



Bangalow Community Children's Centre
Raftons Road
Bangalow NSW 2479
Email: kidcare@bigpond.com
Phone: 02 6687 1552

Excursion Policy

Reviewed: September 2015

Legislation:	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
Reference:	www.det.nsw.edu.au Centre Support Pty Ltd http://www.kidsafeact.com.au/

Introduction

Excursions are offered to the children throughout the year as part of the curriculum to enhance enjoyment, child development, educational opportunities, and relationships with the wider community. Excursions are planned based on the children's needs and interests and with consideration of their safety and overall well-being.

Goals

For the curriculum to be expanded to further support children's interests and knowledge development about the community and culture they live in.

For children to participate safely in excursions outside the centre.

Practices

Before going on an excursion the Service will investigate and complete a risk assessment if it is a new destination or review a current assessment if it is a regular excursion.

A risk assessment must identify and assess risks that the excursion may pose to the safety health or well-being of any child being taken on the excursion and specify how the identified risks will be managed and minimised.

A risk assessment must consider—

- the proposed route and destination for the excursion
- any water hazards
- any risks associated with water-based activities
- the transport to and from the proposed destination for the excursion
- the number of adults and children involved in the excursion
- the number of educators or other responsible adults that is deemed necessary to provide the best possible supervision to meet the risks of the excursion
- any adults that have specialised skills that will help minimise risk
- the proposed activities
- the proposed duration of the excursion
- suitable amenities including food, drink, toilets, handwashing
- the items that should be taken on the excursion including, such items as a mobile phone and a list of emergency contact numbers for children on the excursion.

All steps will be taken to minimise/exclude risks.

Excursion Policy - page 2 of 3

Each child's parents/guardians must be provided with written information stating:

- the child's name; and
- the reason the child is to be taken outside the premises; and
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
- a description of the proposed destination for the excursion; and
- the method of transport to be used for the excursion; and
- the proposed activities to be undertaken by the child during the excursion; and
- the period the child will be away from the premises; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- that a risk assessment has been prepared and is available at the service.

Each parent/guardian must sign a form granting permission for their child/ren to participate in the excursion. No child will be taken on an excursion without parental permission.

The Educator, or person-in-charge of the excursion will be a primary contact staff member with approved first aid qualifications. This person will carry an up-to-date record of contacts for all children participating in the excursion, a mobile phone and an up-to-date first aid kit in case of an accident/incident.

Any medications, such as epi pens for children with special needs or allergies will be packed with first aid.

Volunteers helping with the excursion are to be given information to read on caring for children before excursion begins.

Educators will discuss the excursion with children prior to leaving and include information about safety rules, expectations and what to do if they are feeling unsure about anything.

A roll call confirming attendance will be undertaken before, during (when necessary) and at completion of the excursion.

At the completion of the excursion, educators will evaluate the excursion and, where relevant, make appropriate changes for future excursions.

A copy of the excursion details and all permission signatures must be kept on file at the service.

Provisions required for each excursion will be listed and checked. Such items may include; water, food, sunscreen, hats and tissues.

Staff will ensure that sun safety strategies will be implemented as outlined in Sun Protection Policy.

Excursion Policy - page 3 of 3

National law

167 Offence relating to protection of children from harm and hazards

National Regulations

100 Risk assessment must be conducted before excursion

101 Conduct risk assessment for excursion

102 Authorisation for excursions

168 Education and care service must have policies and procedures

NQS

Standard 2.3: Each child is protected

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

Related Documents

Excursion Risk Assessment

Excursion Permission Form

Excursion Planning





Excursion Check List

Post Excursion Evaluation

Sun Protection Policy

Step 1. What is the hazard?

Step 2. What is the risk?

	++ Very likely	+ likely	- unlikely rare	-- very unlikely
Kill, Permanent Disability 	1	1	2	3
Long term illness Serious Injury 	1	2	3	4
Medical Attention Several Days Off 	2	3	4	5
First Aid Needed 	3	4	5	6

The numbers show how important it is to do something:
 1 - it is extremely important to do something about this hazard as soon as possible
 6 - this hazard may not need your immediate attention.

Step 3. What can we do to protect everybody?

Step 4. List the step by step procedure we need to make it safe.

Substitute for a lesser risk	Yes	No
Isolate the hazard from the person at risk	Yes	No
Minimise the risk through engineering means	Yes	No
Implement change through administrative means	Yes	No
Use personal protection PPE	Yes	No

Date of excursion: Thursday 7th September, 2017

Reason for Excursion and Destination: Bangalow Public School. Community participation and social, cultural and language development.

Activities to be undertaken: Social interactions, literacy, School readiness.

Method of transport: Walking

Number of Children: 25

Ratio Adult/Child: 1:10.

Number of adults accompanying and supervising children: 4

Name of person with first aid qualification: Angela Hill, Sarah Whitaker

Time table of events: Leaving preschool at 9.30 am, returning approximately 12pm.

Things children will need: comfortable shoes, appropriate clothing for weather, information about any potential allergies, normal lunchboxes.

Emergency contact number: 0417 242523 or 66871552

A risk assessment has been prepared and is available at the service

Date of excursion: Thursday 7th September, 2017

Reason for Excursion and Destination: Bangalow Public School. Community participation and social, cultural and language development.

Activities to be undertaken: Social interactions, literacy, School readiness.

Method of transport: Walking

Number of Children: 25

Ratio Adult/Child: 1:10.

