



Excursion Policy

The Rumpus Room is committed to providing a child safe environment. The safety and protection of children is our highest priority and we have zero tolerance for any abuse or maltreatment of children. We take a preventative, proactive and participatory approach to all aspects of child safety.

Aims:

The Rumpus Room 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. We will actively seek to minimise any risks associated with excursions, and respond promptly and appropriately to any emergency whilst on an excursion.

Explanation:

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

Implementation:

The following forms must be completed prior to and when planning an excursion

1. Excursion authorisation form on OWNA
2. Excursion Risk Assessment on OWNA

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 Director 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 staff attending the excursion will remain in close proximity to the activity for the purpose of supervision at all times.
- E) The Director will ensure that sufficient additional supervisors are available for the safety and wellbeing of children with additional needs.
- F) To identify the children, "Hi Vis" vests will be worn.
- G) Staff are considered "on duty" at all times.

Guidelines for adult to child ratios for excursions.

The Rumpus Room will always complete a Risk Analysis before an excursion and the following guide is given for adult to child ratio of people supervising 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
- C) Excursions near water hazards
- D) The staff: child ratio will be assessed utilising the risk assessment tool.

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

The Rumpus Room will not participate in any excursion involving swimming.

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 on OWNA. Parents will be notified on the Authorisation for Excursion Form that they can view the Excursion Risk Management Plan on OWNA prior to the excursion.
- Using the Excursion Risk Management Plan on OWNA, 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



Private cars will not be used to transport children on excursions.

When transporting children on an excursion, the Director will ensure:

- The appropriate adult/child ratios for the excursion apply.
- The seating capacity, as displayed on the compliance plates of the vehicle, is observed.
- Drivers must provide a copy of driver's licence and insurance except when travel is by Public Bus.
- 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. 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.

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 a 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 a child restraint.
- All passengers aged over 12 months and under 16 years:
 - occupy a seating position that is fitted with a suitable seatbelt, and
 - not occupy the same seating position as another passenger, and
 - 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 old 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