

## Introduction

Excursions play an important role in offering meaningful opportunities for children to actively explore and engage with the world around them. Through these experiences, children connect with people and places, and can become active participants in their local communities. To ensure children's health and safety, excursions must be thoroughly and carefully planned, and risk assessed.

Any activity (including regular and nature site outings) beyond a centre's perimeter fence is considered an excursion.

When planning an nature site excursion, implement this procedure alongside the [Nature Site Excursion Procedure](#).

## Nominated supervisor responsibilities

### Excursion plan and risk assessment

- Allow enough time prior to an excursion to complete (and seek the ECEM/Committee approval of) an [Excursion Plan and Risk Assessment](#). Whenever possible, involve children and parents/guardians in the development of the risk assessment.
- Once completed, email [Excursion Plan and Risk Assessment](#) to your Early Childhood Education Manager (ECEM)/Committee for their review and written approval. An ECEM/Committee member (or other approved delegate) may undertake an excursion site visit with an educator before providing their written approval.
- An [Excursion Plan and Risk Assessment](#) for a regular outing is completed (and approved by ECEM/Committee) annually. However, when there is a change in circumstances relevant to the risk assessment for a regular outing, the [Excursion Plan and Risk Assessment](#) must be revised and reapproved by ECEM/Committee prior to the regular outing occurring. Examples of changes in circumstances include additional children attending, when there is a change in the location, or there are changes to the route taken to and from the outing.
- In consultation with the educator who will be the responsible person on the excursion, identify (and document on the [Excursion Plan and Risk Assessment](#)) a safe and suitable muster point at the excursion destination.
- Completing head counts and attendance records are essential strategies to keep children safe and accounted for during an excursion. Within the risk assessment, detail what times and circumstances during the excursion, head counts and attendance records will be completed.

**Important: Kindergartens co-located on schools** are required to follow this procedure for individual regular excursions (e.g. fortnightly school library visit, visit to prep class) AND one-off school excursions (e.g. under 8's week school event). Each regular and one-off school excursions must have an excursion plan (with risk assessment) and separate parent/guardian written authorisation.

### Parent/guardian authorisation and communication

- Once the excursion proposal has been approved by your ECEM/Committee, obtain prior parent/guardian written authorisation (via the [Excursion Permission Form](#)) for each child attending the excursion.
- Parent/guardian written authorisation for regular outings is obtained every 12 months. However, when there is a change in circumstances relevant to the risk assessment for a regular outing, parent/guardian written authorisation must be re-obtained within the 12-month period.
- Ensure the approved [Excursion Plan and Risk Assessment](#) is made available to parents/guardians to review when obtaining their written authorisation via the [Excursion Permission Form](#).
- Closer to/prior to the day of the excursion, inform/remind parents/guardians (via prominent centre display/poster, email or StoryPark) of the excursion date, day and departure/return times.

### Ratios and maximum number of children

- The maximum number of children (approved places per day on service approval) cannot be exceeded during excursions. If younger siblings or other children (not enrolled on the day of the excursion) attend, they must be under the care and supervision of their parent/guardian or authorised person. Siblings, other children and their parent/guardian or authorised person cannot be included in the excursion adult to child ratio.
- Although the National Regulations do not specify a higher educator to child ratio for excursions, children must be adequately protected from harm and hazards, and supervised at all times. The adult to child ratio is determined after careful consideration of the hazards and risks outlined in excursion risk assessment.

### Important

- Excursions to swimming pools and water parks are not permitted.
- Transportation by taxi or private car is not permitted.
- An excursion cannot proceed unless an excursion plan (with risk assessment) has been completed and approved.

## Excursion helpers

- Encourage and welcome parents/guardians and other family members to assist with excursions.
- Excursion helpers other than parents/guardians of an enrolled child must be 18 years or older and be an additional contact/authorised person nominated by a child's parent/guardian via the *Enrolment Booklet/Online Form* or *Additional Emergency Contact Form*.
- Excursion helpers other than parents/guardians of an enrolled child who are likely to be an excursion helper/centre volunteer more than seven times within the calendar year, must complete the C&K Volunteer registration/appointment process (branch centres only) including having a valid and linked Blue Card.
- Ensure all excursion helpers are required to complete page 2 of the *Excursion Permission Form*.
- Instruct excursion helpers to complete the Visitor Register/I-Checkin prior to and after attending the excursion. When completing the visitor register/I-Checkin, excursion helpers confirm they are not a Restricted Person under Queensland's Blue Card system. Restricted Persons are not permitted to be an excursion helper. Refer to definitions.

