

## **Woden Community Service Inc.**

### **PROGRAM DELIVERY - Excursion Policy**

#### **Purpose**

---

Excursions enhance children's experiences by allowing them to explore different environments and to engage in meaningful ways with their communities.

#### **Policy Statement**

---

An excursion is when children leave the premises with educators. This policy sets out the means by which the Service ensures excursions provide meaningful learning experiences for children while upholding their health, safety and wellbeing at all times.

#### **Strategies and practices**

---

- When appropriate, excursions are included in the program to provide children with opportunity to learn about their local community.
- An Excursion Risk Management Plan must be completed for every excursion and approved by management prior to the excursion. The purpose of the risk assessment is to identify, assess and manage and/or minimise risks posed to the safety, health and wellbeing of any child being taken on the excursion. The risk assessment takes into account:
  - the proposed route and destination;
  - any water hazards and/or risks associated with water-based activities;
  - transportation to and from the destination;
  - the number of children involved;
  - the number of educators and/or other responsible adults needed to provide adequate supervision, including the need for any adults with specialised skills;
  - the management of the specific health needs or other needs for any child;
  - the proposed activities;
  - the proposed duration of the excursion; and,
  - the items necessary for the excursion (e.g. mobile phone, first-aid kit, list of emergency contact numbers for children on the excursion).
- All educators/adults attending an excursion must read and sign that they have read and understood the Excursion Risk Management Plan.
- Excursion Risk Management Plans for regular outings are only completed once providing the circumstances remain unchanged (e.g. time of day, route).
- Prior to any child being taken on an excursion, the supervisor/educator will ensure that the parent/guardian or authorised nominee has given written authorisation for the excursion.
- Information about the excursion is made available for parents/guardians and will include:
  - the reason the child is to be taken outside the premises;

- the date the child is to be taken on the excursion (unless the authorisation is for a regular excursion);
  - the proposed destination for the excursion;
  - the method of transport to be used for the excursion;
  - the proposed activities to be undertaken by the child during the excursion;
  - the period the child will be away from the premises;
  - the number of children likely to be attending the excursion;
  - the anticipated ratio of the number of educators to the number of children attending the excursion;
  - the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and,
  - a statement that a risk assessment has been prepared and is available at the service for parents to inspect.
- If the excursion is a regular outing, the authorisation need only be obtained once per year.
  - The supervisor will ensure that the excursion checklist has been completed prior to undertaking an excursion.
  - Children are spoken to about safe and acceptable behaviour, and clear boundaries are set for excursions.
  - The supervisor may invite families to participate in an excursion. If parents bring their child's sibling, the parent is responsible for the care and supervision of the sibling.
  - Students and volunteers who attend excursions must hold a "Working with Vulnerable Persons Card" (if over 15 years of age), and will complete the Sign In sheet/book.
  - Educators/adults attending an excursion should avoid being alone with a child.
  - Alternative care arrangements cannot be guaranteed for children not attending excursions. If other care is not available at the Service, the parent/guardian can provide two weeks' (fourteen days') written notice to cancel care for fees to be waived for the day of the excursion.
  - Educators will take medical and contact information for all children on excursions.
  - All excursions are subject to the Service's *Sun Protection Policy*.
  - While on excursion, children wear a form of visible identification displaying the Service name and a contact phone number (eg. Wrist bands). Children's names are not displayed.
  - All excursions are subject to the service's *Tobacco, Drug and Alcohol Free Environment Policy*.
  - The educator in charge of the excursion will complete an evaluation of the excursion if required, and any issues identified become a part of the considerations for any future excursions.

### **Responsibilities of parents/guardians**

---

- To complete the Parent/Guardian Permission Form accurately, with specific attention to the accuracy of the contact details.

- To carefully consider the contents of the Excursion Risk Management Plan and to comment if required.
- To ensure the child wears/brings (e.g. hat, suitable shoes, water) all items requested by the service on the day of the excursion.
- To talk about the excursion with the child prior to the day (e.g. road safety, remaining in view of adults).
- If the child will not be attending an excursion where no alternate care arrangements can be made by the Service, ensure two weeks' (fourteen days') written notice is given to cancel care for the day. If less than two weeks' notice is given, full fees will be charged.

### Links to other policies

---

- Students, Volunteers and Visitors Policy
- Sun Protection Policy
- Tobacco, Drug and Alcohol Free Environment Policy
- Transport Policy
- Water Safety Policy
- WCS Code of Conduct

### Links: Education and Care Services National Regulations 2011, National Quality Standard 2018

---

Regs	82	Tobacco, drug and alcohol-free environment
	89	First aid kits
	100	Risk assessment must be conducted before excursion
	101	Conduct of risk assessment for excursion
	102	Authorisation for excursion

QA	1.1.1	Curriculum decision-making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators
	1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
	1.2.1	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

4.1.1	The organisation of educators across the service supports children's learning and development.
6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
6.2.3	The service builds relationships and engages with its community.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2.1	There is an effective self-assessment and quality improvement process in place.

## Sources, further reading and useful websites

### Sources

- Education and Care Services National Regulations 2011, 2017
- Guide to the National Quality Standard 2011, 2018
- <http://www.kidsafe.com.au/>
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, [www.childcarebydesign.com.au/](http://www.childcarebydesign.com.au/).

### Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

### Person Responsible for Review:

Manager, Children's Services.

<b>Implementation Date:</b>	3 November 2014	<b>Review Date:</b>	July 2021
-----------------------------	-----------------	---------------------	-----------

### Modification History

Date	Sections and/or Paragraphs	Source	Details
07/2016			Reformat
09/2017	Page 2	Feedback	Two weeks' notice for fee waiver when no base program offered.
16/01/2018	Whole document	Revised National Quality Standard	Quality areas changed to be in line with 2018 changes to the NQS
16/01/2020	Whole document		Reviewed but no changes

### Related Documents

Refer to HR Manual –cross reference to WCS documents such as: WCS Services Guide, WCS Values and Strategic Plan.

Approved by Susan Henderson, Children's Services Manager:



Date: 3 November 2014