone. Adult supervision is essential when walking along the street or in crowded places.
- All staff are to be aware of the total number of children on the excursion and assist in counting the group at regular intervals.
- If applicable, the service may request adult participation in routine excursions.
- Arrange for a suitably equipped first aid kit (including any specific medication if required, e.g. EpiPen, asthma puffer etc) and mobile phone to be taken on the excursion.

### **Preparation for the Excursion - Routine and Non Routine**

- Discuss with the children the goals and outcomes of the excursion and items of special interest to them.
- Provide any adults involved in the excursion with the goals and outcomes of the excursion and any other information necessary for the smooth operation of the excursion.
- Arrange for details of the telephone number of any person who is to be notified of any accident, injury, trauma or illness involving the child and the child's medical details to be taken on the excursion.
- Inform parents/guardians of any items the children require for the excursion. Children should be dressed in appropriate clothing considering the weather. Sturdy footwear should be worn (i.e. no thongs, gumboots only where necessary). An extra piece of top clothing per child should be taken in case of a change in weather. Hats must be worn in accordance with the Sun Smart Policy.
- Sufficient food and drink must be provided on each outing allowing children to eat and /or drink every two hours.
- Toilet stops should be organised for about every two hours. Children should be accompanied by a staff member to the toilet.
- Arrange for a staff member, parent/guardian or the Service or Centre Coordinator / OSHC Leader, FDC educator or General Manager to be available, if the excursion is late returning, to advise parents/guardians collecting children at the service of the estimated time of arrival back at the service.
- The excursion will only proceed if the staff/child ratio outlined in this policy and notified to the parents/guardians is met.
- Participation in the excursion will be limited to children whose parents/guardians have completed and returned the permission form and fee.

### **Prior to and during the excursion - Routine & Non Routine**

The educators responsible for the excursion will ensure that:

- A list of those participating in the excursion is cross-referenced against the attendance book.
- They take a duplicate copy of the attendance book on all excursions. All children are to be clearly identifiable and supervised at all times during the excursion, e.g. labels, red hats etc.
- The number of children and adults participating is monitored at regular intervals, by checking children and adults against the list of those participating in the excursion.
- There is to be no change to the planned itinerary of any excursion unless the person in charge of the excursion decides that it is necessary for the safety and well being of the children.
- Children who accompany their parent/guardian on the excursion, who are not enrolled at the service, are to be supervised and cared for by their parent/guardian at all times.
- The educator organising the excursion must complete the excursion review form after the excursion. This process reviews the supervisory practices and the learning outcomes and ensures continuing improvement if applicable.

## Procedures for Non-Routine Excursions

The excursion risk management plan must be approved by the Service or Centre Coordinator / OSHC Leader / General Manager prior to implementation of any non-routine excursion.

Once approved, the Service or Centre Coordinator / OSHC Leader / General Manager, in consultation with the educator will:

- Assess the requirements for the excursion, including: a risk assessment (as per the ACS Risk Assessment form) and potential costs to the service or family.
- Book transport and venues if applicable.
- Inform parents/guardians of the details of the planned excursion as outlined in the Education and Care Services National Regulations. These details must include the following:
  - a) The child's name,
  - b) The reason the child is being taken outside of the premises,
  - c) The date the child is being taken on the excursion,
  - d) A description of the proposed destination of the excursion,
  - e) The method of transport to be used for the excursion,
  - f) The period the child will be away from the premises,
  - g) The anticipated number of children likely to be attending the excursion,
  - h) The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion,
  - i) The anticipated number of staff members and adults who will accompany and supervise the children attending the excursion, and
  - j) That a risk assessment has been prepared and is available at the service.
- Provide parents/guardians with a permission form (as per the ACS Permission Form) to complete for their child to participate on the excursion.
- Collect completed permission forms and excursion fee, if required, for each child participating on the excursion.
- Notify parents/guardians immediately of any change, or delay to the proposed excursion if this occurs.
- In the case of families not providing consent for an excursion, the service will provide alternative arrangements for the child/ren to stay at the service under adequate supervision and educational program as per the Regulations.
- As a guide the minimum ratios of staff members or adults, to children shall be:
  - a) 1 adult per 10 children for children in the year commencing school and older;
  - b) 1 adult per 5 children over the age of 3 years but not yet in the year commencing school;
  - c) 1 adult per 2 children under the age of 3 years; and
  - d) For FDC excursions - 1 adult per 4 children under the age of school children and 1 adult per 7 children (with 4 children under the age of school children and 3 children of school age).

