

Woden Community Service Inc.

PROGRAM DELIVERY - Excursion Policy

Purpose

Excursions enhance and expand on children's experiences by giving them opportunities to explore different environments and to engage in meaningful ways with their communities. Excursions and incursions enable children to explore, extend and enrich their learning and develop their social skills.

Scope

This policy applies to all WCS Children's Services staff, including educators, volunteers and students on placement. References to educators in this document apply to all staff employed to work with children on a permanent, contract or casual basis.

Policy Statement

This policy sets out the means by which the service ensures excursions and incursions provide meaningful learning experiences for children while upholding their health, safety and wellbeing at all times.

Strategies and practices

- When appropriate, excursions and incursions are included to provide children with opportunity to explore and learn about their local and wider community as well as extend the educational program.
- An Excursion Risk Management Plan will be completed for every excursion and incursion, and approved by management prior to the event. 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 taking part in the excursion. The risk assessment takes into account:
 - the proposed route and destination for the excursion;
 - any potential water hazards and/or risks associated with water-based activities;
 - the transportation requirements as required if the excursion involves transporting children (refer to *Transport policy*);
 - the process for entering and exiting the education and care service premises and the pick-up location or destination (as required);
 - the length of time the child will be away from the premises;
 - the anticipated number of children involved;
 - the anticipated 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;

- 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 understood and will implement the Excursion Risk Management Plan.
- Excursion Risk Management Plans for regular outings are only completed once every twelve months and reviewed prior to each occasion providing the circumstances remain substantially the same (e.g. time of day, route).
- Providers of incursions will be given a copy of the WCS code of conduct.
- The risk assessment and additional information about the excursion is made available for parents/guardians.
- Written authorisation from the parent/guardian must be obtained before a child is permitted to attend an excursion. The written authorisation will include full details of the excursion including:
 - The child's name
 - the reason the child is to be taken outside the premises;
 - the date of the excursion (unless the authorisation is for a regular excursion);
 - if the excursion is for a regular outing, a description of when the excursion is to happen;
 - the proposed pick up location and destination;
 - If the excursion involves transportation:
 - the means of transport to be used for the excursion, and
 - the period of time during which the child will be transported;
 - the proposed activities to be undertaken during the excursion;
 - the length of time the child will be away from the premises;
 - the anticipated number of children attending;
 - the anticipated ratio of children to educators;
 - the anticipated number of educators and any other adults who will accompany and supervise the children on the excursion;
 - a statement that a risk assessment has been prepared and is available at the service for parents to inspect; and
 - If applicable, a statement informing families that written policies and procedures for transporting children are available at the service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once per year.
- A *regular outing* is an outing, walk, drive or trip that the service visits regularly as a part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing.
- The supervisor will ensure that the excursion checklist has been completed prior to undertaking an excursion.
- Clear boundaries are set for excursions. Children are spoken to about safe and acceptable behaviour.

- The supervisor may invite families to participate in an excursion. If a sibling of a child enrolled at the service attends the excursion, the parent/guardian 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.
- If alternative care arrangements cannot be made for children who do not attend an excursion, fees for the day of the excursion can be waived when the parent/guardian provides two weeks’ (fourteen days’) written notice to cancel care.
- 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 all items (e.g. hat, suitable shoes, water) 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: Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	82	Tobacco, drug and alcohol-free environment
	89	First aid kits
	99	Children leaving the education and care serviced premises
	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.
	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.
	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/

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.

Approved by Susan Henderson, Children's Services Manager:



Date: 3 November 2014

Current version

Service line Service area	Children's Services	Version	1.4
Process owner	Director, Children, Youth and Family	Date of issue	January 2021
Approved by	Kate West	Scheduled review date	January 2021

Modification history (including current version)

Version	Date	Author	Approved by	Description of changes
1.0	Nov 2014		Susan Henderson	New policy
1.1	Jul 2016		Susan Henderson	Reformat
1.2	Sep 2017		Susan Henderson	Two weeks' notice for fee waiver when no base program offered
1.3	Jan 2018		Susan Henderson	Quality areas changed to be in live with changes to the NQS
1.4	Jan 2021	Krysta Cordina	Kate West	Additional content in line with changes to transport and excursion related regulations. Addition of scope.