



Springwood and District Preschool Kindergarten

Excursion Policy

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

Quality Area 2: Children's Health & Safety

National Regulations ;

98, 99 Children leaving the education and care service premises

100 Risk assessments must be conducted before excursion

101 Conduct of risk assessment for excursion

102 Authorisation for excursions

Also including Regulations 98, 123, 357

New and amended provisions within the National Regulations – commencing from October 2020

- Definition regular transportation – regulation 4(1)*
- Transport risk assessment must be conducted before service transports child – regulation 102B*
- Conduct of risk assessment for transporting of children by the education and care service – regulation 102C*
- Authorisation for service to transport children – regulation 102D*
- Education and care service must have policies and procedures (transportation) – regulation 168(2)(ga)*
- Definition regular outing – regulation 4 (1)*
- Risk assessment must be conducted before excursion – regulation 100*
- Conduct of risk assessment for excursion – regulation 101(2)(d)*
- Authorisation for excursions – regulation 102(4)*

Work Health and Safety (WHS) Act 2011

Work Health and Safety (WHS) Regulation 2011

Policy Statement ;

Our education and care service 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.



Rationale:

It is recognised that excursions form a valuable part of the curriculum allowing children to experience a variety of experiences. The Education and Care Services National Regulation sets out clear guidelines for excursions. It is a requirement of Springwood and District Preschool Kindergarten to adhere to these Regulations.

Aims:

- To provide children with a variety of experiences to help create contextual basis for program and planning the curriculum.
- To offer children opportunities to share experiences in a relaxed and enjoyable atmosphere which is both safe and stress free for both children and adults.
- To adhere to the Education and Care Services National Regulation and stated guidelines when on any excursion.
- To provide above minimum standards, especially in relation to educator: child ratios.
- To provide developmentally appropriate content in children's experiences.

Procedure:

- An excursion is any planned activity in which children at Springwood and District Preschool Kindergarten are taken from the premises by a delegated supervisor for recreational or educational purposes.
- An excursion in this policy does not include:
 - Transporting children directly to and from their homes
 - Transporting children directly to and from school
 - Transporting children for medical attention.
- Firstly a delegated supervisor must be assigned. This person is responsible for organising and following the set out procedures and guidelines.

Risk assessment

- A risk assessment will be conducted before any excursion is undertaken to:
 - Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child
 - Specify how the identified risks will be managed and minimized
- The risk assessment will consider:
 - The proposed route and destination
 - Any water hazards
 - Transport to and from the proposed destination
 - Number of adults and children involved in the excursion
 - The educator to child ratio and whether a higher ratio of adults to children may be appropriate to provide supervision given the possible risks posed
 - The proposed activities
 - The likely length of time of the excursion
 - The items that should be taken on the excursion, including a mobile phone and list of emergency contact numbers for children on the excursion
(Education and Care Services National Regulation Division 6 – Collection of children from premises and excursions –Regulation 99, 100, 101 and 102).
- An excursion must be planned in such a way as to:
 - Maximise both children's developmental experiences and their safety
 - Reflect the age, capability and interest of children



- Be properly supervised, and
 - Have fully informed parental permission.
- Children must wear (in a visible location) an identification badge indicating the name, address and telephone contact number of the preschool. Children's names are not to be displayed.
 - Children should be dressed in appropriate clothing considering the weather and activity of the excursion. Sturdy footwear should be worn (thongs, gumboots should not be worn for the excursions requiring children to walk any distance). A jumper or cardigan must be taken for each child in case the weather turns cool.
 - Hats must be worn on all excursions both summer and winter.
 - Staff are to take a small first aid kit including a Band-Aids, a small bandage and fasteners, clean gauze.
 - Wet Ones, tissues, spare clothing and a towel should be included.
 - Children are to be organized into small groups in the care of a particular adult. Adults are responsible for the careful supervision of their own group of children.
 - Children must have a partner for the excursion who they should hold hands with during most of the day. Children should only be encouraged to move independently of their partner where staff can ensure that there is no danger of them wandering off alone. Partners are essential when walking along the street, or in crowded places.
 - When it is not possible or appropriate for the whole group to move together, small groups should be organised including two adults. Before small groups disperse, a meeting place and time is organised for the larger group to meet back together.
 - When getting on and off buses staff are to arrange themselves so that one staff member is first on/off to ensure that no child is left behind.
 - Adults are to be aware of the number of children in their small group and count them continually. All staff are to be aware of the total number of children on the excursion and assist in the counting the larger group at regular intervals.
 - All volunteers will be asked to ensure their mobiles are turned on and with their mobile numbers on a data base for the purpose of the excursion.
 - Certified Supervisor will ensure the all volunteers have both the preschool phone number and the preschool mobile phone number logged into their mobiles for the purpose of the excursion.
 - In the unlikely event that small groups become separated, adults are to meet back at a prearranged meeting point as soon as possible
 - In the event that an excursion is delayed and will be late returning, the adults are to contact the preschool and advise the approximate time of arrival.
 - If an emergency occurs, the person in charge of the excursion is responsible for the making alternative arrangements to ensure the safety and well being of the children and contact the center as soon as possible.
 - There is to be no change to the planned itinerary of any excursion unless the person in charge of the excursion decides that it is necessary for the safety and well being of the children.
 - Parents must be advised of any incident or change of itinerary on the day of the excursion where possible.
 - Before children leave Springwood and District Preschool Kindergarten there must be a signed authority for children to go on specific excursion on specific date.
 - List of children must be left at the preschool and a copy carried by Delegated Supervisor.
 - Emergency contact details for each child is to be taken on the excursion to refer to in case of an emergency.



