# Excursions - Policy

## Rationale:

Excursions are an essential part of HNS OOSH & Vacation Care programs. They provide the opportunity to expand a child's experience, explore different environments and learn new activities within their local community. We are committed to ensuring the safety, health and wellbeing of children during excursions and regular outings by conducting risk assessments and ensuring authorisations are obtained from families.

## Definitions:

Excursion: is any planned activity in which children aged 5 - 12 years are taken from the Centre by the RPIC and educators for recreational and educational purposes.
An excursion as defined in this policy does not include:
~ transporting children to and from school, or
~ transporting children for medical attention

Body of Water: the following locations are recognised as bodies of water: -
~ Swimming pools and / or water fun parks
~ Wading pools and / or equipment used by the Centre that could contain 5 cm or more of water and would allow a child to submerge both nose and mouth at the same time.
~ Lakes, ponds, dams
~ Rivers, creeks
~ The Sea / Ocean

RPIC: Responsible Person in Charge

Educator: any person who works directly with children and is included in the 'educator-to-child' ratio

Staff: adults who are not included in the educator to child ratios and/or perform another primary function in the education and care service.

The RPIC, under the direction of the Coordinator will have responsibility for the co-ordination and implementation of an excursion.

A Risk Management Plan will be prepared by the Coordinator in consultation with the Team Leader prior to every excursion using the HNS OOSH & Vacation Care Excursion Risk Management Plan template.

An excursion must be planned to consider

- Children's ages, abilities and interests

- Ways to maximise children's developmental experiences and opportunities to practice new skills whilst maintaining their health, safety and well-being.
- Suitability of venue
- Clothing and equipment required
- Travel arrangements
- Staffing levels
- Maintaining the requirements of the Education and Care Services National Regulations: Part 4.2 – Children's health and safety: Division 6 – Collection of children from premises and excursions: Regulations 100 - 102

Parents/guardians will be informed of all planned excursions, with full details of destination, times of departure and return, and any special items children are required to bring.

Parent/guardian's permission must be obtained before any child is taken outside of the centre and specific permission is required for swimming. By signing the permission form, the parent/guardian is authorising their child to attend the activities stated and travel on the transportation listed. For all excursions the HNS OOSH & Vacation Care Excursion Permission form will be used. This document contains all the prescribed information to meet Regulation 102 – Authorisations for excursions.

Children may be taken on regular outings, when possible, to St Agnes oval as part of the Centre's daily or weekly program. The parent/guardian's authorisation for these outings is only required annually and is obtained on enrolment or reenrollment. The Risk Management Plan for these outings only needs to be developed annually if circumstances remain the same. Educators will maintain regular contact with the school in relation to the use of school premises and any changes to the use of the space.

RPIC and Educators will closely supervise children whilst they are on excursions or out of the centre for any other reason, as the potential for harm is greater outside the safety of the education and care environment. Compulsory roll calls will be made at prescribed times and regular head counts will be conducted throughout the duration of the excursion.

Adequate numbers of educators to effectively supervise the children must be rostered on for excursions. Numbers of educators must take into consideration the ages and developmental stages of the children attending the excursion and be based on a risk assessment of the excursion.

Where children are taken on excursion that is close to water or involves swimming, every precaution will be taken so the children are able to enjoy water-based activities safely. Direct and constant supervision is required whenever children are in or near water. The regulations do not specify a specific educator to child ratio for activities where water is featured. The

number of educator's present is to be determined by a risk assessment of the proposed activity.

**NB: Sections 165,167 & 169 of the Education and Care Services National Law Act 2010 provide clear statements about adequate supervision.**

| **Education and Care Services National Law Act 2010** | |
|---|---|
| **165** | Offence to inadequately supervise children |
| **167** | Offence relating to protection of children from harm and hazards |
| **169** | Offence relating to staffing arrangements |

A range of factors shall determine the adequacy of supervision, including:-

- Numbers, ages and abilities of the children
- Number and positioning of educators
- Each child's current activity
- Areas where children are playing, in particular the visibility and accessibility of these areas
- Risks in the environment and experiences provided to children
- Educators' knowledge of each child and each group of children
- The experience, knowledge and skill of each educator

## Related Regulations and References:

| **National Education and Care Regulations** | |
|---|---|
| **Div. 6 99-102** | Collection of children from premises and excursions<br>99 – Children leaving the education and care service premises, 100 – Risk assessment must be conducted before excursion, 101 – Conduct of risk assessment for excursion, 102 – Authorisation for excursions |
| **136** | First aid qualifications |
| **168 -2: a:iii -2:g** | Education and care service must have policies and procedures<br>Policies and procedures are required in relation to the following-<br>water safety, including safety during any water-based activities; and<br>excursions, including procedures complying with Regulation 100 to 102 |

| **National Quality Standard (NQS)** | | |
|---|---|---|
| **Quality Area 2: Children's health and safety** | | |
| **2.2** | **Safety** | Each child is protected |
| **2.2.1** | **Supervision** | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
| **Quality Area 4: Staffing Arrangements** | | |
| **4.1** | **Staffing arrangements** | Staffing arrangements enhance children's learning and development |
| **4.1.1** | **Organisation of educators** | The organisation of educators across the service supports children's learning and development |
| **Quality Area 6: Collaborative partnerships with families and communities** | | |

