

## 1. Policy Statement

The Loxton District Children's Centre (LDCC) considers that as part of children's development, excursions are a valuable experience for children and staff. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and learn new activities.

LDCC is therefore committed to ensuring, so far as is reasonably practicable, that all appropriate actions, including the provision of appropriate levels of supervision are met.

An excursion is a planned activity in which children are taken from the LDCC by an authorised supervisor for recreational and educational purposes.

When planning an excursion the following is to be considered;

- maximise both children's developmental experiences and their safety
- reflect the age, capability and interest of the children
- ensure supervision is adequate so children cannot be separated from the group;
- access to hazardous equipment and environments are minimised;
- there is adequate access to food, drink and other facilities (toilets, hand washing etc.);
- consideration is given to the mobility and supervision requirements of children with additional needs;
- that adequate sun and shade protection is available.

## 2. Procedure

### Planning and Preparation

LDCC and their staff have a responsibility to comply with Division 6, Education and Care Services National Regulations 2011 and LDCC Policies and Procedures. They must ensure that the children, parents/legal guardians and visitors to the centre are aware of these requirements.

**An excursion must be planned in advance by taking the following steps to ensure a safe and controlled experience;**

**2.1** Conduct a Risk Assessment (*by completing a Risk Management Plan in accordance with Regulations 101 before an authorisation is sort under Regulations 102*);

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

When conducting the risk assessment staff must consider;

- a) The proposed route and destination for the excursion;
- b) Any water hazards;
- c) Any risks associated with water-based activities;
- d) The transport to and from the proposed destination for the excursion;
- e) The number of adults and children involved in the excursion;
- f) Given the 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;
- g) The proposed activities;
- h) The proposed duration of the excursion;
- i) The items that should be taken on the excursion.

**2.2** Book transport if required;

**2.3** Make alternate arrangements for adverse weather conditions;

**2.4** Excursion Consent Forms

Written permission must be given by parents in order that any child can participate in an excursion, except where a parent has signed agreement on the enrolment form giving permission for routine excursions within the immediate locality.

- Provide an Excursion Consent Form to Parents / Legal Guardians (*they must be given at least 24 hours notice prior to any excursion*);

The following information should be included:-

- Date of the excursion;
  - Purpose of the outing (*eg. related to what quality area, staff attending*);
  - Itinerary and timetable (*eg. destination, times of departure and return to centre*);
  - Contingency plan (*eg. wet weather*).
- Collect completed permission forms for each child attending the excursion;
  - Request additional adult participation in the excursion where required.

**2.5** Preparation for Excursion

- Prior to the excursion staff should discuss the excursion with the children explaining purpose of the excursion, what the children can expect to see and do, possible hazards i.e. road safety, expectations of children's behaviour when away from the Centre;
- On the day of the excursion, name tags must be placed on all the children, before leaving the centre and must not be removed until the child returns to the centre.
- The following items must be taken on excursion;
  - a suitably equipped first aid kit (including EpiPen if required);
  - A list of children participating on the excursion including emergency contact numbers;
  - medical information and medications;
  - water and food for children;
  - mobile phone;
  - Nappies, tissues, baby wipes, gloves, plastic bags and change of clothing should also be taken on excursions.

**2.6** 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.

**2.7** Staff are to evaluate supervisory practices after excursions.

**2.8** Supervision

The supervision of children must be adequate to ensure the safety and wellbeing of all the children, taking into account all risks and hazards likely to be encountered;

- a minimum of two adults must accompany every excursion
- extra staff member for toilet runs

Parents and volunteers may be included in the adult child ratios, providing that the authorised supervisor is sure that they have the ability to supervise the children and have the appropriate clearances (*eg. criminal history clearance*).

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
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All staff members and other adults present at an excursion must be aware of the correct procedure for supervising and assisting children across roads;

- Staff members must be positioned so that one staff leads the whole group and another follows at the rear of the group.

## 2.9 Transport

Transport will be by bus or other public transport. Private vehicles are not to be utilised.

## 2.10 Water Hazards

No excursions will take place near a river, lake or other place with a significant water hazard. If an excursion to a public swimming pool is approved by the LDCC Management Committee, a Risk Management Plan must be conducted and permission be sort from the parents/legal guardian of the children.

## 3. Review

The Excursion Policy will be reviewed every two years.

## 4. References

- QIAS – Quality Practices Guide

Standard 2.3 Each child is protected.

Element 2.3.1 Children are adequately supervised at all times.

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Regulations

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 Authorisation for excursions.

168 Education and care service must have policies and procedures.

## 5. Related LDCC Documents

- Excursion Risk Management Plan
- Excursion Consent Form

Endorsed by Director – Jo Mitchell

Director Signature.....Date ...../...../.....

Endorsed by Employee Rep. Name – .....

Employee Signature .....Date...../...../.....

Adopted by Management Committee



# EXCURSION POLICY

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Management Committee Chairperson Signature.....Date...../...../.....

Date Minuted:...../...../.....

Date of implementation: ...../...../.....

## Review History

Document History	Version No	Issue Date	Description of Change:
	1.0		Review including updating of legislation - <i>Education and Care Services National Regulations 2011</i> , October 2014
	1.0		Review, Document November 2016