

Excursion Policy

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

NQS 7.1.1 A statement of philosophy guides all aspects of the service's operations.

NQS 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Introduction

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience, safety and enjoyment for all. The Glenaeon Rudolf Steiner Preschool is committed to providing excursions that are well considered and carefully planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Aims

- Make excursions part of the program of education and care in particular for time in the local natural environment and for interaction with the nearby community;
- Plan for excursions with careful consideration of the safety of children and adults in accordance with the National Legislation;
- Carry out excursions only where full documentation and permissions have been completed and obtained;
- Undertake full risk assessments, consideration of value of educational excursions, and plan for first aid requirements.

Procedure

Planning and Preparations

All excursions will be planned in advance to:

- maximise both children's developmental experiences and their safety;
- reflect the age, capacity and interests of the children;
- ensure they are properly supervised and conducted in a safe manner; and
- are conducted with fully informed written parental permission.

All excursions will be thoroughly researched to ensure:

- supervision is adequate;
- access to hazardous equipment and environments are minimised;
- there is adequate access to food, drink and other facilities (toilets, hand washing etc);
- consideration is given to the mobility and supervision requirements of children with additional needs;
- that adequate shade is available.

When planning for an excursion staff will:

- Assess the requirements for the excursion;
- Conduct a risk assessment;
- Book transport and venues (if required);
- Make alternative arrangements for adverse weather conditions;
- Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring;
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion;
- Collect completed permission forms for each child attending the excursion;
- Request additional adult participation on the excursion where required;
- Arrange for a suitably equipped first aid kit (including EpiPen and asthma medication if required), allergy management plans and mobile phone to be taken on the excursion.

Educators must make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.

Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

Risk Assessment**The Nominated Supervisor will:**

- Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any person whilst on the excursion, and will specify how the service will manage any risks identified.
- Ensure a Responsible Person is in attendance on the excursion.

The risk assessment conducted will consider:

- risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion and how the identified risks will be managed and minimized;
- destination and duration of the excursion;
- potential hazards including water hazards or any hazard associated with water based activities;
- proposed route and method of transport to and from destination;
- number of educators, Responsible Persons, and children involved;
- proposed activities; and
- items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will only be carried out once and reviewed annually, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

Authorisation for Excursions

The Nominated Supervisor will ensure that:

For all excursions, parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- date, description, duration and destination of proposed excursion;
- method of transport to be used;
- reason for the excursion, and proposed activities to be conducted on the excursion;
- the anticipated adult: child ratio – outlining number of educators and staff and other adults attending;
- a statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

No child will be taken on an excursion unless written permission from parents or legal guardian has been received. Alternative arrangements will be made for any child who cannot participate in an excursion.

Families and Volunteers

Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling because they cannot find suitable care, the siblings must be included in appropriate ratios.

If additional adults are required, volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out the service.

Family members/volunteers will not to be left in sole charge of children and must be supervised by an educator at all times.

All volunteers/family members' details will be entered into the appropriate staff record for that day.

Transport and Traffic

Safety of children will be considered in the choice of route and mode of transport. Our service will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at an identified crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or ponds), risk management strategies will be identified and implemented via a risk assessment.

Conducting the Excursion

All educators, volunteers and children attending will be informed of excursion risk assessment, timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at the service and a copy carried by the delegated Responsible Person.

Before leaving on a non-routine excursion, a notice will be prominently displayed at the service which includes:

- itinerary and timetable; and
- mobile contact phone number.

Items to be taken on excursions include:

- a suitably stocked first-aid kit including required EpiPen and asthma medication (if required), medical management and allergy management plans;
- a mobile phone;
- children's emergency contact numbers;
- children's medication, if required; and
- other items as required e.g. sunscreen, drinking cups, jackets etc.

Evaluation

All excursions from the Glенаeon Rudolf Steiner Preschool are conducted in a safe manner and evaluated prior to and after the event. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion are addressed and actioned to ensure children's safety.

Statutory Legislation & Considerations

- Education and Care Services National Regulations 2015

Sources

- Revised National Quality Standard
- Glенаeon Preschool Centre Philosophy
- Kids and Traffic www.kidsandtraffic.mq.edu.au

Review

Policy Reviewed	Modifications	Next Review Date
Feb 2013, Oct 2014, Feb 2015 May 2016	Routine Excursion Form amended and Risk Assessment noted on form Ratios discussed in review	
Nov 2017	Updated the references to comply with revised National Quality Standard. Minor changes to wording.	Nov 2018
October 2018	Update aims of excursions and reference Centre Philosophy	October 2019
November 2018	Alter references to Certified Supervisor to Responsible Person. Include information that alternate arrangements will be made for any child not able to participate in an excursion.	Nov 2019