## Responsibilities of educator who is the responsible person in charge on the excursion

- Prior to the excursion (as appropriate), discuss and share with children the excursion safety rules.
- Prior to the excursion, ensure educators (attending the excursion) and excursion helpers have been provided a copy of the excursion plan and risk assessment. Ensure all educators attending the excursion have read and completed the risk assessment acknowledgement table.
- On the day of the excursion assess the current and forecast weather and any other external situations that could affect the safety of the excursion. If there is any unacceptable risk, the excursion must be postponed e.g. heavy rain predicted prior to nature excursion.
- Prior to the excursion, provide educators and excursion helpers the following records:
  - children attending the excursion/their group of children
  - excursion itinerary
  - excursion muster point location
  - mobile number for the excursion
- If travelling by centre bus or charter bus during the excursion, inform bus driver of their responsibilities as outlined in this procedure.
- Ensure all items listed in the excursion plan are taken on the excursion.
- If children and educators remain at the centre, leave a copy of the attendance record of children, educators and excursion helpers at the centre.
- If no children or educators remain at the centre, before leaving the centre on the excursion, prominently display on centre front door/entrance a notice detailing the excursion itinerary and mobile contact number.
- Regularly communicate with and provide appropriate instructions to educators and excursion helpers throughout the excursion.
- In consultation with children and educators attending the excursion, complete an excursion evaluation (in Excursion Plan and Risk Assessment) within 1 week after the excursion. The evaluation of regular excursions or outings is completed weekly in the first month and then monthly.

## Responsibilities of educators attending excursions

- Prior to the excursion, read the excursion plan and risk assessment. Complete the educator risk assessment acknowledgement table.
- Effectively supervise children at all times during the excursion.
- Undertake head counts and complete attendance records of children throughout the excursion as outlined in the excursion plan and risk assessment.
- Implement C&K policies and procedures, and control strategies outlined in the excursion plan and risk assessment.
- Effectively supervise and provide appropriate directions to excursion helpers. Never place excursion helpers in sole charge of children (except their own child/ren) for any length of time. Never allow excursion helpers to undertake children's toileting and nappy change routines (except their own child/ren).

## Excursion helper responsibilities

- Prior to the excursion, read and become familiar with the excursion plan and risk assessment.
- With the assistance of educators during the excursion, implement control strategies detailed in the excursion risk assessment.
- On the day of the day of the excursion, complete the centre Visitor Register/I-Checkin prior to and after attending the excursion.
- Follow instructions of educators attending the excursion.
- Seek assistance from educators when needed.
- Treat everyone with courtesy, respect and dignity.

- Maintain appropriate physical, emotional and behavioural boundaries when interacting with children.
- Encourage and support children's participation in the excursion.
- Not bring unsafe items into the centre and on the excursion e.g. button batteries.
- Immediately let educators know of any safety concerns.
- Take reasonable care for the safety and welfare of yourself, children, and others.
- Except for their own child/ren, excursion helpers will not:
  - be in charge of children for any length of time
  - support a child's toileting
  - change a child's nappy
  - administer first aid and/or medication
  - record images, audio, and/or video of children, staff, and other visitors.
- Respect the privacy and confidentiality of others by not disclosing, discussing, using, or sharing private, personal, or confidential information.
- Follow C&K policies and procedures (available on the C&K website).

## Transporting children by charter bus OR centre owned bus during excursions


### Responsibilities prior to the excursion

<b>Nominated supervisor/ Responsible person in charge of the excursion</b>	<ul style="list-style-type: none"> <li>• In consultation with charter bus representative/centre bus driver, discuss and confirm travel route and a safe and appropriate parking locations at centre and excursion destination. Whenever possible, bus should park in a location that allows the bus door to open on the kerb side, not on the road or a driveway. Document parking locations in <i>Excursion Plan and Risk Assessment</i>.</li> <li>• Sight bus driver's license i.e. current/valid Queensland Driver License relevant to vehicle type.</li> <li>• Nominate an educator to complete head counts and the <a href="#">Excursion Transport Attendance Record</a> during transport.</li> <li>• Record the name (first and surname) of children and adults attending the excursion on the <i>Excursion Transport Attendance Record</i>.</li> </ul>
<b>Centre owned bus driver</b>	<ul style="list-style-type: none"> <li>• Ensure there is sufficient petrol to travel to and from excursion destination.</li> <li>• Complete vehicle logbook and <i>Bus Pre-Start Checklist</i>. Immediately notify centre Director, ECEM or Committee if any faults are identified. Children are unable to travel on bus until fault(s) have been rectified.</li> </ul>

### Responsibilities during transport

<b>Educator completing head counts and attendance record</b>	<ul style="list-style-type: none"> <li>• As individual children enter and exit the bus, stand adjacent to the bus door and complete the <i>Excursion Transport Attendance Record</i>.</li> <li>• Whilst in bus, before bus trip commences/leaves the centre and excursion destination, complete a head count of children against the <a href="#">Excursion Transport Attendance Record</a>.</li> </ul>
<b>Educators and excursion helpers</b>	<ul style="list-style-type: none"> <li>• Supervise and safely escort children between centre and bus.</li> <li>• If applicable, assist children in/to wear restraints/seat belts. All children must wear required restraints/ seat belts when bus is in motion.</li> <li>• Secure all belongings.</li> <li>• Position yourself in bus to effectively supervise children. One educator is required to sit at the back of bus. Bus driver is not responsible for supervision of children.</li> <li>• Promote a pleasant and enjoyable atmosphere e.g., sing songs and engage in conversation with children.</li> </ul>
<b>Bus driver responsibilities</b>	<ul style="list-style-type: none"> <li>• Apply hand break and turn off the ignition as passengers embark or disembark the bus.</li> <li>• Commence transport when the educator who is the responsible person in charge on the excursion verbally confirms it safe to do so.</li> <li>• Follow Queensland Road rules and C&amp;K policies and procedures including the <i>Tobacco, Drugs and Alcohol Policy</i>.</li> <li>• Charter bus driver must not be left alone with children for any length of time.</li> </ul>

