

# EXCURSION POLICY

## Document History:

VERSION NUMBER:	DATE ISSUED:	REVISION SUMMARY / REASON FOR ISSUE:
20160211	11/02/2016	Document reviewed. Format amended and revision history incorporated.

## NQS

QA2	2.3.1	Children are adequately supervised at all times.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

## National Regulations

Reg	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.

## Aim

Little Legends Early Learning Centre acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live, and learn from these experiences. Our service will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion. Educators will educate children and families regarding safe road (or other transport) and play practices.

## Related Policies

- Staffing Arrangements Policy
- Transportation Policy

## Related Forms

- All required forms included in Policy

## Who is affected by this policy?

- Children
- Families
- Educators

## Implementation

### Excursion Risk Assessment and Planning Process

- The service must conduct a risk assessment prior to an excursion taking place.
- Risk assessments are only required once if the excursion is a regular outing. Regular outings are walks, drives or trips to places that we visit regularly and which always have the same risks.
- The risk assessment must be recorded using the Excursion Risk Assessment Form. Parents will be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Assessments prior to the excursion upon their request. The service must comply with these requests and make all information available to parents if requested.
- Using the Excursion Risk Assessment Form attached to this policy, the service must take into consideration the following –
  - Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
  - Any water hazards.
  - Any risks associated with water-based activities.
  - Transportation (to and from).

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- The ratio of adults and children which must comply with the ratios in the Staffing Arrangements Policy.
- Specialised skills required (such as life-saving skills).
- Proposed activities.
- Proposed duration.
- Any medical conditions that need to be considered and managed for each child with specific health needs.
- The Risk Assessment Checklist must also be conducted prior any excursion.
- A parent or authorised nominee must provide a written authority for each child who is attending the excursion using the Authorisation for Excursion Form.
- Using the Authorisation for Excursion Form, the service will ensure that the emergency contact details for each child are up-to-date.

### **Transport Considerations**

The means of transport must be stated on the permission note.

- Buses – ensure that the seating capacity as displayed on the compliance plate 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.
- Trains – contact the station prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling. Arrangements should be made to arrive at the station an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.
- Cars – Any motor vehicle that is used to transport children on excursion (other than a motor vehicle with seating more than nine persons) is fitted 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.

### **Insurance**

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.

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## Excursion Risk Assessment Form



**Step 1. What is the hazard?**



**Step 3. What can we do to protect everybody?**

Substitute for a lesser risk	Yes	No
Isolate the hazard from the person at risk	Yes	No
Minimise the risk through engineering means	Yes	No
Implement change through administrative means	Yes	No
Use personal protection PPE	Yes	No



**Step 2. What is the risk?**

	++ very likely	+ likely	- unlikely rare	-- very unlikely
Kill, Permanent Disability	1	1	2	3
Long term illness Serious Injury	1	2	3	4
Medical Attention Several Days Off	2	3	4	5
First Aid Needed	3	4	5	6

The numbers show how important it is to do something:  
 1 - it is extremely important to do something about this hazard as soon as possible  
 6 - this hazard may not need your immediate attention.



**Step 4. List the step by step procedure we need to make it safe.**

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As a part of the Excursion Risk Assessment Form, the service must complete the following details when planning an excursion -

Time and Date of Proposed Excursion

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Reason for Excursion

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Proposed Route (to and from)

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Destination(s)

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Transportation Details (to and from)

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Number of Adults Involved

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Given the risks posted and outlined using the Excursion Risk Assessment, are there any specialised skills to ensure children are adequately and safely supervised at all times during the excursion? Specialised skills could include life-saving skills.

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Number of Children Involved

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Proposed Activities

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Proposed Duration

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Items to Be Taken by the Service (mobile phone, emergency contact details, etc)

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Items to Be Taken by the Children

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## Risk Assessment Checklist

Please circle.

Yes	No			Risk Assessment
yes	no		N/A	The service has a timetable for the excursion and an itinerary.
yes	no		N/A	At least 24 hours notice of the excursion has been given to parents, with an itinerary for the excursion. It is preferable for longer notice to be given where possible
yes	no		N/A	A signed permission for the specific excursion and any specific activity which is to take place during the excursion has been received from the parents. Regular outings can be covered by one form for a period of 12 months.
yes	no		N/A	A list of children attending the excursion is left at the service prior to departure and a copy carried by the Supervisor for the purpose of checking at regular intervals during the course of the excursion.
yes	no		N/A	The Supervisor has ensured that all children are equipped with clothing appropriate for the excursion. For example - jumpers, sun hats, appropriate footwear, sunscreen.
yes	no		N/A	Educators are able to ensure children have access to shaded areas.
yes	no		N/A	Any excursion planned is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.
yes	no		N/A	A fully stocked first aid kit is taken.
yes	no		N/A	Each child's emergency contact details are updated and taken.
yes	no		N/A	A mobile phone or change for a phone is organised to take on the excursion.
yes	no		N/A	Medication and a management plan for any children attending the excursion are available and updated.
yes	no		N/A	A designated educator must be assigned to directly supervise any child with a chronic illness/allergic condition. The educator is to hold the child's medication and management plan throughout the excursion.

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## Authorisation for Excursion Form

Little Legends Early Learning Centre has organised an excursion for your child to attend. All of the relevant details are provided below for your convenience. The service has conducted an Excursion Risk Assessment which is available for your review upon request. For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this Form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.

Excursion Name

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Time and Date of Proposed Excursion

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Is the Excursion a Regular Outing? If yes, the Authorisation for Excursion Form will cover the child for 12 months. Please note that the Authority can be cancelled at any time.

NO                      YES

Reason for Excursion

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Route (to and from)

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Destination (s)

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Transportation Details (to and from)

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The Period the Child will be Away from the Service Premises

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Number of Adults Involved and the Anticipated Ratio of Adults-Children

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Number of Children Involved

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Proposed Activities

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Items to Be Taken by the Child and Provided by the Parents

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### Authority for my Child to Attend the Excursion

(you only need to sign and return this piece of the paper, keep the first page for your reference)

**Full Name**

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**Relationship to Child**

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**Excursion Name**

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**Updated Emergency Contact Details (if different from the child's Enrolment Form)**

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**Are you interested in Volunteering to the Attend the Excursion?**

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By signing the Authorisation for Excursion Form, I agree to and understand the following –

- My child has my permission to attend the excursion listed. If the excursion is a regular outing, my child has permission to attend for 12 months after the date listed below.
- I am listed on the child's Enrolment Form as a Parent or Authorised Nominee.
- I have read all of the details provided by the service and understand that I can access the Excursion Risk Assessment at the service.
- The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above.

**Signature**

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**Date**

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## **EXCURSION POLICY**

### **Sources**

- Education and Care Services National Regulations 2011
- National Quality Standard

### **Review**

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties