



# EXCURSION POLICY

Excursions/incursions enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL 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 excursion.
168	Policies and Procedures are required

## RELATED POLICIES

Code of Conduct Policy Educational Program Policy Family Communication Policy Incident, Illness, Accident and Trauma Policy	Interaction with Children, Family and Staff Policy Orientation of New Families Policy Privacy and Confidentiality Policy Respect for Children Policy Supervision Policy
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## PURPOSE

To ensure that all excursions and incursions undertaken by the Service are planned and conducted in a safe manner, maintaining children's well-being at all times in accordance with National Legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge, gaining insight into their local and the wider community.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

## IMPLEMENTATION

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our Service; however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Service policies and procedures.

### Excursion Risk Assessment

- Management must conduct a risk assessment which reflects National Regulation 101 before an authorisation is scheduled under Regulation 102 to determine the safety and appropriateness of the excursion/incursion.
- The Service will use an *Excursion/Incursion Risk Assessment*.
- The Service will notify families about the excursion using an *Authorisation for Excursion* Letter.
- Families have a right to view the risk assessment prior to the excursion/incursion upon request, which the Service must comply with ensuring all information is available.
- A risk assessment must
  1. Identify and assess risks that the excursion/incursion may pose to the safety, health, and well-being of any child being taken on the excursion.
  2. Specify how the identified risks will be managed and minimised.
  3. Consider the proposed route and destination for the excursion and any water hazards.
  4. Reflect on any risks associated with water-based activities.
  5. Consider the transport to and from the proposed destination for the excursion.
  6. Consider the ratio of adults to children involved in the excursion.
  7. Consider the risks posed by the excursion/incursion, the number of educators or other responsible adults required to provide supervision, and whether any adults with specialised skills are required (e.g. life-saving skills).

8. Consider the planned activities.
9. Determine the duration of the excursion.
10. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans, etc.).

### Parent Authorisation

- The Nominated Supervisor must ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided.
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record.
- The authorisation form must state:
  1. The child's name;
  2. The reason the child is to be taken outside the premises;
  3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  4. A description of the proposed destination for the excursion;
  5. The method of transport to be used for the excursion;
  6. The proposed activities to be undertaken by the child during the excursion;
  7. The period the child will be away from the premises;
  8. The anticipated number of children likely to be attending the excursion;
  9. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
  10. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
  11. That a risk assessment has been prepared and is available at the Service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

### Transportation for Excursion

- It is a requirement of the National Regulations that the means of transport is stated on the risk assessment record and parent authorisation record.

- The means of transport may mean:

- 1. Bus**

Management must ensure that the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.

- 2. Train**

Management will be required to contact the local station prior to the excursion to inform them of the time you will be travelling, the destination, and the number of children and adults who will be travelling.

Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and disembarkment. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage if possible.

- 3. Car**

Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter.

The vehicle must be registered and free of any defects that could put any passenger at harm. All children must be fastened in the vehicle according to National Child Restraint Laws for Vehicles (below).

### National Child Restraint Laws for Vehicles

- Children up to the age of six months must be secured in an approved rearward facing restraint.
- Children aged from six months old but under four years old must be secured in either a rear or forward-facing approved child restraint with an inbuilt harness.
- Children under four years old cannot travel in the front seat of a vehicle with two or more rows.
- Children aged from four years old but under seven years old must be secured in a forward-facing approved child restraint with an inbuilt harness or an approved booster seat.

- Children aged from four years old but under seven years old cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in an approved child restraint or booster seat.
- Children aged from seven years old but under 16 years old who are too small to be restrained by a seatbelt properly adjusted and fastened are strongly recommended to use an approved booster seat.
- Children in booster seats must be restrained by a suitable lap and sash type approved seatbelt that is properly adjusted and fastened, or by a suitable approved child safety harness that is properly adjusted and fastened.

If the child is too small for the child restraint specified for their age, they should be kept in their current-sized child restraint until it is safe for them to move to the next level.

If the child is too large for the child restraint specified for their age, they may move to the next level of child restraint.

*Source: NSW Government Centre for Road Safety, 2017.*

## Insurance

- Management must review their insurance policy prior to the excursion/incursion to ensure liability is protected by the Service.

## SOURCE

Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).

Education and Care National Regulations. (2011).

Guide to the National Quality Standard. (2017).

Kearns, K. (2017). *The Business of Childcare* (4<sup>th</sup> Ed.).

NSW Government Centre for Road Safety.

(2017): <https://roadsafety.transport.nsw.gov.au/stayingsafe/children/childcarseats/index.html>

Revised National Quality Standard. (2018).

## REVIEW

POLICY REVIEWED	May 2019	NEXT REVIEW DATE	May 2020
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Additional information added to points.</li> <li>• Points added (Highlighted).</li> <li>• Section added and referenced: National Child Restraint Laws for Vehicles</li> <li>• Sources/references corrected, updated, and alphabetised.</li> <li>• 'Related policies' alphabetised.</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
May 2018	<ul style="list-style-type: none"> <li>• Minor changes made to include 'Incursions' as the same process of risk assessment would apply.</li> </ul>	May 2019	
October 2017	<ul style="list-style-type: none"> <li>• Updated the references to comply with revised National Quality Standard</li> </ul>	May 2018	
May 2017	<ul style="list-style-type: none"> <li>• Minor terminology changes made</li> </ul>	May 2018	