



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) EXCURSION POLICY

Introduction

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

Aim

PHWMCC is committed to providing excursions that are well considered and planned, provide meaningful experiences, and ensure the health, safety and wellbeing of children at all times.

Procedure

Planning

When planning for an excursion educators will:

- Assess the requirements for the excursion.
- Conduct a risk assessment.
- Book transport and venues if required.
- Make alternative arrangements for adverse weather conditions.
- Inform families of the details of the excursion including destination, objectives and outcomes, and what the child should bring.
- Provide parents or legal guardians with an excursion permission form to complete to authorise their child to participate on the excursion.
- Collect completed permission forms for each child attending the excursion.
- Request additional adult participation on the excursion where required.
- Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on the excursion.
- Make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.
- Consider additional factors in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.
- Maximise both children's developmental experiences and their safety.
- Ensure that the excursion reflects the age, capacity and interests of the children.

Risk Assessment

A risk assessment will be conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.

A Responsible Person will be appointed to be in charge of the excursion.

The risk assessment conducted will consider:

- destination and duration of the excursion;
- potential water hazards or any hazard associated with water based activities;
- transport to and from destination;
- pedestrian and road safety;
- number of educators, responsible persons, and children involved;
- proposed activities;
- strategies to manage a child going missing, being injured or coming to harm; and
- items to be taken on the excursion e.g. mobile phone, emergency contact numbers etc.

Note: If the excursion is a regular occurrence, a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

Authorisation for Excursions

For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- date, description, duration and destination of proposed excursion;
- method of transport to be used;
- reason for the excursion and proposed activities to be conducted on the excursion;
- the anticipated adult to child ratio – outlining number of educators and staff and other adults attending;
- a statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

Families and Volunteers

Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling because they cannot find suitable care, the siblings must be included in ratios.

If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.

Family members/volunteers will not be left in sole charge of children and must be supervised by an educator at all times.

All volunteers/family members' details will be entered into the appropriate visitors / volunteers record for that day.

Travel Arrangements

Travel arrangements will be made on the basis of individual excursion requirements. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group.

We will only use buses that are fitted with seat belts.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.

The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity.

Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

Conducting the Excursion

All educators, volunteers and children attending will be informed of the excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at the service and a copy carried by the delegated Responsible Person.

Before leaving on the excursion, a notice will be prominently displayed at the service which includes:

- itinerary and timetable; and
- mobile contact phone number.

Items to be taken on excursions include:

- a suitable stocked first-aid kit including EpiPen;
- a mobile phone;
- children's emergency contact numbers;
- children's medication, if required; and
- other items as required e.g. sunscreen, drinking cups, jackets etc.

Our risk assessment will include strategies to manage circumstances where a child is missing, injured or has come to any harm.

Evaluation

All excursions are conducted in a safe manner and evaluated by educators. Any improvements identified in the risk assessment prior to conducting the excursion, or the evaluations following the excursion, are addressed and actioned to ensure children's safety.

Roles and Responsibilities

Approved Provider

- Ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/guardian or person named in the child's enrolment record, and that the authorisation includes all details required under the *Education and Care Services National Regulations 2011* (National Regulation) 102(4).
- Ensuring that educator to child ratios are maintained at all times, including during excursions.
- Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.
- Ensuring the risk assessment identifies and assesses the risks, specifies how these will be managed and/or minimised, and includes all details required by National Regulation 101.

Nominated Supervisor / Responsible Person

- Implementing Approved Provider responsibilities as delegated.
- Undertaking a risk assessment for an excursion prior to obtaining written authorisation from parents/guardians.
- Ensuring the risk assessment identifies and assesses the risks, specifies how they will be managed and/or minimised, and includes all details required by National Regulation 101.
- Ensuring that each child's personal medication and current medical management plan is taken on excursions and other off-site activities.
- Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.
- Ensuring the required educator to child and adult to child ratios at all times.
- Ensuring a mobile phone and the emergency contact details for each child are taken on excursions for notification in the event of an incident, injury, trauma or illness.

Early Childhood Educators

- Adhering to this policy.
- Checking that a parent/guardian or person named in the child's enrolment record has completed, signed and dated the excursion/service event authorisation form prior to the excursion.
- Allowing a child to participate in an excursion or service event only with the written authorisation of a parent/guardian or person named in the child's enrolment record.
- Maintaining the required educator to child and adult to child ratios at all times, and adequately supervising children during excursions.
- Adequately supervising parents/guardians, volunteers, students and all adults participating in an excursion, and ensuring that they are not left with sole supervision of individual children or groups of children.
- Including all children in excursions and service events regardless of their abilities, additional needs or medical conditions wherever practical.
- Taking each child's personal medication and current medical management plan on excursions and other off-site activities.
- Taking a portable first aid kit (including required medication for dealing with medical conditions) on excursions and other off-site activities.

Families

- Completing, signing and dating excursion permission forms.
- Providing written authorisation for their child to leave the service premises on routine outings.
- Reading the details of the excursion provided by the service and asking for additional information if required.

- Understanding that, if they participate in an excursion as a volunteer, they will be under the immediate supervision of the Responsible Person at all times.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the preschool will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

Definitions

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related Legislation

Education and Care Services National Law Act 2010
 Education and Care Services National Regulations 2011: Regulations 98, 99, 100, 101, 102, 123, 172, 355, 357,360
 Privacy Act 1988 (Cth)
 Work Health and Safety (WHS) Act 2011
 Work Health and Safety (WHS) Regulation 2011

Related Guidelines, Standards, Frameworks

National Quality Standard, Quality Area 1: Educational Program and Practice -Standard 1.1, 1.2
 National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2

Sources

Community Early Learning Australia – Sample Excursion Policy

Relevant Documents

PHWMCC Acceptance and Refusal of Authorisations Policy
 PHWMCC Enrolment Form
 Excursion Risk Management Plans
 Excursion Permission Forms

Policy Reviewed: August 2018

Next Review Date: August 2020