

## 2.13 Excursions

**Applies to:** All Koorana staff working in Preschools, families attending Koorana Preschools and visitors.

### Purpose

To ensure that excursions are planned and conducted in a safe manner, taking into consideration the age, skills and abilities of the children, the mode of transport to be used and the identified risks of such excursions, i.e. water.

**Version: 1**

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**Next review date: 20/4/2018**

**Approved by: CEO**

### Policy context: This policy relates to

Standards or other external requirements	National Quality Standards – Quality Area 2 – Standard 2.3, Elements 2.3.1 & 2.3.2 <a href="http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf">http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf</a>
Legislation or other requirements	Children (Education and Care Services National Law Application) Act 2010 <a href="http://www.legislation.nsw.gov.au/#/view/act/2010/104">http://www.legislation.nsw.gov.au/#/view/act/2010/104</a> Education and Care Services National Regulations [Regulation 100 to 102; (2)(a)(iii) & (g) under Regulation 168] <a href="http://www.acecqa.gov.au/national-regulations">http://www.acecqa.gov.au/national-regulations</a> Work Health and Safety Act 2011 <a href="https://www.legislation.gov.au/Details/C2016C00887">https://www.legislation.gov.au/Details/C2016C00887</a> Work Health and Safety Regulation 2011 <a href="http://www.legislation.nsw.gov.au/#/view/regulation/2011/674">http://www.legislation.nsw.gov.au/#/view/regulation/2011/674</a>
Contractual obligations	N/A
Resources	Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 <a href="http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf">http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-02-Guide-to-ECS-Law-Regs.pdf</a> Children (Education and Care Services) Supplementary Provisions Regulation 2012 <a href="http://www.legislation.nsw.gov.au/regulations/2012-392.pdf">http://www.legislation.nsw.gov.au/regulations/2012-392.pdf</a>

	<p>Health and Safety in Children's Centre's, Model Practices (2nd Edition)</p> <p><a href="http://cccns.w.org.au/wp-content/uploads/CCModelPoliciesFinal.pdf">http://cccns.w.org.au/wp-content/uploads/CCModelPoliciesFinal.pdf</a></p>
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Documents related to this policy	
Related policies	2.9 Sun Protection
Forms, record keeping or other organisational documents	Excursion Risk Assessment Excursion Permission Form

Definitions
<p><i>"Koorana" means Koorana Child and Family Services Incorporated.</i></p> <p><i>"Parents" includes a legal guardian.</i></p> <p><i>"Visitors" includes students, volunteers, visiting professionals, performers and contractors.</i></p> <p><i>"Staff" is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. This may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool.</i></p> <p><i>"Excursion" means an outing into the community by a small group of children or the entire preschool group.</i></p> <p><i>"Excursions" are categorised into Regular outings and Major excursions:</i></p> <p><i>"Regular outings" are those excursions that are undertaken on a regular basis to a particular place within the local community, such as the local park.</i></p> <p><i>"Major excursions" are those excursions that are not considered to be regular, i.e. a one off visit to the zoo.</i></p>

## POLICY STATEMENT

Excursions are essential in the provision of high quality children's services programs. Well planned quality excursions should challenge, educate and expose children to a range of experiences and opportunities enabling them to extend their abilities and explore their world.

## PRACTICES

### Planning of excursions

When planning both regular outings and major excursions staff are to consider the appropriateness of such excursions, taking into account the following:

- Age and abilities of the children attending.
- The educational purpose of the excursion.

- Suitability of the venue and access including wheelchairs if required.
- Access to food, drink, and other facilities.
- Where the venue is outdoors the amount of shade available.
- Any specific clothing, safety requirements and equipment needs.
- The mode of transport required to attend the excursions.
- Any identified risks associated with the excursion.

### **Risk assessment**

The preparation of a risk assessment is required to be conducted prior to an excursion being undertaken. This will help staff to identify and assess any potential hazard, including water hazards, measure that risk and determine the level of required management associated with any excursion.

Staff are required to be acquainted with the proposed venue and become familiar with the route to that venue before determining whether the excursion is appropriate.

All risk assessments should be based on the location and condition of the venue as well as hazards that are visible on route to the venue, manner or mode of transport to the venue and potential hazards within the venue. Consideration must be given but not be limited to the following:

- Proposed route and destination for the excursion.
- Any water hazards and associated risk of the water based activity.
- The mode of transport to and from the venue.
- The number of adults and children that will be involved in the excursion.
- Given the risks the excursion may pose, the number of educators or other adults that is determined to be appropriate to provide supervision and any specialised skills required (e.g., Life Saving Skills).
- The proposed activity.
- The proposed duration.
- The items that should be taken on the excursion.

Once the Risk Assessment has been completed it is to be forwarded to the Service Operations Manager Inner West for approval.

If in the judgement of management, the planned excursion presents a level of risk that is deemed to be of significant concern regarding injury/accident the Service Operations Manager Inner West will advise that the excursion is not approved and therefore not to be undertaken.

