



EXCURSION POLICY

Aim:

The service 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 roads (or other transport) and play practices.

Implementation:

No child will be taken on an excursion unless the following 3 forms have been completed
Excursion Risk Assessment (Use pdf or download from ACECQA website rather than printing from this document)

Authorisation for Excursion (including on-going 12 months permission for local area excursions).

Insurance:

Any planned excursion will be consistent with the requirement of the Centre's Public Liability insurance cover.

Supervision:

- a) The adult/child ratio detailed on the "Authorisation for Excursion" form will be maintained. See the guidelines for adult : child ratio below.
- b) Parents and volunteers may assist with excursions. The Responsible Supervisor on the excursion must be an adult paid staff member. The supervision will ensure parent and volunteer helpers are properly acquainted with their responsibilities and obligations for the children attending the excursion
- c) One staff member attending the excursion is to hold a current first aid certificate. The Responsible Supervisor to ensure that a first aid kit is taken on the excursion.
- d) All supervisors attending the excursion will remain in close proximity to the activity for the purpose of supervision at all times.
- e) When children with additional needs are taken on excursions, the supervisor will ensure that sufficient additional supervisors are available for the safety and wellbeing of the children.
- f) To identify the children, "Hi Vis" vests and identification badges will be worn (with name and number of preschool) unless a local area excursion (on-going permission).



- g) Staff and Educators are considered “on duty” at all times.

Guidelines for adult to child ratios for excursions.

- The Rumpus Room will always complete a Risk Assessment before an excursion and the following guide is given for adult to child ratio of people supervising (includes parents and volunteers) on an excursion:

- a) Walking excursion without crossing a major road

This should be discussed with the Director for their discretionary decision based on distance to be walked, proximity to assistance in an emergency and available staff.etc.

- b) Excursion with use of Public Transport or crossing a major road

1 adult for 2 children (under 3 years of age)

1 adult for 5 children 3 years and over

If children are travelling by private car they are to be signed out of the Centre by car driver, in at excursion location, out at excursion location to travel home by car driver, in at Centre by car driver. Plus normal signs in and out. Note Parent Permission note needs to cover this.

- c) Excursion near significant water hazard.

1 adult for 1 child under 3 years (unless children are restrained in a multi seat pram at all times, at which time carer can be 1: pram)

1 adult for 2 children 3 years and over.

Two adults on excursion near water must have First Aid Certificates and knowledge and ability to implement water safety procedures

Preparation

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 Management Plan, available with this policy. Parents will be notified on the Authorisation for Excursion Form that they can access the Excursion Risk Management Plan 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 Management Plan 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).
 - 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 to 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. This authorisation only needs to be obtained once every 12 months for regular excursions.
 - Using the Authorisation for Excursion Form, the service will ensure that the emergency contact details for each child are up-to-date.

Transport Considerations

When transporting children on an excursion, the authorised supervisor will ensure:

- a) The appropriate adult/child ratios for the excursion apply.
- b) The seating capacity, as displayed on the compliance plates of the vehicle, is observed.
- c) Driver must provide a copy of the driver's licence and insurance except when travel is by Public Bus.
- d) 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. (Child Restraint devices not legally required in public buses over 12 seats, but may be used when provided by parents).

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.

Updated 21/6/19



Arrangements should be made to arrive at the station with 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 an excursion (other than a motor vehicle seating more than nine persons) is fitted with child restraints and/or seat belts 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.

Notes from NSW RTA website to clarify child restraint issues.

As of 30th June 2010 The new national child restraint laws state:

- Children younger than six months must be secured in a rearward facing restraint.
- Children aged six months to under four years must be secured in either a rear or forward facing restraint.
- Children aged four years to under seven years must be secured in forward facing child restraint or booster seat.
- Children younger than four years cannot travel in the front seat of a vehicle with two or more rows.
- Children aged four years to under seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child restraint or booster seat.

Do we need child restraint in taxis and buses?

Taxis Taxi drivers must ensure:

- All passengers younger than 12 months must be secured in child restraint.
- All passengers aged over 12 months and under 16 years must:
 - occupy a seating position that is fitted with a suitable seatbelt, and
 - not occupy the same seating position as another passenger (whether or not the other passenger is exempt from wearing a seatbelt under rule 267), and
 - wear the seatbelt properly adjusted and fastened.
- No passenger under four years old is in the front seat and a child four years or older but under seven years may only sit in the front row if all of the other seats in the row or rows behind the front row are occupied by passengers who are also under seven years old.

Buses (more than 12 seats)

A driver of a bus, that is designed to seat over 12 adults (including the driver), is not required to ensure passengers, including those under 16 years of age, are in restraint. It is recommended that where a restraint is available, it should be worn.

The Rumpus Room takes children on excursions via Public bus.



Small Buses (9 to 12 seats)

A driver of a small bus (between 9 to 12 seats including the driver) **providing a public passenger service** under the Passenger Transport Act 1990 must ensure that:

- All passengers younger than 12 months are secured in child restraint.
- All passengers aged over 12 months and under 16 years:
 - o occupy a seating position that is fitted with a suitable seatbelt, and
 - o not occupy the same seating position as another passenger, and
 - o wear the seatbelt properly adjusted and fastened.
- No passenger under 4 years old is in the front seat and a child 4 years or older but under 7 years may only sit in the front row if all of the other seats in the row or rows behind the front row are occupied by passengers who are also under 7 years old.

A driver of a small bus not providing a public passenger service under the Passenger Transport Act 1990 is required to fully comply with the child restraint laws and must ensure that all passengers under 7 years old are appropriately restrained in an approved child restraint or booster seat.

This policy links to the following NQS:

2018 National Quality Standards 1.1.1, 1.1.3, 2.2.1, 6.2.3

See Appendix 1-National Law (section) and National Regulations (regulation 100 101, 102)

Related Policies:- Staffing Arrangements

General checklist for each excursion

Date	Destination	Room Leader	Group Name
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Updated 21/6/19



Yes	No		Checklist
yes	no	N/A	The service has a timetable for the excursion and an itinerary.
yes	no	N/A	The excursion is consistent with the requirements of the Centre's Public Liability Insurance cover.
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 form 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 is organized 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.

Excursion risk management plan

Excursion details		
Date(s) of excursion		Excursion destination
Departure and arrival times		
Proposed activities		Water hazards? Yes/No If yes, detail in risk assessment below.
Method of transport, including proposed route		
Name of excursion co-ordinator		
Contact number of excursion co-ordinator	(BH)	(M)
Number of children attending excursion		Number of educators/parents/volunteers
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.		
Excursion checklist		
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion	
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult	
<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"/> Medical information for each child	<input type="checkbox"/> Other items, please list	



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

Plan prepared by		Date	
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No Comment if needed:		

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

		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