



1.4 Excursion Policy

Contents

Aims	2
Legislative Requirements	2
Who Is Effected By This Policy?	2
Relevant Early Childhood Professional Standards	2
Sources/References	3
Procedures	3
1. Planning	3
2. Parent Permission	3
3. First Aid Requirements	4
4. Supervision	5
5. Water Hazards	6
6. Transport	6
7. Insurance	6

Aims

Excursions and special events are an essential part of any preschool program. While it is acknowledged that taking groups of children to unfamiliar environments outside the service poses increased risks, excursions nevertheless remain as important educational experiences and also as a way of enabling children to feel more a part of their local communities. Opportunities to use local community facilities such as parks and libraries and to engage in community projects and events therefore enhances children's life experiences and understanding of the world around them.

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

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

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Date reviewed by committee: March 2013

Next review date: May 2015

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 (Retrieved January 2012)

Procedures

In undertaking excursions the **Cootamundra Preschool** will systematically work through the following procedures: planning, undertaking a risk assessment, obtaining parent permission, First Aid requirements, adult: child supervision, acknowledgement of likely water hazards, transport and insurance.

1. Planning

1.1 Before initiating an excursion, staff need to define the rationale for having an excursion, and identify meaningful outcomes for the children to achieve

1.2 The Director must ensure that a risk assessment is carried out in relation to any excursion before the excursion takes place as per the Risk Assessment Form included at the end of this policy

1.3 The Director will need to be familiar with the excursion site in order to assess suitability in terms of safety, facilities, and accessibility for all children. This information will be formalised in the risk assessment

2. Parent Permission

2.1 According to the Education and Care Services National Regulations, Nos 100-102, parental permission will be obtained in writing a week before the excursion and must include the following information:

- the date of the excursion
- child's name
- reason for excursion
- the proposed destination
- estimated time the excursion will take
- estimated number of children likely to go, and recognition of correct adult:child ratios
- estimated children and staff attending

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- the activities to be carried out during the excursion and aim of the excursion
- the name of the person with First Aid qualifications who will accompany the children on the excursion
- if practicable, an emergency contact number for the excursion
- the means of transport or the walking itinerary
- an alternative plan for bad weather
- specific instructions regarding children's attire, e.g. sun protection measures
- arrangements for meals and toilet routines
- arrangement for special needs children (only for those parents who have a special needs child)
- explanation risk assessment has been done and a copy is available at centre

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 in the child's file

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 At least one primary contact staff member attending the excursion must have approved First Aid qualifications.

3.2 A suitably equipped and well stocked First Aid Kit 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. The suggested contents are:

- A back pack, preferably one that has an external pocket
- Roll of tape on a dispenser
- Eye bath and bottle of normal saline
- Pair of scissors
- Pair of tweezers
- Box of safety pins, various sizes

- Tube or bottle of sunblock
- Small notepad and pen
- Spacer and asthma medication as per asthma policy
- Two wide gauze bandages
- 50 band-aids
- 8 butterfly closures
- 5 sterile swabs
- 5 non stick dressings 5cm x 7.5cm
- 5 non stick dressings 7.5cm x 10cm
- 5 eye pads
- 1 triangular bandage
- 1 roll of wool
- 4 disposable gloves
- 1 large and medium plastic bag
- 1 x 5cm crepe bandage 1 x 7.5cm crepe bandage
- 1 x thermal blanket
- Any additional medication or equipment required for individual children's medical needs

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 each five children who are three or more years of age
- The adult to child ratios on any excursion that involves the use of motor or other transport, or crossing a major road, are to be one adult for each four children who are three or more years of age

- The adult to child ratios on any excursion to a river, lake or other place where there is a 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

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

6.2 Re 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, preferably with, or close to, an adult

6.3 Re 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 and alighting. All children will be seated at all times, with an adult close by. All children should be seated in the one carriage

6.4 Re the 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.

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.

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