

The Kinder Garden



Excursion Policy

Aim

The Service's aim is to minimise the risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of road safety and play safety. Children learn from experience, therefore excursions are seen as a valuable part of the service's program.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Children's and Young Persons (Care and Protection) Act 1998
Australian Road Rules 1999
Road Transport Regulation 1999
Australian Standards

Who is affected by this policy?

Educator
Children
Staff
Family
Volunteers
Management

Implementation

Planning

- a) Before initiating an excursion, educators/staff need to define the rationale for having an excursion, and identify objectives they wish to achieve.
- b) Educators/staff need to be familiar with the site involved in order to assess suitability in terms of safety, facilities, e.g. toilets, and accessibility for all children.
- c) An itinerary should be developed including:
 - the date of the excursion.
 - the proposed destination.
 - the activities to be carried out during the excursion.
 - the number of adults to accompany and supervise the children.
 - the name of the person with First Aid, Asthma and Anaphylaxis Training who will accompany the children on the excursion.
 - if practicable, an emergency contact number for the excursion.
 - a timetable for the excursion.
 - the means of transport or the walking itinerary.
 - an alternative plan for bad weather.
 - specific instructions regarding children's attire, e.g. hat and shoes.
 - arrangements for mealtimes and toilet routines.
 - arrangement for special needs children
- d) A copy of this itinerary is to be available to all parents of children attending the excursion before the excursion is to take place.
- e) The Approved Provider/Nominated Supervisor must ensure that a **Risk Assessment** is carried out in relation to any excursion before the excursion takes place.

Parent Permission

- a) All parents/guardians are to receive a written itinerary, along with the reasons for taking the children on the excursion, prior to giving permission for their child to participate in the excursion.

- b) Under no circumstance can a child participate in an excursion if a parent/guardian has not given written permission for the child to do so. Permission must be obtained for each individual excursion, and is to take the format of a standard form for each child attending. The form must identify the child and the authorising parent/guardian. The form is to be retained in the child's file. In the case of ongoing, regular outings, the authorisation is only required to be obtained once in a 12 month period.
- c) In the event that a child is absent from the service and twenty-four hours notice cannot be given, the parent may grant approval on the day of the excursion. However, the service is to attempt to contact the parent/guardian of the child prior to the excursion, and to ensure that appropriate arrangements have been made for the child to remain at the service, if the parent/Guardian wishes.

First Aid Requirements

- a) At least one educator /staff member attending the excursion must have approved First Aid qualifications, as well as Asthma and Anaphylaxis Training.
- b) A suitably equipped and well stocked First Aid Kit should be taken on all excursions.

Supervision

The ratios below are given as a minimal requirement, and the use of additional adults should be sought if the Approved Provider/ Nominated Supervisor feels it is necessary.

Note: A Responsible Person needs to be with the Children at all times during the excursion and back at the Service.

General

- a) Adult child ratios are to be:
 - one adult for each four children under three years of age
 - one adult for each ten children who are three or more years of age
- b) The adult to child ratios on any excursion that involves the use of motor or other transport, or crossing a major road are to be:
 - one adult for each two children who are under three years of age
 - one adult for each four children who are three or more years of age

Water Hazards

- c) The adult to child ratios on any excursion to a beach, river, lake or other place where there is a water hazard are to be:
 - one adult for each child who is under three years of age, and
 - one adult for each two children who are three or more years of age but who do not normally attend school, and
 - one adult for each five children who normally attend school.
- d) The Approved Provider/Nominated Supervisor must ensure that children are taken on an excursion to swim for the purpose only of learning water safety or learning to swim. The minimum adult to child ratio of participants in the excursion is one adult for each child.
- e) The Approved Provider/Nominated Supervisor must ensure that children are not taken on a excursion to a beach, river, lake or other place where there is a water hazard unless two of the adult persons accompanying the children have:
 - A current approved First Aid qualification and
 - The knowledge and the ability to implement water safety procedures.
- f) When Inclusion Support children are taken on an excursion, additional adults should be included in the ratios, dependent upon the disability, to ensure the child's safety, and that they benefit from the excursion. The Inclusion Support coordinator of the Inclusion Support Unit should be contacted to discuss the requirements of extra Educators/Staff for the excursion and the availability of such Educators/Staff.
- g) Accompanying adults should be assigned specific children to their care. Expectations of adults and objectives for children should be explained clearly to all adults attending, prior to leaving the centre. Remember, ultimately it is the Approved Provider/Nominated Supervisor who is responsible for the care of all children. Accompanying adults who are not members of staff should not be left unsupervised with the children. A member of staff must remain with the children at all times.
- h) A list of children attending the excursion is to be taken on the excursion, and checked periodically during the time out of the Service.

Transport

The means of transport must be stated on the permission note.

Buses – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult.

Trains – contact the station prior to the excursion to inform them of the time you will be traveling, the destination and the number of children and adults who will be traveling. This will allow the station to inform the train guard so that he/she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.

Cars – Any motor vehicle that is used to transport children on the excursion (other than a motor vehicle with seating for more than twelve persons) is 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.

Insurance

Any excursion planned must be consistent with the requirements/exclusions of the Public Liability Cover held by the service.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Children and Young Persons (Care and Protection) Act 1998
Roads and Maritime Services www.rms.nsw.gov.au Retrieved 23rd January 2017

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: January 2017

Date for next review: January 2018