

Early Childhood Management Services

Quality Area 2: Excursion Procedure Early Childhood Education

Excursion/Regular Outing Procedure

Purpose

This procedure relates to the Excursion/Regular Outing Policy and should be read in conjunction with this.

Procedure

Risk Assessment

The nominated supervisor will ensure that the person proposing an excursion will:

- Where feasible visit the proposed excursion destination to gather information that will assist the risk assessment and excursion planning. Where a visit is not feasible use other means (brochures, telephone, internet, personal contact).
- Undertake a comprehensive risk assessment for each destination and/or excursion using the ECMS Excursion/Regular Outing Risk Assessment Template
- Develop a risk management plan and conduct the excursion in accordance with that plan. This will include verifying the number of children at key points in the excursion including when arriving at each destination point and on return to service.
- Ensure that requirements of seat belts or child restraints are consistent with the ECMS Excursion/Regular Outing Policy.
- Review the risk assessment after each excursion with a view to improving educator and service knowledge about identifying and controlling risks.
- Undertake a risk assessment for each regular outing every 12 months as a minimum.

Actions prior to the excursion

Planning the proposed excursion will include a discussion with children, other educators, Centre Director/Nominated Supervisor, families and will consider:

- The relevance and suitability for the proposed excursion -how it supports children's:
 - Sense of identity and wellbeing.
 - Connection and contribution to their local and wider community.
 - Growth as confident and involved learners.
- The cost of the excursion to the service, participating children, and parents/guardians accompanying the children.
- Whether children enrolled at the service, but not attending on that day, may participate in the excursion, subject to regulatory compliance.

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- Whether changes to the time of programs/sessions would be needed.
- The educator will complete the ECMS Excursion or Regular Outing request form and submit it to the nominated supervisor/ centre director **at least 4 weeks prior** to the proposed excursion and before notifying parents.
- The Educator will undertake a risk assessment. Where possible this will include a preliminary site visit, where this is not possible other means/methods will be used to gather information about potential hazards, the availability of toilets, hand washing, drinking, and shade facilities at the destination, mobile phone coverage, and access for emergency services.
- The risk assessment will inform the development of a risk management plan which will also consider any contingency arrangements that need to be made for unexpected events such as inclement weather, transport delay, etc.
- A copy of the Risk Management Plan will be provided to the relevant Area Manager prior to the excursion.
- If it is necessary to vary the session times or contact time of the group, or the working hours of educators or employees, the organising educator will provide written information to the relevant Area Manager, including how parents/guardians have been consulted.
- The educator will provide the relevant Area Manager with a copy of the:
 - Excursion permission form that will be distributed to the parents/guardians
- Educators will notify parents/guardians of the excursion only after they have received written approval from the Area Manager.

Actions once excursion has been approved

- Inform parents/guardians of the details of the planned excursion as outlined in the National Regulations (r.102) and the cost.
- Provide parent/guardians with a permission form to complete for their child to participate in the excursion
- Request adult participation in the excursion and ensure adults understand the requirements of being part of and assisting in the excursion including completing the Excursion Volunteer Letter and Agreement
- Collect completed permission forms and fees if required, for each child participating in the excursion.
- Arrange for a suitably equipped first aid kit, spacer, and auto-injection device for anaphylaxis and any other relevant medication to be taken on the excursion. This includes all medical management plans.
- Arrange mobile phone to be taken. Collate all children, staff, and family-helper emergency details to be taken on the excursion.
- Educators will discuss, the aims and objectives of the excursion with the children and any matters of special interest, and any items the children require for the excursion.
- Educators will discuss the aims and objectives of the excursion with family-helpers and their responsibilities in regard to the supervision of children in their care, their behaviour, including no smoking, and appropriate language.

Actions on the Day of the Excursion

The educator/staff member in charge of the excursion will:

- Ensure that the excursion follows the Risk Management Plan.

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- Ensure that only children whose parents/guardians have completed and returned the permission form and any fee required to participate in the excursion.
- Take a list of those participating in the excursion and a copy of the attendance book page for that day, along with any medical management plans and medication permission forms, and medication on the excursion. Appropriate storage of medications needs to be considered when off-site.
- Ensure that all adults/parents/guardians assisting with supervision on the excursion are under the immediate supervision of an educator at all times
- Ensure all children are to be clearly identifiable with the name and contact details of the staff member in charge of the excursion (e.g. labels with the service name and excursion coordinator contact number).
- Ensure educators explain to children the limits and rules of the excursion including staying with an adult and holding hands, appropriate behaviour, sitting appropriately on the bus/train, and safety when crossing roads.
- Ensure educators are hyper-vigilant during any transporting of children. Particular care needs to be taken on departure and arrivals at each destination point and strategies in place for the account of children at each point (e.g. staff member to confirm that bus has been cleared before exiting).
- Notify parents/guardians and ECMS immediately of any change, or delay to the proposed excursion if this occurs.
- Arrange for an ECMS staff member to notify parents, if the excursion is late returning to the service.
- Ensure a suitably stocked first aid kit, emergency phone, and emergency contact details for all children, staff, and helpers are correctly filled out and taken on the excursion.
- Ensure access to and appropriate storage of any food or beverages required for the duration of the excursion.

Sources

Relevant legislation	Education and Care Services National Law 2010: Section 165, 166, 167, 169 Education and Care National Regulations (Current as at 1 October 2020): Regulations 4 (1), 77, 99 – 102, 121-124, 136, 168
Sources and Further Reading	Vic Roads Child Restraints https://www.vicroads.vic.gov.au/safety-and-road-rules/vehicle-safety/child-restraints/frequently-asked-questions-about-child-restraints
Attachments	Excursion/Regular Outing Permission Form for Parents Excursion/Regular Outing Risk Management Template Excursion Request Form Excursion Volunteer letter Excursion Volunteer Agreement Regular Outing Request Form

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