

# 10.1 Excursion Procedure

Quality Area 2: CHILDREN’S HEALTH & SAFETY

Standard 2.2 Safety

Regulation 100 Risk assessment must be conducted before excursion

Regulation 101 Conduct of risk assessment for excursion

Regulation 102 Authorisation for excursions

## PURPOSE

To ensure that all excursions and incursions undertaken by the service are planned and conducted in a safe manner, maintaining children’s wellbeing 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 community.

## SCOPE

This procedure applies to all children, educators, visitors and management of the Service

## IMPLEMENTATION

**Service Manager /Nominated Supervisor/ Responsible person will:**

- Ensure a risk assessment is conducted prior to authorisation being sort which reflects the National Regulations to determine the safety and appropriateness of the excursion. This risk assessment and proposal for the excursion should be sent to the Business Operations Manager for approval at least 5 working days prior to the event occurring
- Determine the adult: child ratios required for the excursion based on the location and level of supervision required ensuring minimum ratios are complied with
- Gain authorisation from all parents/guardians whose children are participating in the excursion
- The authorisation form must state:
  - The child’s name
  - The reason the child is to be taken outside the premises;
  - The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  - A description of the proposed destination for the excursion;
  - The method of transport to be used for the excursion;
  - The proposed activities to be undertaken by the child during the excursion;
  - The period the child will be away from the premises;
  - The anticipated number of children likely to be attending the excursion;
  - The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
  - The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
  - Any risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion

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- How these risks will be managed or minimised
- The proposed route and destination for the excursion
- Any water hazards or water-based play that will occur
- That a risk assessment has been prepared and is available at the Service
- For a regular outing, the authorisation from families is only required to be obtained once in a 12-month period. This should be renewed each year. A new risk assessment be completed and new authorization obtained, if there are any changes in the course of the 12 month period.
- Keep all authorisations on file
- Ensure items are taken on the excursion that include but not limited to mobile phone, first aid kit, medication and medical plans and emergency contacts
- Ensure all families and/or volunteers who attend the excursion are briefed in regard to their role and responsibilities
- Designate a responsible person to oversee the excursion and a contact while away from the service
- Brief all educators who are attending the excursion regarding roles and responsibilities including safety procedures, grouping of children and excursion timetable

**Educators will:**

- Liaise with the Service Manager on all details regarding the proposed excursion, links to the program and educational outcomes for children
- Develop an excursion proposal to be presented to the Service Manager including the program links, destination, duration of excursion, transport method and planned activities
- Complete a risk assessment for the proposed excursion along with a supervision plan
- Work with the Service Manager to gain permissions for all participating children
- Communicate roles and responsibilities to all participating parents/guardians and volunteers
- Digitally record the excursion highlights for sharing and for evidence of the program in action
- Evaluate the excursion for successes and areas for improvement

**Transportation for Excursion:**

- The means of transport may mean:

**1. Bus**

Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. 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 descending. 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**

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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.

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