



Excursion and In-House Activities

National Law 167

National Regulation: 100-102, 168

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 and events are planned to extend on the children's educational program and current interests. The purpose and educational value of each excursion or event must be clearly stated in communication with parents. Determining the educational value of an excursion must take into account the needs and resources of the centre, the needs of the children and the total learning program. An excursion plan and risk assessment will be completed for each individual excursion. Risk assessments will not be required under regulation 100 for an excursion if the excursion is a regular outing and a risk assessment has already been carried out on it within 12 months.

NB See *risk assessment form*

A risk assessment for an excursion must—

- Identify and assess risks that may pose to the safety, health or wellbeing of any child being taken on the excursion
- Specify how the identified risks will be managed and minimised

A risk assessment must consider—

- ✓ the proposed route and destination for the excursion; and
- ✓ any water hazards; and
- ✓ any risks associated with water-based activities; and
- ✓ the transport to and from the proposed destination for the excursion; and
- ✓ the number of adults and children involved in the excursion; and
- ✓ given 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 (*Example* Specialised skills could include life-saving skills) are required; and
- ✓ the proposed activities; and
- ✓ the proposed duration of the excursion; and
- ✓ the items that should be taken on the excursion. (*Example* A mobile phone and a list of emergency contact numbers for children on the excursion)
- ✓ How staff will manage the toileting requirements of the children during an excursion

Planning and approval

The director must be notified of excursions and give approval before parents are notified. Part of the education and care services curriculum planning is providing children with an extension of the program to facilitate greater learning opportunities.

Preparation

Where possible, staff and volunteers should familiarise themselves with the excursion destination prior to the planned excursion. When on an excursion staff will take and have accessible:

- a currently stocked first-aid kit
- identified children's action plans and devices e.g. Asmol, epi-pen
- a list of all children on the excursion and a mobile phone
- a completed excursion form signed by parent or guardian ensuring that emergency contact phone numbers are listed

- Ensure children are protected from sun exposure with appropriate hats, clothing, sunscreen and have adequate cool, clean drinking water

NB The nominated supervisor or approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided. The risk assessment will need to be signed off and ensured the risk is low before agreeing.

Procedure for authorisation

Authorisation must not be sought until a risk assessment has been conducted and the excursion approved by the nominated supervisor. The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—

- the child's name
- the reason the child is to be taken outside the premises
- date the child is to be taken on the excursion (unless the authorisation is for a regular outing)
- description of the proposed destination
- the method of transport
- proposed activities to be undertaken
- the period the child will be away from the premises
- number of children attending the excursion
- ratio of educators to number of children attending
- anticipated number of staff members and any other adults supervising the children
- risk assessment has been prepared and is available at the service

Supervision

In determining an adult: child ratio for each outing, the following will also be considered:

- the age and abilities of the children
- the destination and length of the excursion
- the transport to be used

Prior to any excursion educators will reinforce general safety rules; these are some that may apply:

- Bus and Road safety
- Emergency, evacuation and lock down
- Stranger danger

Note: If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period.

Educators must 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. Additional factors need to be considered 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. Parents are requested not to send their child on an excursion if the child has any signs of being unwell. This is in everyone's interests.

During excursion

- Numbers of Children attending an excursion must be checked before leaving the centre
- Verify attendance numbers at regular times during the excursion, such as leaving the venue or travelling on public transport
- staff members will be allocated a group of children
- If an unforeseeable significant risk is identified cancel the excursion, return to the centre and notify families
- All volunteers/family members' details will be entered into the appropriate staff record for that day
- Should a child require medication while on an excursion the usual service procedures regarding medication will be followed
- In the event of a child falling ill during an excursion, the staff will follow Centre policy and contact the child's parent/guardian or emergency contacts as per the child's enrolment form
- All children are to be clearly identifiable and supervised at all times during the excursion, such as, wearing personalised name badges stating Kozy Kids

Incursions/in house activities

All incursions need to be approved by the Centre Director before the planning commences. Educators and management will ensure that incursions are based on the group's age, developmental level and reflects the centres curriculum planning as well as the children's interests.

That families are informed of any incursion that their child may attend prior to it occurring, including the purpose of the incursion, the date and time and any cost.

Families should be notified by:

- ✓ Posting signs in the room and ensuring families have signed off agreeing to it with permission slips that must be completed in full
- ✓ Notes in the child's pocket
- ✓ Verbal discussion with individual families
- ✓ Ensure that children's attendance is voluntary, and should a child not wish to attend they will not be forced, and an alternative experience will be provided.

When booking an in-house activity, a **risk assessment** should be carried out noting

- ✓ The space requirements needed
- ✓ Noise levels
- ✓ aspects that may cause distress to children
- ✓ Costing and payment methods
- ✓ Any risk that the incursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.

If a family prefers their child does not participate in an excursion or incursion, the child will be involved in alternative experiences for the duration.

Policy Acknowledgements:

- Education and Care Services National Quality Framework,
- National Law and National Regulations.
- Friths, J. Kambouris, N. O'Grady, O. (2003) "*Health & Safety in Children's Centres : Model Policies & Practices*", 2nd edition, accessed online at www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf