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## 1.2 Excursion and Safe Transportation Policy

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## Aims

The service regularly transports children as part of providing the education and care service. This includes transporting children to and from excursion venues.

Children have the right to be protected from harm and hazards when being transported and the service has a legal responsibility to ensure this protection. The service considers that periods of transport carry additional risks and have greater potential for harm than providing education and care within the service environment. The service is committed to ensuring children's health, safety and wellbeing and protecting them from harm and hazards.

The service will conduct risk assessments specific to transporting children and implement appropriate risk management and minimisation strategies. Educators will closely supervise children at all stages of the transportation process. No child will be transported without written authorisation from a parent/carer. The National Law and Regulations, NSW Road Rules 2014, NSW Road Transport Act 2013, other relevant legislation and best practice guidelines for transporting children safely will be adhered to at all times.

The service recognises that transporting children provides opportunities for strengthening connections between children, educators, families and the community and for extending children's learning. The service will utilise travel time to enhance relationships and outcomes for children.

The centre's aims are:

1. To broaden children's life experiences by undertaking excursions. These may be directly related to the educational/care program or may simply be for pleasure and relaxation
2. To minimise the risks of accidents and injuries on excursions, respond effectively to emergencies, and promote awareness in children and their families of likely safety issues

## Legislative Requirements

NSW National Law 2010

Education and Care National Regulations 2011

Children's and Young Persons (Care and Protection) Act 1998

Occupational Health and Safety Act 2000 and Regulations 2001

Australian Road Rules 1999

Road Transport Regulation 1999,

Australian Standards

## Who Is Effected By This Policy?

Children

Staff

Families

Management

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## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics:	I-1 to 1-12, II-1 to II-9, III-2, III-3, IV-1 to IV-3, V-1 to V-7,
Early Years Learning Framework:	Outcomes: 1, 2, 3.1, 4.1, 4.3, 4.4, 5.1 Principles:1-4
Education & Care Services Australian National Regulations:	100, 89, 136, 99-102, 168(2,g)
National Quality Framework:	Quality areas: 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.3, 1.3.3, 2.1.2, 2.2.1, 2.2.2, 2.2.3, 4.1.1, 4.2.2, 5.1.1, 5.1.2, 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.2.3, 7.1.2, 7.1.3

## Sources/References

NSW National Law 2010

Education and Care National Regulations 2011

Children and Young Persons (Care and Protection) Act 1998

Occupational Health and Safety Act 2000 and Regulations 2001,

Roads and Traffic Authority [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) (Retrieved January 2012)

## Procedures

### 1. Planning

- 1.1 All educators responsible for excursions and transportation of children and will abide by this policy and the procedures.
- 1.2 Before initiating an excursion, staff need to define the rationale for having an excursion, and identify meaningful outcomes for the children to achieve
- 1.3 The Director must ensure that a risk assessment is carried out in relation to any excursion before the excursion takes place (Risk Assessment Form included at the end of this policy), the director will ensure that all precautions and procedures are taken before the excursion date.
- 1.4 Considerations educators will determine as a part of the risk minimisation and assessment process are;
  - The number, age and ability of children
  - The number of educators
  - The activity
  - Visibility and accessibility of transport
  - Risk related to the mode of transportation and when travelling on foot
  - Risk in the environment, location and transport being used
  - Any previous risk assessment and evaluations
  - Experience, knowledge and skill of other educators/ volunteers
  - Compliance with the NSW National law and NSW National regulations.

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- 1.5** Educators will take the safest route possible for walking children to a location, this will be walked prior to the excursion and determined on the risk assessment.
- 1.6** Where required additional adults, such as parent/carer volunteers, will accompany children to provide extra supervision. However, the services duty of care cannot be delegated to volunteers. It is recognised that increasing the adult to child ratio improves supervision, minimises risk for better quality interactions between adult and children during excursions.
- 1.7** The nominated supervisor will ensure the number of children being educated and cared for by the service does not exceed the maximum number of children specified on the service approval whilst on excursion. The Nominated Supervisor will also ensure any remaining staff and children at the service will still meet the required staff to child ratio – 1:11.
- 1.8** The service will engage children in implementing travel behaviour rules and appropriate behaviour levels. Rules will be focused on safety and respectful, courteous behaviour of themselves and others
- 1.9** Before, during and after each excursion, the responsible person will complete a safety transport and excursion checklist. -See attached.
- 1.10** Educators will use the travel time to engage in conversations to enhance relationships, extend children's learning and strengthen connection between children, educators, families and community.

