



2.22 Excursions Policy

QUALITY AREA 2: Children's Health and Safety

Policy:

This policy aims to broaden children's understanding of the world in which they live.

To provide intentional teaching experiences that provides children and Educators more opportunities to connect and contribute within their community.

To enable children to make connections between prior experiences and new learning.

For parents and guardians to be part of our learning through inviting them to be involved in excursions and incursions.

Background:

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 and enjoyment for all. Our service is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Relevant Legislation:

- **Education and Care Services National Regulations**
 - Reg 100 Risk assessment must be conducted before excursion
 - Reg 101 Conduct of risk assessment for excursion
 - Reg 102 Authorisation for excursions
- **EYLF– Learning Outcome 2** Children are connected with and contribute to their world.

Links to National Quality Standard:

- 1.1 The educational program enhances each child's learning and development
- 2.2 Each child is protected
- 4.1 Staffing arrangements enhance children's learning and development

Key Resources:

- National Health and Medical Research Council - www.nhmrc.gov.au
- NSW Department of Health - www.health.nsw.gov.au
- Pool and Water Safety - www.kidsafe.com.au
- Water use and restrictions see - www.sydneywater.com.au

Goals

Help children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.

Practices:

An excursion is defined as any activity in which children aged 3 – 5 years are taken out of the approved venue for a children's service.

- Risk Assessment must be carried out before an excursion can be conducted
 - See sample to complete
- Excursions can enhance the children's program and are encouraged.
- Bush walking excursions will not be undertaken.
- No excursion involving a water activity will be planned.
- The centre shall provide each parent with a timetable for the excursion
- Signed permission for the specific excursion and any activity that is to take place during the excursion will be received from the parent. Such authorisation must state the following:
 - a. The date of the excursion
 - b. The proposed destination
 - c. The method of transportation or walking itinerary
 - d. The activities carried out during the excursion
 - e. The number of adults to accompany and supervise the excursion
 - f. The name of the person with first aid qualifications who will accompany the children on the excursion

A list of the children attending the excursion shall be left at the centre prior to departure and a copy carried by the nominated supervisor with parent emergency contact telephone numbers for the purpose of checking at regular intervals during the course of the excursion.

- There will be no significant departure from the planned itinerary. A planned itinerary includes contingency arrangements for weather etc.
- The supervisor must ensure that all children are equipped with clothing appropriate to the excursion eg. jumpers, hats, sunscreen and appropriate footwear.
- On excursions parents and volunteers will be used as well as staff to maintain adequate adult to child ratios.

That is: One (1) adult for each five (5) children 3 years and over.
- The nominated supervisor must ensure that a suitable and fully stocked first aid kit is taken on all excursions as well as a mobile phone.
- When planning excursions care will be taken that children remaining at the centre receive adequate supervision according to the licensing requirements of Human Services.

The nature of the supervision whilst on an excursion will be appropriate to the ages of the children in attendance and to the nature of the activity of the excursion. Notwithstanding this, all supervisors attending the excursion will maintain close proximity to the activity for the purposes of supervision at all time.

Insurance – during excursions

Planned excursions will be in accordance with the requirements of the Guild Ltd Public Liability Insurance Cover of Bellingden Preschool.

Transportation

All excursions are to be on foot.

Evaluation

All excursions are conducted in a safe manner and evaluated. 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.

Policy reviewed February 2012

Policy reviewed July 2017

Policy reviewed July 2018

Date endorsed ___18th July 2018_____ Date to be reviewed ____July 2021_____