The specific adult to child ratio will be set according to the risk management assessment. For example, where there are lots of main roads, hazardous situations or a high danger of children getting lost, this ratio will be improved.

- The leading educator or FDC educator of the excursion will be responsible for the transport procedures. Staff should be fully aware of the timetables of transport to be used and carry current schedules with them to avoid unnecessary waiting with children. The group will not

move onto or off transport until signalled by the person in charge that it is safe to do so. When getting on and off transport, one staff member shall be first on/off and one last on/off, to ensure no child is left behind. The leading educator or FDC educator of the excursion will check that seat belts are suitably adjusted for size and weight. Transport will be by public transport or hired bus only. Personal vehicles are not to be used except by FDC Educators.

- All adults and children must be suitably restrained at all times. Child restraints should be selected for the age and size of each child and must be installed and fitted according to instructions of the restraint manufacturer and the vehicle manufacturer
- All loose objects, sharp edged toys should be stowed away.

## **Procedures for Routine Excursions**

Families will be requested to give the service permission for their child to attend routine excursions. In the case of families not providing consent, the service will provide alternative arrangements for the child/ren to stay at the service under adequate supervision and educational program as per the Regulations.

The service's Educational Leader and Service or Centre Coordinator / OSHC Leader will:

- If applicable, contact any venues to seek permission to be included in the service's routine excursion plan e.g. the local library.
- Complete risk management plans for each location (e.g. shops and local library) in consultation with the General Manager. The risk assessments will include a minimum staff to child ratio for children aged under three years old and for children aged over three years old. For example, an excursion to a location close to the service that does not require any road crossing and is not near any water hazards, the ratios may be 1:4 for children aged under 3YO and 1:10 for children aged over 3YO.
- Ensure the risk management plans are available for families at all times.
- Notify parents/guardians immediately of any changes to the routine excursions (e.g. if a new venue is added).
- Ensure written authorisation for routine excursions is obtained at least every 12 months (either at the start of each year or upon enrolment)

## APPENDIX A Non-Routine Excursion Permission Form

Dear Parents/Guardians,

As part of our curriculum or planned experiences we plan to take the children to:

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The reason we are participating in this excursion is:

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We are getting there by: \_\_\_\_\_

The cost is \_\_\_\_\_ and we will be going on (day/date) \_\_\_\_\_  
at \_\_\_\_\_ am/pm.

We will be arriving back to the centre at approximately \_\_\_\_\_ am/pm.

The anticipated ratio of educators attending the excursion to children attending the excursion is \_\_\_\_\_:\_\_\_\_\_

The anticipated number of children attending the excursion is \_\_\_\_\_

The anticipated number of staff and other adults attending the excursion is \_\_\_\_\_

A risk management plan has been prepared and is available at the service.

If you agree with your child participating in this excursion please sign and put your emergency contact telephone number down below as well as your doctor's phone number.

Thank you.

Child's Name	Parent's Signature	Telephone Number	Doctor & Phone Number	Paid



## Appendix B Routine Permission Form

The service will be conducting routine excursions throughout the year. These will take place in our local township. Locations may include the local playground, library or shops. These excursions improve our connections to our local community and provide many wonderful teaching opportunities, including literacy and numeracy experiences.

We will get there either by walking or riding and there will be no cost for these routine excursions. The minimum anticipated ratio of adult to children attending the excursion will be based on the risk assessment. For example, routine excursions close to the service that do not require any road crossings and is not near water hazards, the adult to children ratios may be 1:4 for children aged 0-3YO and 1:10 for children aged 3-5YO.

The anticipated number of children attending the excursion will vary, as will the anticipated number of staff and other adults attending the excursion. Risk management plans have been prepared for each routine excursion and are available at the service. Please speak to your Service or Centre Coordinator / OSHC Leader for any further information or if you have any questions or comments.

If you agree with your child participating in these local community excursions please sign below.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Appendix C: SAMPLE Non Routine Excursion risk management plan

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Plan prepared by			
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Matrix										
						Consequence				
						Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme				
	Likely	Moderate	Moderate	High	Extreme	Extreme				
	Possible	Low	Moderate	High	High	Extreme				
	Unlikely	Low	Low	Moderate	High	High				
	Rare	Low	Low	Low	Moderate	High				