

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



## Excursion Policy

### 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

### Aim

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



## Implementation

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

### Leadership will:

- Oversee implementation of this policy throughout the site.
- Ensure a Benefits and Risk Assessment is in place prior to the excursion.
- Ensure that a child is not taken outside the Service premises on an excursion unless written authorisation has been provided under sub regulation (4)
- Review insurance policy prior the excursion to ensure liability is protected by the Service.

### Team Leaders will:

- Ensure a Benefit & Risk Assessment has been carried out and presented to Leadership prior to informing parents.
- A risk assessment must
  1. Identify and assess risks that the excursion 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.
  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, 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)
- Educators will let the families know about the upcoming excursions through Storypark post.
  - If calling for volunteers for the excursion we require Working With Children Check prior to the excursion.

### Parent Authorisation

- 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.
  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 Centre.
- 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 always worn.

#### 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 always seated, 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.

#### Evaluation

- This policy is viewed as working effectively when children can experience a safe and well-planned excursion.

#### Source

- The Business of Childcare, Karen Kearns 2004
- Education and Care Services National Regulation 2015
- Early Years Learning Framework
- Revised National Quality Standards

#### Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	31/3/18	Policy developed	Trish Cook	April 2021
1.1	19/5/21	No changes made	Lori Hay	April 2023

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1.2	31/7/23	Communication through Storypark added.	Poornima Radhakrishnan	31.12.24
1.3	Sep 2024	WWCC added for volunteers	Poornima Radhakrishnan	Sep 2025