

Excursion Procedure

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 risk assessment for each destination and/or excursion that will consider:
 - The proposed route and destination for the excursion.
 - The proposed destination, including availability of toilets, hand washing, drinking and shade/shelter facilities, mobile phone coverage and access for emergency services.
 - Any water hazards and risks associated with water based activities.
 - The method of transport.
 - The proposed activities.
 - The likely length of time of the excursion.
 - The number of educators, other responsible adults and children involved in the excursion.
 - Given the risk/s posed, the number of educators or other responsible adults that is appropriate to provide supervision and whether any specialised skills are required to ensure children’s safety.
 - The items that should be taken on the excursion including a suitably stocked first aid kit appropriate to the planned excursion, suitable storage for any medication and food and beverages that may need to be taken on the excursion.
- 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.
- 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 discussion with children, other educators, Centre Director/Nominate Supervisor, families and will consider:

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- 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.
- Whether changes to the time of programs/sessions would be needed.
- The educator will complete the attached ECMS excursion request form (Appendix 2) 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:
 - Letter that will be distributed to parents/ guardians informing them of the proposed excursion.
 - Excursion permission form that will be distributed to the parents/guardians. (See Appendix 5).
- Educators will notify parents/guardians of the excursion only after they have received written approval by 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 on the excursion (See Appendix 5).
- 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 Form (Appendix 3 & 4).
- Collect completed permission forms and fees if required, for each child participating on 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 condition 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.

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- 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.
- Ensure that only children whose parents/guardians have completed and returned the permission form and any fee required 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 emergency medical plans and medication permission forms and medication on the excursion.
- Ensure that all adults/parents/guardians assisting with supervision on the excursion are under the immediate supervision of an educator or staff member with a Supervisor Certificate.
- Ensure all children are to be clearly identifiable with name and contact details of staff member in charge of excursion (e.g. labels, red hats etc.).
- 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.
- 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 first aid, emergency phone and emergency contact details for all children, staff and helpers are correctly filled out and taken on the excursion.

Relevant Legislation	Education and Care Services National Law 2010: Section 165, 166, 167, 169 Education and Care National Regulations 2011: Regulations 77, 99 – 102, 121-124, 136
Relevant NQS	Quality area: Educational program and practice 1.1.1, 1.1.5, 1.1.6 Children’s health and safety 2.1.1, 2.2, 2.3.1, 2.3.2, 2.3.3 Staffing arrangements 4 Relationships with children 5.1, 5.2 Collaborative partnerships with families and communities 6.1.1, 6.1.2, 6.2.1 Leadership and service management 7.3
References	Education and Care Services National Law 2010 Education and Care Services National Regulations (Current as at 1 July 2018) Guide to the National Quality Framework 2018 http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/ DEECD Excursions and Regular Outings - Fact Sheet - April 2012 http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/nqf/excursionsoutings.pdf

Attachments

Attachment 1: Risk Management Plan & Assessment Template

Attachment 2: Excursion/Regular Outing Request Form

Attachment 3: Excursion Volunteer Letter Pro Forma

Attachment 4: Excursion Volunteer Agreement Pro Forma

Attachment 5: Excursion/Regular Outing Permission Form

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