

## Excursion Policy

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### NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA6	6.2.3	Community engagement – The service builds relationships and engages with its community
QA&	7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service

### National Law

Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards

### National Regulations

Reg	4	Definitions (Regular Outing)
	89	First aid kits
	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 excursion.
	168(2)(g)	Education and care services must have policies and procedures dealing with excursions, including procedures complying with regulations 100 to 102

### EYLF

L04	Children transfer and adapt what they have learned from one context to another. Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.
L05	Children interact verbally and non-verbally with others for a range of purposes.

## Aim

Gloucester Pre-School and Early Years Learning Centre aim to ensure all appropriate measures are taken to ensure children enjoy safe excursions into their community.

## Related Policies

Acceptance and Refusal of Authorisations Policy  
Emergency Management and Evacuation Policy  
Incident Injury Trauma and Illness Policy  
Physical Environment Policy (Sun Safety and Water Safety)  
Staffing Arrangements Policy  
Transport Policy

## Implementation

Our educators recognise that excursions offer a fun way of connecting children with their community and provide endless opportunities to extend children's learning. Information gained during excursions can be used to plan ongoing activities and experiences that may last days or weeks as learning about one thing leads to new and exciting discoveries about related or different topics.

Excursions also allow educators to demonstrate how their practice is shaped by meaningful engagement with the community.

Children's health, safety and wellbeing during excursions and regular outings is a priority. Children will only be taken on an excursion or regular outing if we have appropriate authorisation and they will always be conducted in ways that minimise and address any risks identified in our risk assessments.

## Risk Assessments

Safety during excursions is a priority. The Nominated Supervisor or educators will always complete a risk assessment to identify, assess and remove or reduce risks the excursion may pose to the safety, health and wellbeing of and each child before children are transported unless the arrangement is a 'regular outing (ie a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances and risks are substantially same on each outing) and a risk assessment has been completed within the last 12 months. The risk assessment will cover:

- Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised
- Proposed route and destination
- Any water hazards and associated risks
- Means of transport and child restraint/seat belt requirements
- The process for entering and exiting the service premises or destination, and procedures for embarking and disembarking transport, including how each child will be accounted for
- Number of educators and children (and ratio)

- Whether extra adults are required for supervision/safety -educator to child ratios are minimum requirements. You may discuss supervision strategies at a staff meeting eg sourcing high viz vests and ropes which children can hold on to
- Any special skills required
- Proposed activities
- Proposed duration
- Any specific health care needs or medical conditions that need to be managed
- Items that should be taken

The Nominated Supervisor will update risk assessments for regular outings and obtain new authorisations from parents/guardians when circumstances that may affect the arrangements change, including for example:

- weather conditions (summer versus winter, extreme weather events like heatwaves, floods and bushfires)
- changes in routes for example because of road works
- the numbers and vulnerabilities of children.

## Authorisations for Excursions

Authorisation for a child to be taken on an excursion must be given by a parent or other person named in the child's enrolment record as having authority to authorise the excursion unless the arrangement is a 'regular outing and there's an authorisation which is less than 24 months old. The authorisation will include:

- Child's name
- If it's a regular outing, a description of when the child is to be taken on the regular outings
- If it's not a regular outing, the date of the excursion
- Destination and proposed activities
- if transport involved, the means of transport, and any requirements for seatbelts or safety restraints under the relevant state/territory law
- How long the child will be away from the centre
- Expected number of children attending
- Expected ratio of educators to children
- Expected number of additional adults who will be attending
- Items child required to bring from home for excursion
- Advice risk assessment available at service.

## Excursion Checklist

An Excursion Checklist will be used every time children leave the premises. See Appendix A. This will include the following information:

- The names of each child that is attending the excursion.
- The names of each educators attending the excursion.
- Check that excursion permission has been granted.

A head count will be conducted at the following times:

- Before leaving the premises
- On arrival at the destination.
- Before leaving the destination.
- On return onto the service's premises.
- Additional head counts should occur every half an hour while off the premises

The total number of children should be recorded after each head count and a visual cross count of children to verify that numbers match accordingly. This will be signed off by the person in charge after each head count.

## **Excursion Procedure**

The Nominated Supervisor and educators will always implement the Excursion Procedure to eliminate or minimise any risks associated with an excursion and ensure compliance with all Regulations.

## Tools

Excursion Procedure

Excursion - ACECQA Risk Assessment Template

Authorisation - Excursion

Authorisation - Excursion Regular Outing

Excursion Checklist Nominated Supervisor

Excursion Checklist Educators

Excursion Evaluation

## Sources

Education and Care Services National Law and Regulations

National Quality Standard

## Review

The Management Committee, Employees, Families and interested parties will monitor and review the effectiveness of this Policy regularly. Updated information will be incorporated as needed.

- Reviewed by: Elizabeth Price

Date: 20/07/2023

Position: Nominated Supervisor

Signature: *Elizabeth Price*

- Accepted by Committee Member: *Clare MacGregor*

Date: *25/7/23*

Position: *treasurer*

Signature: *Clare MacGregor*

- Previously reviewed: 21/07/2022

Date for next review: 20/07/2024

**EXCURSION CHECKLIST**

**Excursion To**

**Date:**

Child Name	Community Walks Permission Signed	Depart PS	Arrive Destination	Head Count @	Head Count @	Head Count @	Depart Destination	Arrive PS	Notes
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
	Yes								
<b>No. Children</b>									
<b>Educators Initials</b>									

Educators attending excursion