



Collard Family Kindergarten

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# Excursion Policy

Excursions/Incursions enhance children’s learning by providing them the opportunity to participate in curriculum planned activities and experiences to extend on their skills and knowledge in the current interest topic. Our Service recognises that excursions provide opportunities for children to explore the wider community as a group and extend on the educational program provided.

## National Quality Standard (NQS)

Quality Area 2: Children’s Health and Safety		
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	<b>Incident and emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

## National Education and Care Regulations

99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion.
101	Conduct of risk assessment for excursion.
102	Authorisation for excursion.
168	Policies and Procedures are required

## Related Policies

Anti-Bias & Inclusion Policy  
 Code of Conduct Policy  
 Educational Program Policy  
 Interaction with Children, Family and Staff Policy  
 Orientation of New Families Policy  
 Privacy and Confidentiality Policy  
 Respect for Children Policy  
 Supervision Policy  
 Incident, Illness, Accident and Trauma Policy  
 Family Communication Policy

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## **PURPOSE**

To ensure that all excursions and incursions undertaken by the Service are planned and conducted in a safe manner, maintaining children's wellbeing at all times in accordance with National Legislation. We believe excursions/incursions provide the children with the opportunity to expand and enhance their skills and knowledge gaining insight into their local community.

## **SCOPE**

This policy applies to children, families, staff, management and visitors of the Service.

## **IMPLEMENTATION**

Excursions will be conducted with the children's safety and wellbeing in mind at all times. We will regularly schedule incursions and visitors to our Service, however, if we feel an excursion will benefit the children we will adhere to the National Regulations and Service policies and procedures.

### **Excursion Risk Assessment**

- Management must conduct a risk assessment which reflects national regulation 101 before an authorisation is required under regulation 102 to determine the safety and appropriateness of the excursion/incursion.
- The Service will use an Excursion/Incursion Risk Assessment
- The Service will notify families about the excursion using an Authorisation for Excursion Letter
- Families have a right to view the risk assessment prior to the excursion/incursion upon request in which the Service must comply with ensuring all information is available.
- A risk assessment must
  1. Identify and assess risks that the excursion/incursion may pose to the safety, health and wellbeing of any child being taken on the excursion
  2. Specify how the identified risks will be managed and minimised



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3. Consider the proposed route and destination for the excursion and any water hazards
4. Reflect on any risks associated with water based activities
5. Contemplate the transport to and from the proposed destination for the excursion
6. Consider the ratio of adults to children involved in the excursion
7. Consider the risks posed by the excursion/incursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required (for example: life-saving skills)
8. Consider the planned activities
9. Determine the duration of the excursion
10. Consider items that should be taken on the excursion (mobile phone, emergency contacts, first aid kit, medical plans etc)

### Parent Authorisation

- The Nominated Supervisor must ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided
- The authorisation must be given by a parent or other authorised person named in the child's enrolment record
- The authorisation form must state
  1. The child's name
  2. The reason the child is to be taken outside the premises;
  3. The date the child is to be taken on the excursion (unless the authorisation is for a regular outing);
  4. A description of the proposed destination for the excursion;
  5. The method of transport to be used for the excursion;
  6. The proposed activities to be undertaken by the child during the excursion;
  7. The period the child will be away from the premises;
  8. The anticipated number of children likely to be attending the excursion;
  9. The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion



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10. The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion;
  11. That a risk assessment has been prepared and is available at the Service.
- If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

### Transportation for Excursion

- It is a requirement of the National Regulation that the means of transport is stated on the risk assessment record and parent authorisation record.
- The means of transport may mean:
  1. Bus  
Management must ensure that the seating capacity as displayed on the compliance registration is not surpassed. 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
  2. Train  
Management will be required to contact the local 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.  
Provisions should be made to ensure children have ample time to board the train safely and in an unhurried way. This will allow the station to inform the train guard so that they can hold the train for the period of time for safe boarding and descending. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.
  3. Car  
Any motor vehicle that is used to transport children on an excursion (other than a motor vehicle seating more than nine persons) must be fitted with child restraints and/or seatbelts 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.



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## Insurance

- Management must review their insurance policy prior to the excursion/incursion to ensure liability is protected by the Service.

## Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation
- National Quality Standard
- Early Years Learning Framework
- Revised National Quality Standard

## Review

Policy Reviewed	Modifications	Next Review Date
February 2019		February 2021