Number of adults accompanying and supervising children: 4

Name of person with first aid qualification: Angela Hill, Sarah Whitaker

Time table of events: Leaving preschool at 9.30 am, returning approximately 12pm.

Things children will need: comfortable shoes, appropriate clothing for weather, information about any potential allergies, normal lunchboxes.

Emergency contact number: 0417 242523 or 66871552

A risk assessment has been prepared and is available at the service

Excursion Planning

Supervision arrangements for excursions

Staff Member: _____

Excursion destination: _____

Purpose of excursion/activities to be carried out:

Date: _____ (day) / ____ / ____ (date) Cost: _____

Mode of transportation: _____

If walking, the route we will take will be:

Time of Departure: _____ Expected time of return: _____

Staff attending excursion:

Number of volunteers attending excursion: _____

Staff attending excursion with Current First Aid certificate:

What to bring:

Please check from list below that all that will be required for the excursion is considered.

yes	no		Risk Assessment
yes	no	N/A	the centre has an excursion itinerary, the proposed route, destination and timetable for the excursion.
yes	no	N/A	at least 24 hours notice of the excursion has been given to parents/guardians, with an itinerary for the excursion.
yes	no	N/A	signed permission for the specific excursion and any specific activity which is to take place during the excursion has been received from the parent or guardian
yes	no	N/A	a list of children attending the excursion is left at the centre prior to departure and a copy carried by the certified supervisor for the purpose of checking at regular intervals during the course of the excursion (including up to date emergency contact details.
yes	no	N/A	<ul style="list-style-type: none"> the supervisor has ensured that all children are equipped with clothing appropriate for the excursion, eg. jumpers, sun hats, appropriate footwear, sunscreen. suitable amenities including food, drink, toilets, hand-washing
yes	no	N/A	staff are able to ensure children have access to shaded areas
yes	no	N/A	the number of educators or other responsible adults that is deemed necessary to provide the best possible supervision to meet the risks of the excursion and the number of any children involved has been ensured. Consideration has been given as to any adults that have specialised skills that will help minimise risk
yes	no	N/A	a full stocked first aid kit is taken
yes	no	N/A	If vehicles utilized - RTA approved restraints appropriate to the ages of children shall be used in motor vehicles where there is seating for 9 or less persons
yes	no	N/A	Any water hazards and risks associated with water-based activities have been evaluated and minimized/excluded.
yes	no	N/A	That a mobile phone is organised to take on the excursion
yes	no	N/A	That medication and a management plan for any children attending the excursion are available and updated
yes	no	N/A	A designated staff member must be assigned to directly supervise any child with a chronic illness/allergic condition. This staff member is to hold the child's medication and management plan throughout the excursion

Staff Member Name:

Signature:

Date:

Nominated Supervisor Name:

Signature:

Date:

Post Excursions Evaluation

Staff member filling out the evaluation form: _____

Excursion destination: _____

Was the purpose of excursion/activities successful? (please circle)

Staff Name:

Very successful successful neither successful or unsuccessful unsuccessful very unsuccessful

please circle

yes	no	N/A	The centre had a timetable for the excursion and an itinerary
yes	no	N/A	At least 24 hours notice of the excursion was given to parents/guardians, with an itinerary for the excursion.
yes	no	N/A	Were all signed permission for the specific excursion received from the parent or guardian
yes	no	N/A	Did the excursion keep to budget?
yes	no	N/A	Was the Mode of transportation appropriate?
yes	no	N/A	If walking, was the route taken appropriate?:
yes	no	N/A	Did you leave on time? If no, why not?
yes	no	N/A	Did you arrive back to the centre on time? If no, why not?
yes	no	N/A	Were staff are able to ensure children have the use of shaded areas
yes	no	N/A	Did all the volunteers attend excursion as planned
yes	no	N/A	Was a full stocked first aid kit is taken
yes	no	N/A	when transporting children on an excursion, the nominated supervisor shall ensure that RTA approved restraints appropriate to the ages of children shall be used in motor vehicles where there is seating for 9 or less persons
yes	no	N/A	Was the items listed in excursion letter to parents/care givers "What to bring" usefull? If no, why?
yes	no	N/A	Was the a mobile phone used on the excursion? And if yes why?

yes	no	N/A	Was the medication and a management plan for any children attending the excursion available?
yes	no	N/A	A designated staff member was assigned to directly supervise any child with a chronic illness/allergic condition. This staff member is to hold the child's medication and management plan throughout the excursion

Areas of the excursion that need addressing:

Action's Required

Date for action's required to be completed

Name of person doing supervision evaluation:

Sign _____ Date ____/____/____

Volunteering Parents

Thank you for helping us take the West Room children to the circus at Mullumbimby Showgrounds.

We are planning to leave the Centre at 10am arrive at Mullumbimby by 10:30am by bus, look at the circus tent and participate in circus skill lessons. We will have a picnic lunch down there.

For everyone's safety and welfare please listen to and observe the Educators. Susan will be responsible for the excursion and administration of any first aid.

While on the excursion please be on the look out for any potential dangers, including; glass, snakes, bees, traffic, holes in ground etc and protect children from these.

It is important that you are responsible for the children you are delegated and know where they are. at all times. On the way to and from the excursion children are expected hold hands with you. and wear their hats. If you must leave the group, eg to take a child to the toilet or to go to the toilet yourself, please make sure that Susan is aware of your leaving and your return. A child should never go anywhere on their own.

When it is time to return to the Centre please make sure the children in your responsibility are collected and stay with you.

Most importantly, have fun and enjoy talking with the children about their experience.