

3.5 Excursions Policy

This service will include excursions as a valuable part of its overall program. Excursions will provide enjoyment, stimulation, challenge, new experiences and a meeting point between the service and the wider community. Risk assessments will be conducted and all safety precautions identified and maintained, and parent/carer permission will be obtained before a child is taken on an excursion.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *'My Time, Our Place' version 2.0 Framework for School Age Care in Australia*
- *Family and Child Commission Act 2014*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *Duty of Care*
- *National Quality Standard, Quality Area 1 – Educational program and practice; 2.2 Each child is protected*
- *Policies: 2.3 – Educator Ratios, 3.1 – Educational Program Planning, 3.6 – Transport for Excursions, 3.11 – Escorting Children, 10.9 – Risk Management and Compliance.*



Procedures

Children's age, interests and abilities will be taken into consideration when planning excursions. Comments and suggestions from children and families will also be taken into account.

When planning excursions, venue and transport costs will be considered, to ensure that excursions are financially viable to all families.

Alternative arrangements will be planned in case of changed weather conditions.

The Approved Provider will approve all excursions.

As part of the risk assessment Prep children may not be included on certain excursions, however care may be provided at the service as an in-service day.

Children may be excluded from attending the excursion if they have displayed behaviour that may put the safety of others at risk.

When planning an excursion and including water-based activities, the coordinator will conduct a risk assessment including strategies and procedures for managing children whilst undertaking such activities. Strategies could include the involvement of qualified educators and supervision management plans.

Limited bookings impacting viability may result in the excursion being cancelled. The Bookings and Cancellations Policy (see policy 2.14) will apply to all excursions.

Prior to an excursion

A risk assessment must be conducted.

The Coordinator or nominated educator will contact by phone or visit the excursion venue and perform a risk assessment. As per the National Regulations, the risk assessment must consider:

- The proposed route and destination for the excursion;
- Any water hazards and/or risks associated with water-based activities;
- The transport to and from the proposed destination for the excursion;
- The number of adults and children involved in the excursion;
- 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 (e.g., life-saving skills);
- The proposed activities and duration of the excursion; and
- A list of items that should be taken on the excursion (e.g., mobile phone, emergency contacts).

Authorisation from a parent or other, with authorisation as per enrolment form, to take the child outside of the service will be sought.

Excursion permission forms will be required to be signed by a parent/guardian prior to every excursion (see 3.5.1). The permission form will contain the following information as a minimum:

- The child's name;
- The reason the child is to be taken outside the premises;
- Excursion date;
- Description of the destination;
- Method of transport;
- Proposed activities to be undertaken;
- Departure and return times (the period of time to be away from the premises);
- Anticipated number of children likely to be attending the excursion
- The anticipated ratio of accompanying educators to anticipated number of children;
- Anticipated number of educators or other adults to accompany and supervise the children: and
- That a risk assessment has been prepared and is available at the service.

There will be no changes to the notified itinerary except in an emergency and as would ensure the wellbeing and safety of the children.

Adequate steps will be taken when selecting transport. (See Policy 3.6 – Transport for Excursions).

All Educators attending the excursion must read and sign off on the relevant and specific excursion risk assessment/s, prior to attending on the day.

The Coordinator/Responsible Person will ensure the excursion checklist (see 3.5.2) is completed prior to departing for the excursion.

During the Excursion

The following items will be taken on all excursions and be always readily accessible to educators:

- *First aid kit, medications and forms, and medical management plans and medical devices as required;*
- *Attendance record/roll and educator roster;*
- *Emergency contact details and numbers for children and educator; and*
- *A telephone or access to one.*

The service camera will be taken on the excursion for educators to record and document children's experiences.

Head counts will be made at regular intervals and when moving from one area to another.

Educators will supervise children, ensuring educator to child ratios are maintained at all times. This includes toilets and change rooms. If there is no male educator available to supervise the boy's toilets, female educators must satisfy themselves that it is safe for the child/ren to access the toilets and will remain outside the toilet area until all child/ren have returned.

Educators will satisfy themselves that the environment is safe for use before allowing the children access to it.

Children will not be left in the sole care and custody of bus drivers or any other persons during excursions; educator to child ratios as identified on the risk assessment will continue to apply during excursions (see Policy 2.3 – Educator to Child Ratios).

In the event of injury occurring during an excursion, procedures as set out in the Illness and Injury Policy (see Policy 4.5) will be followed.

After the Excursion

A nominated educator will complete an excursion evaluation form (see 3.5.3) and give it to the coordinator for review.

| DATE DEVELOPED | DATE RATIFIED | DATE REVIEWED | DATE RATIFIED |
|-----------------------|----------------------|----------------------|----------------------|
| August 2018 | August 2018 | September 2021 | September 2021 |
| | | July 2022 | October 2022 |
| | | July 2025 | August 2025 |