## **2. Parent Permission**

- 2.1** According to the Education and Care Services National Regulations, Nos 100-102, parental permission will be obtained prior to going on the excursion and the Excursion Risk Management Plan in writing is accessible a week before the excursion. Parents are able to discuss any concerns, such as travel sickness, fear etc. These concerns are to be discussed with other educators prior to the excursion.
- 2.2** Under no circumstance can a child participate in an excursion if a parent/guardian has not given written permission for the child to do so. Permission must be obtained for each individual excursion, and is to take the format of a standard form for each child attending. The form must identify the child and the authorising parent/guardian. The form is to be retained with the Excursion Risk Management Plan.
- 2.3** In the event that a child is absent from the centre and twenty-four hours' notice cannot be given, the parent may grant written approval on the day of the excursion. However, the centre is to attempt to contact the parents of the child prior to the excursion

### 3. First Aid Requirements

**3.1** The director will ensure the responsible person in charge of the excursion has an approved First Aid qualification, including Asthma and Anaphylaxis.

**3.2** A suitably equipped and well stocked First Aid Kit (As per services checklist) should be taken on all excursions. Prior to every excursion the back pack should be checked to ensure that none of the contents needs replenishing.

**3.3** Accompanying adults should be assigned specific children to their care. Expectations of adults and objectives for children should be explained clearly to accompanying adults by the Director prior to leaving the centre. Ultimately it is the Director who is responsible for the care of all children. Accompanying adults who are not members of staff should not be left unsupervised with children. A member of staff must remain with the children at all times

**3.4** A list of children attending the excursion is to be taken on the excursion, and checked periodically during the time out of the centre. A list of parents' phone numbers will also be taken

### 4. Supervision

**4.1** The ratios below are given as a minimal requirement as per the Australian Education & Care Services National Regulations, and the use of additional adults can be sought if the Director feels it is necessary.

- Adult child ratios are to be one adult for every six children who are three or more years of age, this includes an excursion that involves use of transport and near by water hazard's that will not be attended. (E.g.; library with fish pond, walking on the bridge over creek)
- The adult to child ratios on any excursion to a river, lake or other place where we will be visiting water hazard are to be one adult for each two children who are three or more years of age
- When special needs children are taken on an excursion, additional adults should be included in the ratios, dependent upon the disability, to ensure both the child's safety, and that they benefit from the excursion. Each child will be assessed individually on their needs and we will reassess 1:6 ratio to meet these needs.
- When asking for family assistance on excursions. Parents/carer's with additional children (siblings) attending the excursion can not be included in the ratio, this is due to the responsibility they have for the additional child.

**4.2** A Transport/Excursion attendance record will be maintained throughout excursion to ensure accurate and current records. The record will include;

- The name and number of children attending transport/excursion
- Parent name and consent
- Any additional requirements or needs of children
- Record of time of each child leaving the preschool, arriving at destination, leaving destination and arriving back to the Preschool.

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#### 4.3 If a child cannot be located;

- the responsible educator will search for the child at the last known area where attendance was recorded.
- If responsible person is still unable to locate the child, the responsible person will call the police.
- The responsible person will contact the nominated supervisor/ approved provider and notify them to contact the family. They will be in contact with the family where practicable.
- The nominated supervisor will attend the location of the children and educators and relocate them back to the service.
- The nominated supervisor will continue searching for the child with support and guidance from the local police.
- The educators in attendance of the excursion will write an incident record, the nominated supervisor/approved provider will use this information to report the incident to the NSW Regulatory Authority within 24hrs.

## 5. Water Hazards

In addition to the procedures listed above:

5.1 No excursions to swimming pools public or private.

5.2 The Director must ensure that children are not taken on an excursion to a river, lake or other place where there is a water hazard unless two of the adults persons accompanying the children have:

- \* A current approved First Aid qualification
- \* The knowledge and ability to implement general water safety rules

## 6. Transport

6.1 While children are being transported they will be in the care of a responsible educator.

6.2 The means of transport must be stated on the Excursion Risk Management Plan

6.3 Vehicles used to transport children will be checked to ensure:

- **Registered**
- **Insured**
- **Has appropriate/ approved child restraints**
- **Looks in well working order**

6.4 Bus transport, the Director will ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats and be restrained by an educator before being transported.

6.5 Educators will ask that the bus be parked as close as possible to the location to avoid the need for children to cross roads or walk through high traffic areas wherever possible.

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**6.6** Trains, the Director will contact the station prior to the excursion to inform them of the time the children will be travelling, the destination and the number of children and adults who will be going. This will allow the station to inform the train guard so that he/she can hold the train for the period of time needed for safe boarding. All children will be seated at all times, with an adult close by. All children should be seated in the one carriage.