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| **6.2** | **Collaborative partnerships** | Collaborative partnerships enhance children's inclusion, learning and wellbeing. |
| **6.2.3** | **Community Engagement** | The service builds relationships and engages with its community. |

Related Centre Policies & Procedures

- Sun Safety
- Acceptance and Refusal of Authorisations
- Enrolment and Orientation Procedures
- Collection of Children

Related Centre Forms

- Excursion Risk Management Plan
- Excursion Permission
- Centre Excursion Checklist

References:

- Network of Community Activities
- PSCA Policies in Practice

**A copy of this policy is in the Risk Assessment Folder**

# *Excursion Procedures*

## *Before / After School and Vacation Care*

### ***Prior to Excursions***

1. *Planning for excursions will be undertaken primarily at Staff Meetings where discussions will be held in relation to children's suggestions, educational outcomes and constraints that we need to work with to implement the excursion. Once excursion details have been decided, planning preparations will commence, if it is a new excursion or venue, it may be necessary for the educator planning the excursion to have a site visit to ensure that the excursion will meet the requirements and desired outcomes for the children.*

2. *Once all arrangements have been confirmed, the program for families will be developed for distribution. Detailing the destination, times of departure and return, any special items children are required to bring and the Mobile Phone number that they can contact the RPIC on excursion.*

3. *The Coordinator, in consultation with the RPIC / programming Educator, will complete a Risk Assessment for every excursion using the Excursion Risk Assessment Template. Potential hazards or areas for additional supervision or awareness will be identified and discussed at the Vacation Care Educator Briefing*

4. *As part of the After School Care & Vacation Care Administration process, Excursion Permission Notes will be developed from the day's enrolments in preparation for the parent/guardian's signatures to authorize their child's attendance and participation in the excursion.*

5. *The RPIC will ensure all educators are aware of their responsibilities prior to the excursion including:-*
    - *The educator who is in charge of the excursion and responsible for First Aid*
    - *The importance of advising this educator immediately of any incident, emergency or identified risk*
    - *Remaining calm in the event of an emergency and signal for assistance*
    - *Ensuring the children, they are assigned stay with them at all times and making regular headcounts / checks of the children they are supervising.*

### ***On the Day of the Excursion***

6. *The RPIC will place the Excursion Permission Notes at the Sign In desk for parents / guardians to sign. If an authorisation is missed the Team Leader will implement the procedures outlined in the Acceptance and Refusal of Authorisations Policy*

7. *The RPIC will prepare for the excursion using the Risk Assessment Folder and the Centre Excursion Checklist and the Excursion Day Sheet ensuring everything is checked and packed and ready for departure.*

8. *After morning tea, the RPIC will complete Roll Call using Xplor, ensuring the correct children are signed in and in attendance, the child's permissions are all signed, and the roll call tally equals the signed permission tally. The RPIC will organise educators to prepare children to leave for the excursion. Specific roles to ensure the correct number of children leave the Centre are outlined in the Risk Assessment. All roll calls and head counts are reported to the RPIC prior to moving to the next location. This process will be completed again prior to leaving the excursion, and at any time during the excursion at the discretion of the RPIC of the excursion.*

9. *The RPIC have a mobile phone, which is kept turned on, and on which he / she may be contacted at all times during the excursion. This number is provided to Parent / Guardians via the Excursion notification / booking and on display at the Centre.*

10. *On arrival at the venue the RPIC will delegate an educator to undertake a safety check of the area and set boundaries for the children. The RPIC will consult the staff of the venue for any instructions or directions which they will then relay to the educators and children on excursion – including notifying them of the boundaries and where the base area / meeting point will be for the excursion.*

11. *When using public toilets an educator must inspect the toilets before the children use them. An educator and at least one other child (as a minimum, always try to organise a group of children to go together) must accompany any child when using a public toilet.*

12. *When walking the children, one educator must lead the group, another one to follow at the back, and the remaining educators spaced along the group, walking on the roadside of the footpath.*

13. *When crossing a road, a pedestrian crossing must be used if*

*possible. If there is no pedestrian crossing, the safest way to cross must be determined when completing the Risk Assessment and communicating to educators at the Vacation Care Briefing. One educator must step out onto the road, and if necessary, stop traffic from both directions. The remaining educators then lead children across the road.*

***14.*** *If a child is lost during an excursion the well-being and safety of the other children in the group will be considered and at least one educator will remain with the group. Then:-*

- *Inform the other educators in the group.*
- *Ask the children if they have seen the missing child recently.*
- *Reassure any child who may be upset.*
- *Search the premises.*
- *Check the base area / meeting points.*
- *Ask the venue staff to begin a search and make an announcement over a loudspeaker if possible.*
- *Once initial checks have been undertaken and if the lost child has not been found, the RPIC will call the Police and parent/guardians*
- *Implement the procedures of the Accident / Illness / Incident Policy*

***15.*** *In the event of the breakdown of a vehicle carrying children, or is in an accident or other emergency, the RPIC will:*

- *Assess the danger*
- *Assess the safest place for the children to wait for a replacement vehicle, or for repairs to be carried out*
- *Call an ambulance and / or administer first aid if required*
- *Contact the Centre, Coordinator and Nominated Supervisor (HNS Manager).*

***NB: All emergency services and Centre emergency contact numbers are stored in all Centre Mobile Phones.***