

Excursion Policy

NQS

QA2	2.3.1	Children are adequately supervised at all times.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

National Regulations

Reg	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.

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 road (or other transport) and play practices.

Related Policies

Acceptance and Refusal of Authorisations Policy

Staffing Arrangements Policy

Transportation Policy

Implementation

Excursion Risk Assessment and Planning Process

We will conduct a risk assessment prior to any excursion (we may use the attached Excursion Risk Assessment Form.) Risk assessments are required once for excursions that are regular outings if a risk assessment has not been conducted within the last 12 months of the excursion date. Regular outings are walks (babies in prams) to places that we visit regularly and which always have the same risks. We will consider the following as part of the risk assessment:

- 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
- Proposed route and destination
- Any water hazards
- Any risks associated with water-based activities
- Transportation (to and from)
- The ratio of educators and children which must comply as a minimum with the ratios in the Staffing Arrangements Policy
- Whether extra adults are required for supervision and safety
- 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
- Items that should be taken

A parent or authorised person must provide written authorisation for the excursion (see Authorisation for Excursion Form attached). This authorisation only needs to be obtained once every 12 months for regular excursions. The authorisation will include:

- Child's name
- Date of excursion (unless regular outing)
- Destination and proposed activities
- Mode of transport (walking or pram)
- How long the child will be away from the centre
- Expected number of children attending
- Expected ratio of educators to children
- Expected number of additional adults who will be attending
- Advice risk assessment available at service and it can be viewed prior to excursion

We will request current emergency contact numbers when obtaining the authorisation. We will endeavour to provide 24 hours' notice of the excursions to parents, however for ongoing spontaneous excursions this will not be possible. We request at the beginning of the year parents provide us with a 12 month authorisation form.

The Excursion Checklist will be implemented prior to any excursion.

Transport Considerations

The means of transport will always be on foot at Blue Gum. Blue Gum at a minimum will have a 1:4 ratio.

Insurance

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.

Sources

Education and Care Services National Regulations 2012
National Quality Standard

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: March 2021

Date for next review: March 2022