

## E-5 Excursions

### NQS

QA. 1.1.1	Approved learning framework.
QA. 1.1.2	Child centred.
QA. 2.2	Safety.
QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 7.1	Governance.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities
QA. 7.2.2	Educational leadership.

### National Regulations

Reg. 73	Educational program.
Reg. 89	First aid kits.
Reg. 99	Children leaving the education and care service premises.
Reg. 100	Risk assessment must be conducted before excursion.
Reg. 101	Conduct of risk assessment for excursion.
Reg. 102	Authorisation for excursions.
Reg. 166	Children not to be alone with visitors.
Reg. 168	Education and care service must have policies and procedures.
Reg. 170	Policies and procedures to be followed.

### My Time, Our Place

LO. 1	Children feel safe, secure, and supported
LO. 2	Children are connected with and contribute to their world
LO. 4	Children are confident and involved learners
	Children develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
	Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### Policy Statement

We believe that excursions are an essential part of the centre's program as they provide variety and an opportunity to expand a child's experience, explore different environments and learn new activities. An authorised person's permission will be sought for all excursions. Children on excursions

will be ensured proper supervision and care, for the full duration of the excursion. All staff/child ratios will be maintained according to best practice in the childcare field.

## **Related Policies**

- NORMANHURST WEST OSHC Policy A-4: Enrolment
- NORMANHURST WEST OSHC Policy A-10: Acceptance and Refusal of Authorisations
- NORMANHURST WEST OSHC Policy C-10: Volunteers/Students/Visitors
- NORMANHURST WEST OSHC Policy C-11: Staff Child Ratio
- NORMANHURST WEST OSHC Policy D-1: Dealing with Medical Conditions
- NORMANHURST WEST OSHC Policy D-2: Hygiene
- NORMANHURST WEST OSHC Policy D-6: Transportation
- NORMANHURST WEST OSHC Policy D-7: Animals
- NORMANHURST WEST OSHC Policy D-8: Sun Protection
- NORMANHURST WEST OSHC Policy D-9: Emergency Procedures
- NORMANHURST WEST OSHC Policy D-10: First Aid
- NORMANHURST WEST OSHC Policy D-11: Management of Incident, Injury and Trauma
- NORMANHURST WEST OSHC Policy D-15: Allergies
- NORMANHURST WEST OSHC Policy D- 16: Asthma
- NORMANHURST WEST OSHC Policy D-17: Anaphylaxis
- NORMANHURST WEST OSHC Policy D-20: Medication
- NORMANHURST WEST OSHC Policy E-7: Water Safety

## **Procedure**

### **Planning**

Excursions will be planned taking into account children's ages, suggestions, interests and developmental abilities. Children's safety will always be first priority.

All planned excursions will be subject to a risk assessment to identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child being taken on the excursion, and specify how the identified risks will be managed and minimised, as per Regulation 101. Risk Assessments will be undertaken through a visit to the venue by a Senior Staff Member. A risk assessment must consider:

- the proposed route and destination for the excursion; and
- any water hazards; and
- any risks associated with water-based activities; and
- if the excursion involves transporting children—
  - the means of transport; and
  - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
  - the process for entering and exiting—
    - the education and care service premises; and
    - the pick-up location or destination (as required); and

- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking; and
- the number of adults and children involved in the excursion; and
- given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (e.g. life-saving skills); and
- the proposed activities; and
- the proposed duration of the excursion; and
- the items that should be taken on the excursion (e.g. a mobile phone and a list of emergency contact numbers for children on the excursion).

If the transportation is regular transportation, a risk assessment is not required if one has been conducted for the regular transportation of the child within the previous 12 months.

Educators are to visit or be familiar with a venue before undertaking the excursion to ensure it is suitable, safe and accessible by all. Arrangements will be made with the venue when special requirements are needed, where necessary. The venue will be assessed to determine whether children with special needs can be accommodated, where applicable.

