

EXCURSIONS POLICY



Related Quality Area	QA2: Children’s Health and Safety
Related Policies	Educational Program Policy Incident, Illness, Accident and Trauma Policy Interaction with Children, Family and Staff Policy Staffing Arrangements Policy

PURPOSE

Nightcliff Family Centre (the Centre) recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided. The purpose of this Policy is to ensure that all excursions undertaken by the Centre are planned and conducted in a safe manner, maintaining children’s wellbeing at all times in accordance with National Legislation.

SCOPE

This policy applies to children, families, staff, management and visitors of the Centre.

IMPLEMENTATION

Excursion Risk Assessment and planning process

- The Centre must conduct a risk assessment prior to an excursion taking place to determine the safety and appropriateness of the excursion (*which reflects National Regulation 101 before an authorisation is scheduled under regulation 102*).
- The Centre will use a *Risk Assessment Form*.
- The Centre will notify families about the excursion using an *Authorisation for Excursion* permission slip that will also have information on the planned excursion.
- Families have a right to view the risk assessment prior to the excursion upon request in which the Centre must comply with ensuring all information is available.
- A risk assessment needs to:
 1. Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion.
 2. Specify how the identified risks will be managed and minimised.
 3. Consider the proposed route and transportation.
 4. Reflect on any risks associated with water-based activities.
 5. Consider the ratio of adults to children involved in the excursion.
 6. Consider whether any adults with specialised skills are required (e.g. life-saving skills).
 7. Consider the planned activities.
 8. Determine the duration.
 9. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans for children with specific needs, etc.).

Parent Authorisation

- A parent or guardian must provide written authority for their child to attend the excursion using the *Authorisation for Excursion* Permission Slip.
- The authorisation must be given by a parent or guardian named in the child’s Enrolment Record.

Transportation

- It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.

- The means of transport may mean:
 1. **Bus**
Management must ensure the seating capacity as displayed on the compliance registration is not exceeded. All children must sit on seats, preferably with, or close to an adult. Seat belt guidelines must be followed depending on the bus. If the bus has seat belts, they must be worn at all times.
 2. **Car**
Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child, that conform to the Australian Standards, and are professionally installed or checked by an authorised restraint fitter. The vehicle must be registered and free of any defects that could put any passenger at harm.
 3. **Walking**
If the excursions require children and staff to walk to and from the destination, all children and staff are required to wear appropriate footwear, Sunsmart clothing and a Sunsmart hat. One educator will need to take a mobile phone and a small first aid kit with basic first aid materials.

Insurance

- Any excursion planned must be consistent with the requirements of the Public Liability cover held by the Centre.

Authorisation for Excursion Permission Slip

The authorisation form must state:

1. The child's name
 2. The reason the child is to be taken outside the premises
 3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
 4. Proposed destination
 5. Transport
 6. Proposed activities
 7. Period away from the Centre
 8. The anticipated number of children to be attending the excursion
 9. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
 10. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
 11. That a risk assessment has been prepared and is available at the Centre
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

LOST CHILD DURING AN EXCURSION

In the event of a child being unaccounted for during an excursion, educators will immediately:

- Inform another educator and provide supervision for groups
- Conduct a head count
- Ask children/parent helpers/other educators if they have seen the missing child

- Search the premises
- Alert the venue management and request that an announcement is made
- If the child is still unaccounted for after checking as above, the nominated supervisor, educator will contact the Police on 000 and report the incident
- The nominated supervisor will contact parents/guardian
- Educators will reassure other children and provide supervision
- the Approved Provider must make a notification to the Regulatory Authority within 24 hours of a serious incident

CHILD BECOMES ILL WHILST ON EXCURSION- EDUCATORS WILL:

- assess the child's illness and follow the Incident, Injury, Trauma and Illness procedure
- keep the child calm and comfortable
- if a child has an individual Medical Management Plan for their symptoms displayed, follow the directions and administer medication if applicable and notify parents/guardians
- use the supplies in the excursions first aid kit to assist in applying first aid to child
- seek medical assistance, including ambulance transport, medication if required (as per child's excursion authorisation form)
- contact the child's parents/guardian as soon as possible, no later than 24 hours after the incident
- contact the nominated supervisor at the Service for further direction if required
- ensure ratios are maintained for supervision
- complete an *Incident, Injury, Trauma and Illness Record*
- notify the Regulatory Authority of any serious incident of a child while being educated and cared for at the service within 24 hours

REVIEW

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2025
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed for currency • No changes made 		
POLICY REVIEWED	February 2022	NEXT REVIEW DATE	February 2023
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed for currency • Lost child procedure added • Ensuring adequate supervision added 		
POLICY REVIEWED BY	Judy Rondon Josepha Minani Ailing Teav	Director and Educators	February 2025
POLICY REVIEWED	FEBRUARY 2025	NEXT REVIEW DATE	FEBRUARY 2027
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy maintenance • additional section added re: Child becomes ill whilst on an excursion • 		