**6.7** Use of cars. No private vehicle for use of transporting children on excursions, unless it is the child's parent/guardian and the child is unable to access or travel on the transport mode provided. The Director must sight the parent's/guardians insurance policy and car licence 24 hours before the excursion. Any motor vehicle that is used to transport children on the excursion (other than a motor vehicle with seating for more than twelve persons) must be fitted with child restraints and/or seatbelts that are appropriate for the age and weight of each child. These must conform to the Australian Standards and be professionally installed or checked by an authorised restraint fitter.

**6.8** In case of an emergency, such as a vehicle breakdown, crash or other traffic incident, or illness, injury or trauma on excursion, educators transporting children will follow the services policies and procedures. Educators will;

- Check on the welfare of the children/ volunteers and other educators and provide first aid, comfort and support.
- Call emergency services if required
- Implement other actions in accordance to the services emergency policy, and/or incident, injury, trauma, illness and death of a child policy.
- Report the incident to the nominated supervisor/approved provider who will arrange alternative transport if required and notify the families of the incident.
- Complete an incident record on return to the service which the nominated supervisor/ approved provider will use to notify the NSW Regulatory Authority with a 24hr period.

## **7. Insurance**

**7.1** Any excursion planned must be consistent with the requirements/exclusions of the public liability cover held by the service

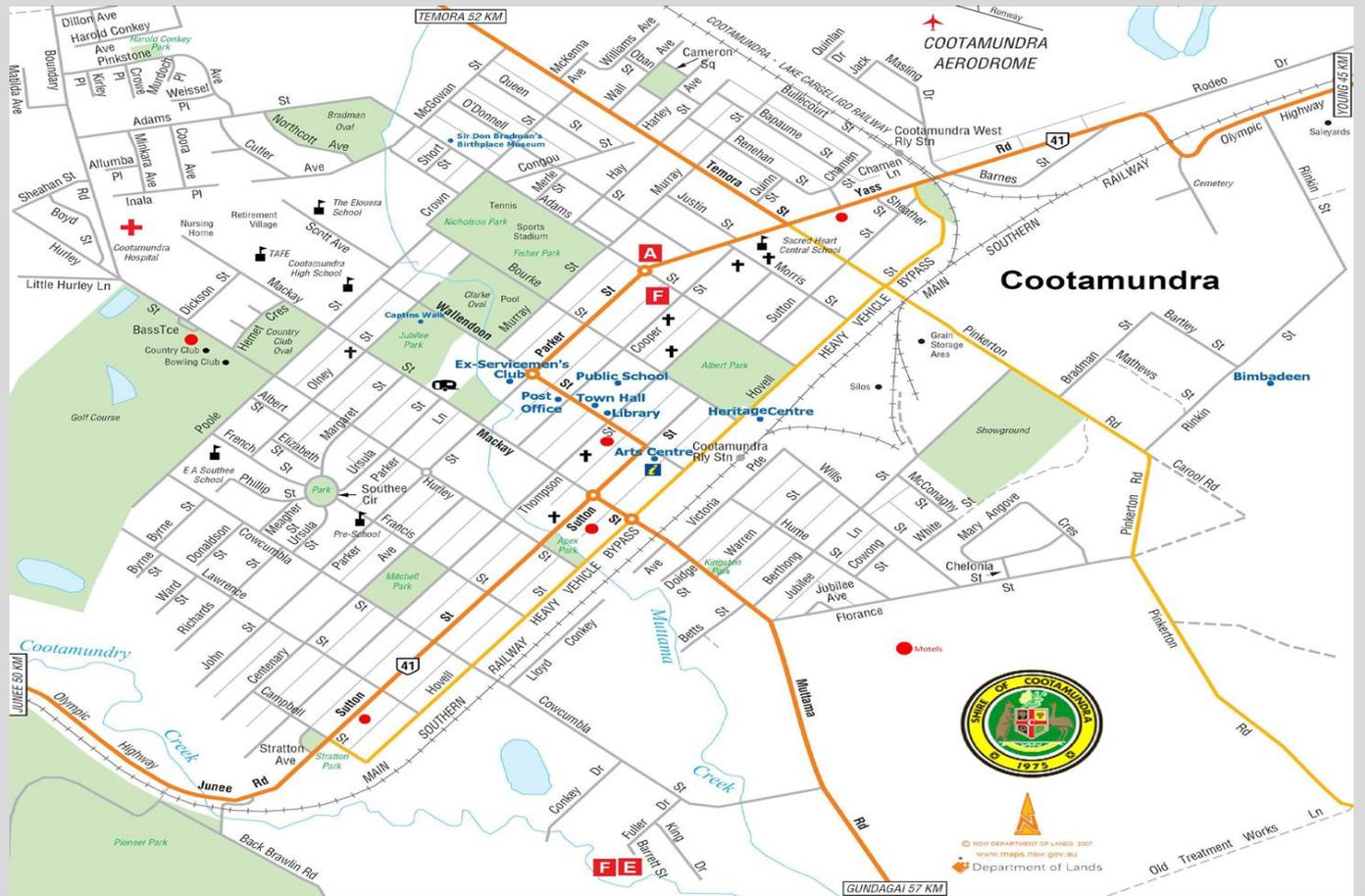
**The Director will ensure that this policy is maintained and implemented at all times.**