When planning an excursion, alternative arrangements will be made for adverse weather conditions. Prior to departing on an excursion, educators must consider wet weather, cold or hot weather or extreme weather conditions.

### **Authorisation and Notification**

Under regulation 102, the approved provider and nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided. The authorisation must be given by a parent or other person named in the child's enrolment record as able to authorise the taking of the child outside the education and care service premises (and the transportation of the child) by an educator. The authorisation must state:

- the child's name; and
- the reason the child is to be taken outside the premises; and
- if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outings; and
- if the authorisation is for an excursion that is not a regular outing, the date the child is to be taken on the excursion; and
- a description of the proposed destination for the excursion; and
- if the excursion involves transporting children—
  - the means of transport; and
  - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported; and
- the proposed activities to be undertaken by the child during the excursion; and
- the period the child will be away from the premises; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and

- that a risk assessment has been prepared and is available at the service.

If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period.

Where the whole centre is on an excursion, the centre phone will be on divert to the Nominated Supervisor / Responsible Person on Duty's mobile to ensure the staff and children can always be contacted. The Nominated Supervisor will ensure the mobile phone used is fully charged.

### **Staff Ratios and Supervision**

There will be no supervision at the Centre whilst a whole centre excursion is in progress, as planned whole centre excursions are compulsory.

A minimum of two staff will be present on all excursions.

The following staff/child ratios will be met at all times (see C-11 Staff: Child Ratio Policy)

- There will be a maximum of 10 children to 1 carer for excursions
- There will be a maximum of 5 children to 1 carer for swimming

A Certified Supervisor will have overall responsibility for the excursion. It is their responsibility to maintain head counts and take the roll at appropriate times and regular intervals. All staff will be responsible for adequate supervision.

Responsible adult volunteers over the age of 18 may be used to augment staff/child ratios on excursions. Parents may also be invited to assist.

Swimming excursions will only be undertaken with children in a well-supervised environment, such as a municipal pool or water park (see E-7 Water Safety Policy). Adequate supervision will be maintained at all times. Where a swimming excursion is to be undertaken, Educators will request the swimming ability of all children attending via the permission slip. Appropriate alternate and safe activities will be provided for children who are non-swimmers, where possible.

### **Transportation**

All transport used for excursions will comply with the Roads and Maritime Services Standards. The Transportation Policy will apply in relation to travelling to and from any venue.

Both public and/or private modes of transportation may be used. Details will be outlined on the relevant authorisations and a risk assessment will ensure appropriate hazards and controls are identified for the mode of transport used. Consideration will be given to children with special needs, where applicable.

Educators, volunteers and parents attending an excursion will be made aware of the procedures for supervising children while travelling on public or private transport or on walking excursions, via the Risk Assessment. Particular attention will be made to assisting children when boarding or alighting from public transport and when crossing roads or in crowded areas.

## While on the Excursion

No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing. This will be decided only by the Responsible Person on Duty.

All children will wear a compulsory NORMANHURST WEST OSHC green vacation care t-shirt so they are easily identifiable to educators.

Information and equipment to be taken on the excursion will include:

- A list of all children on the excursion, with relevant personal details and parent contact numbers
- A list of all Educators and contact details
- Information on any relevant medical conditions or special needs/requirements along with any required medication (i.e. asthma puffers etc)
- A fully stocked and up-to-date portable First Aid Kit
- Spare drinking water, if not available at the venue
- A mobile phone and spare battery pack, with internet capability to allow for access to important information, such as Educator Emergency Contact details, Child Authorised Nominees etc.

All children will be instructed regarding behaviour on the excursion and what to do if they are separated from the group.

Centre policies will be implemented as required on excursions.

## Sources

- Education and Care Services National Regulations 2011
- Educational and Care Services National Amendment Regulations 2020
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- My Time, Our Place Framework for School Age Care in Australia
- Roads and Maritime Service NSW

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