



Excursion Policy

NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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National Regulations

Reg	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.

Aim

To ensure all appropriate measures are taken to ensure children enjoy safe excursions into their community.

Implementation

Our educators recognise that excursions offer a way of connecting children with their community and provide opportunities to extend children’s learning.

We acknowledge that excursions also allow educators to demonstrate how their practice is shaped by meaningful engagement with the community which is one of the themes which must be demonstrated to achieve an Exceeding NQS Rating.

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 (i.e. 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 12 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 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.

Sources

National Quality Standard

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

6.2.3 Community engagement – The service builds relationships and engages with its community

7.1.2 Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service

Education and Care Services National Law

165 Offence to inadequately supervise children

Education and Care Services National Regulations

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

Early Years Learning Framework

Learning Outcome 4

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.

Learning Outcome 5

Children interact verbally and non-verbally with others for a range of purposes.

Tools

Excursion Procedure

Excursion - ACECQA Risk Assessment Template

Authorisation - Excursion

Authorisation - Excursion Regular Outing

Excursion Checklist Nominated Supervisor

Excursion Checklist Educators

February, 2024

Excursion Evaluation

Excursion Educators

NQS 2.2.1 Supervision

7.1.2 Management systems

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = **Embedded** I do that **ALL** the time
K = I **know** I need to do that, but I don't do it all the time
T = Please **teach** me how to do it or improve my understanding of why I need to do it.

ED1	ED2	ED3	ED4	ED5	About to go on excursion
					A risk assessment has been completed
					Each child has been uthorized to go on excursion
					Educator/child ratios will be met AND there will be adequate supervision
					At least one educator attending has current first aid/asthma/anaphylaxis qualifications
					A list of children attending the excursion is left at the service and a copy carried by the Supervisor
					All children are clothed appropriately eg jumpers, sun hats, appropriate footwear
					All children are wearing sunscreen if the UV index is or will be 3 or higher
					The following items will be taken on the excursion
					• A fully stocked first aid kit
					• Each child's current emergency contact numbers/details
					• A charged mobile phone
					• Medication and medical management plan for relevant children
					• Enough drinking water to last whole excursion if none available at venue
					• Nappies, wipes, gloves, plastic bags if required
					•

During Excursion				
				Educators follow the timetable and itinerary for the excursion
				All educators (and any additional adults) constantly supervise children
				The attendance list is regularly used to check the presence of all children
				A specific educator directly supervises any child with a medical/health condition (eg allergy)
				The educator in the previous point holds the child's medication and management plan throughout the excursion
				Educators follow service policies and procedures at all times eg not on Facebook or phone during excursion
				Children access shaded areas when available/appropriate
After Excursion				
				Evaluation of excursion completed

Actions required			
Date actions to be completed	.../.../..	Date actions completed	.../.../

Excursion Procedure

See also Transport Procedure Excursions if transport involved.

Before excursion

2. If you haven't organised excursions very often start with something small ie walk to the park with a small number of children
 - consider children's interests
 - ask families and educators for suggestions/contacts they may have
 - consider whether visiting families at their work is a possibility
 - make contact with local organisations
3. Pick a suitable venue
 - Educators (and Nominated Supervisor if required) visit venue and take note of any issues that may need to be addressed in risk assessment and opportunities venue provides for learning
4. Nominated Supervisor makes sure excursion meets the requirements/exclusions in service public liability insurance
5. Educators or Nominated Supervisor completes written risk assessment before excursion and manages identified risks.
 - Risk assessments are required for excursions that are regular outings if a risk assessment has not been conducted within the last 12 months of the excursion date. Regular outings are walks, drives or trips to places that we visit regularly and which have substantially the same risks
 - Educators may conduct risk assessments if they have experience conducting excursions. The Nominated Supervisor must check these
6. If risk assessment satisfactory, Nominated Supervisor or educators give parents/guardians at least 48 hours notice of excursion. This notice period will generally be at least two weeks.
 - No notice is required if parents/guardians have already signed written authorisation for a regular outing and the circumstances and risks are substantially the same
7. Educators or Nominated Supervisor get written authorisation for excursion from all parents/guardians whose children are attending before each excursion (only required once every 12 months if regular outing)
8. Educators complete Excursion Checklist before excursion which includes:
 - at least one educator attending has current first aid/asthma/anaphylaxis qualifications
 - they have a first aid kit and charged mobile phone
 - they have current list of children attending and their current emergency contacts
9. Discuss what is happening on excursion and behaviour required with children

Leaving Service

10. Look at each child and check name off roll
11. Do a head count and ensure number matches number of children on roll
12. If a child is present but not named on the roll or vice versa, confirm arrangements for the day with service/parent before leaving and update roll
13. If extra adults are attending (eg parent helpers)
 - give adult list of any specific children they are supervising

- clearly outline their responsibilities

Enroute to and at destination

Supervise children

- never leave children unattended
- if child gets sick or hurts themselves during trip
 - if medical emergency ring ambulance on 000 and follow all instructions until ambulance arrives, otherwise apply appropriate first aid
 - ring parents/guardians and advise they will need to collect child from destination (eg service) or they may need to take child to the doctor when they collect them. Provide as much information about illness/injury as possible
 - complete incident, injury form
 - notify regulatory authority if required.
- complete medication record if medication administered to child during excursion

Leaving destination

- check name off roll and do a head count prior to leaving (must match number of children on roll and number counted when leaving service)
- if child is missing immediately conduct search for child at destination. If child can't be located immediately call parents/guardians, and police on 000 and follow any instructions

Arriving back at Service

- look at each child, check name off roll and do a head count
14. implement activities at the service to extend learning from excursion
 15. Nominated Supervisor and educators evaluate success of excursion and implement any measures to improve safety or learning
 16. Nominated Supervisor updates QIP with any improvements.

Please complete this section and return by _____

Child's Full Name _____ Your full name _____

Relationship to Child _____ Current Emergency Contact Number _____

Interested in Volunteering to the Attend the Excursion? Yes No

By signing this Authorisation I agree to and understand the following –

- My child has permission to attend the excursion unless I withdraw my consent in writing which I may do at any time prior to the excursion
- I am listed on the child's Enrolment Form as a parent/guardian or an authorised person named on the enrolment form
- I have read all the excursion details and understand I can view the Excursion Risk Assessment and Excursion policies and procedures at the service.

Signature

Name (please print)

Date