Where the risk assessment is for an excursion that is deemed to be a “Regular Outing”, the risk assessment needs to be completed on an annual basis, unless Preschool Leader is aware of a need to update the risk assessment. This may include a change in the manner of transport or route taken, or an upgrade to a venue.

The Risk Assessment is to be made available to parents on request.

### **Permission for excursions**

Parents/guardians are to be given information about and provide written permission for their children to attend any proposed routine or non-routine excursion in the following manner:

#### *Regular Outings:*

- On enrolment parents/guardians are asked to sign a general permission statement for children to participate in regular outings within the local area. These need to be signed for each 12 month period that the child is enrolled.
- Where Educators determine that they will take the children on a regular outing a notice is to be displayed for parents, where possible, the day before the outing providing information on the destination of the excursion, an itinerary and timetable for the excursion and contact phone number.

#### *Major Excursions:*

Written authorisation from parents/guardians must be obtained prior to any child leaving the preschool.

Permission forms are to include:

- The child's name.
- The date of the excursion.
- The purpose of the excursion.
- The proposed destination.
- The method of transport or walking itinerary.
- The activities to be carried out during the excursion.
- The proposed period of time during which the excursion is to take place.
- The number of children that may attend the excursion.
- The number of adults to accompany and supervise the children.
- ratio of adults to children.
- That a risk assessment has been prepared and is available at the Preschool.

On the day of the excursion the Preschool will display a sign for parents near the children's sign in/out sheet that will name the staff going on excursion as well as an emergency contact number for the excursion.

### **Adult to child ratios**

When determining the number of adults required to attend an excursion, for the purpose of supervision, staff are required to adhere to those ratios as detailed below.

If an excursion has been planned however the required number of adults is not available on the day the excursion is to be cancelled or postponed until such time as the required number of adults can be present.

### Minimum Adult to Child ratios for Regular Outings and Major Excursions

Location or activity	Adult to child ratio
Any out of service activity	1:5
Any out of service activity involving a form of transport or major road crossing	1:4
Any out of service activity where there has been a water hazard identified	1:4

### Conduct of Excursion

Staff are to ensure that the following information and equipment is taken on regular outing or major excursion:

- A fully stocked first aid kit.
- Individual Asthma medication for children who have submitted an Asthma Action plan.
- Individual medication for children who have been identified as Anaphylactic.
- Emergency EpiPen and Emergency Asthma Kit.
- Individual drinking cups/bottles.
- Sun cream, hats and tissues.
- A list of contact numbers for parents and Koorana.
- Where snacks or lunch are to be provided a list of food allergies for children.
- A mobile phone and where available to provide the parents with the mobile number.
- Children are to wear badges identifying that they are from Koorana's preschools with Koorana phone numbers in the event of a child getting lost.
- Educators will not change the itinerary of the excursion unless it is in the best interests of the children's safety.

### Road Safety on excursions

Staff are required to implement the following strategies:

- Prior to departing the preschool discuss road safety rules with the children.
- Explain to the children the expected behaviours during the walk.
- Children will walk in lines and on the footpath.
- Ensure the children are walking in an orderly manner.
- Remain alert at all times.
- Educators will be familiar with the route that will be taken when walking the children.
- Undertake extreme care crossing all roads.
- Ensure children cross the road at the crossing or lights where available, and obey the road rules.
- Stop the group should there be any inappropriate behaviour, or identified hazards.
- Walks will be used as opportunities to talk with children about road safety.

### Water Safety on excursions

- Under school aged children will not be taken on excursions to bodies of water where the risk cannot be mitigated, including and not limited to swimming pools, dams, creeks, rivers and beaches.
- No swimming is permitted on excursions.
- Direct close supervision of children is to be maintained at all times when a water experience is being offered.
- Correct ratios will be followed where a water hazard is present.
- Educators will talk to children about the dangers of water and water hazards and provide adult helpers with information related to the dangers.

### **Lost or injured child on excursion**

#### **Injury:**

1. Give appropriate first aid treatment if injury is minor.
2. If injury is major, immediately contact Ambulance and Police (if required).
3. Contact the Preschool Leader or "Responsible Person" if not present on excursion.
4. The Preschool Leader or "Responsible Person" should contact the child's parents and notify them of the details.
5. At least one staff member is to stay with the group and the other to remain with the child.
6. If possible, a staff member should go with the child to the hospital (depending on the adult:child ratios) and ascertain the hospital the child is taken to and inform the Preschool or Service Operations Manager Inner West.
7. Always ensure the safety of the group.

#### **Lost child**

1. Conduct immediate search of area.
2. Contact Police or other emergency personnel.
3. Contact the Preschool Leader or "Responsible Person" if not present on excursion.
4. The Preschool Leader or "Responsible Person" will notify the child's parents.
5. Always ensure the safety of the group.

