



## Excursion Policy

### **Aim:**

Maryland Care & Early Education Centre embraces the idea of facilitating & developing the children's interest in the wider community & fostering their involvement as individuals within the community & broader society.

Further to this our service looks at providing the children with a range of experiences that complement & expand the children's learning, life events & enjoyment.

Our service will take every precaution to minimise any risk, injuries or accidents by planning the excursion thoroughly, to respond effectively to any emergencies & promote to children & families all aspects of safety.

### **Legislative requirements / Sources:**

N.S.W Roads & Traffic Authority [www.rta.nsw.gov.au/roadsafety/children/childrestraints](http://www.rta.nsw.gov.au/roadsafety/children/childrestraints)

National Quality Standards Area 2- Standard E2.3, E2.3.1, E2.3.2

Education and Care Service National Regulations 2011

### **Implementation:**

- All excursions will initially be discussed with the Nominated Supervisor (all aspects of the excursion will be discussed, the idea, link with the children's current interest & learning & the possible location or venue)
- All excursions will only occur with the express permission of the Nominated Supervisor
- All excursions will be thoroughly planned by staff in consultation with the Nominated Supervisor. All planning will be done to minimise the chance of accident or injury to all children, parents, educators, staff & any other person involved attending or assisting with the excursion
- Venues with water will be assessed and a risk assessment conducted due to the need for high ratios & the high level of risk associated with children & water

### **Before the excursion:**

Educators will be responsible for the investigation of all aspects of the excursion.

- Transportation
- Cost
- Available facilities
- Venue
- Safety of excursion venue or location
- Equipment required by staff

Once this has been researched by staff, all information must be presented to the Nominated Supervisor for final approval

- Parents/ Caregivers will be provided with two weeks' notice of any excursion away from the centre and a risk assessment available to view
- Each child attending the excursion **MUST** have a signed permission note from a parent or caregiver
- Provisions planned for children who will not be attending the excursion

The permission form and authorisation **must** contain the following information:

- The child's name
- Purpose of the excursion in relation to the children's learning & interest
- Time & Date of excursion
- Description of the proposed venue or location
- Proposed activities to be undertaken by the child whilst on the excursion
- Time of departure & return
- Method of transport to be used
- Anticipated number of children attending the excursion
- Anticipated ratio of educators to children attending the excursion
- Anticipated number of staff adults who will accompany and supervise the children on the excursion & number of parent volunteers required
- That a risk assessment has been prepared and is available at the service
- Any requirements for the excursion (i.e hat, style of dress etc)

The risk assessment for the excursion **must** contain the following information:

- 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
- The number of adults and children involved in the excursion
- If any specialised skills are required of adults (Eg. Life saving)
- The proposed activities
- The proposed duration of the excursion
- The items that should be taken on the excursion (Eg. Mobile phone, first aid kit)

### **During the excursion:**

- A first aid kit to be taken on all excursions
- Children requiring Epipens or that have asthma plans must have their medication taken on any excursion.
- NO CHILD will attend any excursion without a returned, signed note of permission from a parent or caregiver
- Provisions will be made at the service for any children not attending the excursion
- All children leaving the centre must wear a badge with centre details on it/ yellow centre shirts
- All excursions will occur with the child to adult ratios as followed:

0-2 years 1 adult to 4 children

2-3 years 1 adult to 5 children

3-5 years 1 adult to 10 children

These are the minimum legal requirement

- A roll of the names of all the children attending the excursion will be compiled & a roll call taken by staff and headcounts conducted regularly throughout the excursion. Head counts will take place:
  1. On leaving the centre.
  2. During any transitions occurring. I.e. Entering/ Exiting transport.
  3. Before return to the centre.
  4. On return to the centre

All above procedures will be followed- up by a head count undertaken by another member of staff to confirm roll call was correct.

### **Transportation**

Our service will refrain from using cars as transport for excursions. If transport is required a bus will be hired that is fitted with suitable child restraints as required by law.

Suitable restraints are as follows:

1. A child restraint that conforms to Australian safety standards (AS17545) & is referred to in the standards as being suitable for use by the child concerned
2. A seatbelt for children of the appropriate age
3. Child restraint of a type approved by the Roads & Traffic Authority for use by the child that is appropriate for their age, height & weight

Accident & Emergency procedures will be followed on all excursions (See Accident & Emergency Policy & Procedures)

### **Review:**

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy is available in other languages upon request.

Last Review: April 2019

Next Review: April 2021