# Excursion Risk Management Plan

Service Name – Cootamundra Preschool	
Excursion details	
<p><b>Date (s) of excursion.</b></p> <p>If it is a regular outing include a description of when children are to be taken on regular outings.</p>	
<p><b>Proposed activities.</b></p> <p>List all activities that will take place during the excursion.</p>	
<p><b>Pick up location and destination (s).</b></p> <p>List each location travelled to and from as part of the excursion.</p> <p>E.g. the museum, park for lunch</p>	
<p><b>Estimated departure and arrival times and duration of the excursion.</b></p> <p>E.g. from the service to each destination and returning to the service.</p>	
<p><b>Means of transport</b></p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	(complete Safe Transport/ Excursion checklist. Attach with Risk Assessment)
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p>Yes / No</p> <p>Comment:</p>
<p><b>Contact number and full names of each adult involved in the excursion.</b></p> <p>E.g. service staff, family members, volunteers</p>	
<p><b>The number of educators / responsible adults, appropriate</b></p>	

<p><b>to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children’s individual needs.</p>	
<p><b>The number of children involved in the excursion.</b></p>	
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</p> <p>Comment:</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p>	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</p>	

Proposed route



Excursion checklist – items to be readily available during the excursion  
(please tick)

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult (Inc helpers)
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

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Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Plan and Review			
Plan prepared by:	Full name:	Date:	
	Signature:		
	Role/Position:		

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Date reviewed by committee: October 2020  
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Prepared in consultation with:	Full name: Signature: Role/Position:
Communicated to all relevant staff:	Yes / No Comment if needed:
Responsible Person/ Qualified First Aid	
Vehicle safety checklist reviewed and attached:	Yes / No Comment if needed:
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date:
Parent comments: (travel sicknesses, fears etc to be aware of)	
Prepared In Consultation with Director.	Directors Name: Directors Signature: Date:

# Excursion/Transport Attendance Record

Child's Name  Number of children:	Parent/ Carers Name	Parent/ Carers Signature	Needs/ concerns of children	Leaving Preschool	Arrival at destination	Leaving destination	Arrival back at Preschool
				Time:	Time:	Time:	Time:
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# Safe Transport/Excursion Checklist

Before Departing	
Ensure driver has a current and valid licence appropriate for the vehicle class and is in a fit state to drive	
Ensure at least one educator/staff member attending has a current first aid, anaphylaxis and emergency asthma management training certification	
Ensure vehicle is registered and insured	
Ensure vehicle has properly fitted and adjusted age-appropriate restraints that meet requirements of the NSW Road Rules	
Ensure appropriate clothing and footwear to the weather is worn by all attending.	
Ensure Sunscreen is applied	
Ensure Service excursion backpack contains	
First Aid Kit including emergency asthma and anaphylaxis medications	
A charged mobile phone	
medication, health plans and risk assessments for individual children	
emergency contact details for all children on excursion	
safe transport/excursion checklist	
supply of drinking water	
Excursion/transport attendance record	
Ensure the services strategies to minimise risks are in place as detailed in risk management plans and the policies are followed	
Ensure written authorisation has been obtained for each child attending the excursion	
When departing the service	
Park on the same side of the road and as close as possible to the service or collection location	
Conduct a head count and note child attendance against excursion/transport attendance record noting time of check. Do this	
prior to children leaving the service	
once children have boarded transport	
In Transit	
Ensure relevant policies, procedures and risk management plans are carried out as documented	
Ensure children remain secured in properly fitted and adjusted age and size appropriate child restraints at all times	
Actively supervise children at all times	

## Safe Transport/Excursion Checklist

Ensure appropriate supervision is given to children with parent considerations or concerns e.g fears, travel sickness	
Ensure children have an appropriate peer/buddy while on excursion	
Staff are to take the opportunity during excursion to teach children road and traffic safety	
<b>Arriving back at preschool</b>	
Park on the same side of the road and as close to the service	
Conduct a head count and note children's attendance against attendance records. Do this	
when children disembark the vehicle	
when children enter the service	
Ensure an educator checks and verifies the excursion/transport attendance record	
Carry out a final check to ensure no child remains in the vehicle and have a second staff member complete the vehicle check process. The check will include:	
visual inspection of all areas of the vehicle	
all seats including driver's seat	
under seats	
storage areas	
under vehicle	
calling out the names of the children who attended the transport run-the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing the child.	