- Notice to be prominently displayed at Springwood and District Preschool Kindergarten with itinerary and timetable.
- Excursion notes to parents to contain itinerary and excursion details.
- Any vehicles used must be fitted with suitable child restraints for all children, within the meaning of Regulation 110G of the Motor Traffic Regulations (1935).
- Supervision of children must be adequate to ensure safety and well being of children. All risks and hazards must be taken into account.
- Children must always be accompanied by a minimum of two adults regardless of adult ratio
- Adult-to-child ratios at Springwood and District Preschool Kindergarten will be as follows:
 - minimum adult-to-child ratios for excursions which do not involve water and recognised hazards is 1 adult for 2 children under 3 years of age, and 1 adult for 4 children over 3 years of age
 - minimum adult-to-child ratios for excursions which involve the use of motor or other transport or crossing a major road is 1 adult for 2 children under 3 years of age, and 1 adult for 4 children over 3 years of age, and
 - Springwood and District Preschool Kindergarten believes in maintaining high adult-to-child ratios. The above ratios are a minimum only and whenever possible higher ratios will be maintained.
- All excursions should comply with the requirements and exclusions of the Public Liability Insurance held by the Centre.
- All staff, volunteers and family members will comply with the Education and Care Services National Regulation for conducting an excursion. In addition all staff, volunteers and family members in attendance will adhere to all Centre policies especially in relation to our 'Smoke, Drug and Alcohol Free Workplace Policy.

Authorisation

- Written notification of an impending excursion will be provided not less than 2 weeks prior to undertaking the excursion.
- Written authorisation from each child's parent will be required prior to taking children from the premises. The authorisation will state;
 - The child's name
 - The reason for the excursion
 - Date of the excursion
 - Time period of the excursion including departure from Springwood and District Preschool Kindergarten, arrival at destination, departure from destination and arrival back at Springwood and District Preschool Kindergarten
 - Description of the proposed destination
 - Method of transport or walking itinerary to be used
 - Proposed timetable and activities to be undertaken during the excursion
 - Approximate age group of the children attending the excursion
 - Number of children attending the excursion
 - Ratio of educators to children
 - Number of staff members and other responsible persons who will accompany and supervise the children on the excursion
 - First aid staff members
 - Contact number whilst on the excursion (mobile phone number)
 - Contingency plans for wet weather
 - Clothing and equipment needed



- That a risk assessment has been prepared and is available at Springwood and District Preschool Kindergarten (Education and Care Services National Regulation 100)
- NOTE: if the excursion is a regular outing, the authorisation is only required to be obtained for this outing, once in a 12 month period.

Water:

Children will not be taken on any excursion when near water.

Links to National Quality Framework Standards:	
Quality Area 1	Educational Program and Practice
Standard 1.1.2	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
Standard 1.2	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
Quality Area 2	Children's Health and Safety
Standard 2.2	Each child is protected.
Quality Area 4	Staffing Arrangements
Standard 4.1	Staffing arrangements enhance children's learning and development
Standard 4.2	Management Educators, co-ordinators and staff members are respectful and ethical.
Quality Area 5	Relationships with children
Standard 5.1	Respectful and equitable relationships are maintained with each child.
Standard 5.2	Each child is supported to build and maintain sensitive and responsive relationships.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.
Quality Area 7	Governance and Leadership
Standard 7.1	Governance supports the operation of a quality service.
Standard 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Standard 7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Source:

Arthur, L., Beecher, B., Death, E., Dockett, S., & Farmer, S. (2008) *Programming and Planning in early childhood settings (3rd ed.)* Victoria:Thomson

Community Child Care Co-operative (NSW)- Environmental Sustainability

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia*. Canberra:DEEWR

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Fleer, M., Edwards, S., Hammer, M., Kennedy, A., Ridgway, A., Robbins, J., & Surman, L. (2006). *Early childhood learning communities: Sociocultural research in practice*. NSW: Pearson Education Australia



Milikan, J. (2003) *Reflections: Reggio Emilia principles within Australian contexts*. NSW: Pademelon Press

Policy Reviewed by: _____ *Approved by:* _____

Signature: _____

Date: ____/____/____

Date: ____/____/____

Next Review Date: ____/____/____