## Responsibilities after transport

<b>Educator completing head counts and attendance record</b>	<ul style="list-style-type: none"> <li>Immediately after children have exited the bus at the excursion destination:           <ul style="list-style-type: none"> <li>Complete a thorough <b>Look Before You Lock</b> physical check of bus.</li> <li>Record on <a href="#">Excursion Transport Attendance Record</a> that a <b>Look Before You Lock</b> physical check has been completed and all children are accounted for.</li> <li>Nominate a second educator to complete a <b>Look Before You Lock</b> physical check of the bus.</li> </ul> </li> <li>Immediately after the bus has returned to the centre and the children are physically inside the centre:           <ul style="list-style-type: none"> <li>Return to the bus and complete a thorough <b>Look Before You Lock</b> physical check.</li> <li>Record on <a href="#">Excursion Transport Attendance Record</a> that a <b>Look Before You Lock</b> physical check has been completed and all children are accounted for.</li> <li>Nominate a second educator to return to the bus to complete a <b>Look Before You Lock</b> physical check of bus.</li> </ul> </li> </ul>	
<b>Educators</b>	<ul style="list-style-type: none"> <li>Immediately after children have exited the bus at the excursion destination, a second educator is nominated to:           <ul style="list-style-type: none"> <li>Complete a thorough <b>Look Before You Lock</b> physical check of the bus.</li> <li>Record on <a href="#">Excursion Transport Attendance Record</a> that a <b>Look Before You Lock</b> physical check of the bus has been completed.</li> </ul> </li> <li>Immediately after the bus has returned to the centre and the children are physically inside the centre, a second educator is nominated to:           <ul style="list-style-type: none"> <li>Return to the bus and complete a thorough <b>Look Before You Lock</b> physical check of bus.</li> <li>Record on <a href="#">Excursion Transport Attendance Record</a> that a <b>Look Before You Lock</b> physical check has been completed.</li> </ul> </li> </ul>	
<b>Bus driver</b>	<ul style="list-style-type: none"> <li>Charter Bus cannot leave the centre until two educators have completed a <b>Look Before You Lock</b> physical check of the bus.</li> <li>Centre bus driver cannot lock the bus until two educators have completed a <b>Look Before You Lock</b> physical check of the bus.</li> </ul>	

### What is a Look Before You Lock check?

A thorough physical check of bus (inside and out) including under seats, in luggage racks and storage areas for unaccounted for children before locking a bus.

## Transporting children by public transport during excursions

### Responsibilities prior to the excursion

<b>Nominated supervisor/ Responsible person in charge of the excursion</b>	<ul style="list-style-type: none"> <li>Review public transport timetable. Choose the safest and appropriate bus stop/training station location and travel time(s) to and from excursion destination. Record details in <a href="#">Excursion Plan and Risk Assessment</a>.</li> <li>Nominate an educator to complete head counts and the <a href="#">Excursion Transport Attendance Record</a> during transport.</li> <li>Record the name (first and surname) of children and adults attending the excursion on the <a href="#">Excursion Transport Attendance Record</a>.</li> </ul>
<b>Educator completing head counts and attendance record</b>	<ul style="list-style-type: none"> <li>Upon arrival at the bus stop/train station, muster children in a safe location and complete the <a href="#">Excursion Transport Attendance Record</a>.</li> <li>As individual children and adults enter and exit the bus/train, complete a head count against the <a href="#">Excursion Transport Attendance Record</a>.</li> <li>Immediately after disembarking the bus/train, muster children in a safe location and complete the <a href="#">Excursion Transport Attendance Record</a>.</li> </ul> <p>Note: A <b>Look Before You Lock</b> physical check is not required when travelling by public transport</p>



## Educators and excursion helpers

- Supervise and safely escort children between centre and bus stop/train station.
- Arrive at bus stop/train station at least 10 minutes prior to bus/train arrival.
- Once on bus/train secure all belongings.
- Position yourself in bus to effectively supervise children.
- Promote a pleasant and enjoyable atmosphere e.g., sing songs and engage in conversation with children.

## Items required to be taken in an excursion

- Clipboard and pen
- Attendance record of children, educators and excursion helpers attending the excursion
- Emergency contact details of children, educators and excursion helpers attending the excursion
- If travelling by train or bus, *Excursion Transport Attendance Record*.
- Copy of approved *Excursion Plan and Risk Assessment*.
- A suitable stocked first-aid kit
- A snake bite kit (for all nature site excursions or if snakes have been identified as a likely excursion hazard)
- A fully charged and working mobile phone
- If applicable, children's medication, medication forms and medical management plans
- Emergency medication i.e. EpiPen, Asthma Puffer. Purchase additional emergency medication if children remain at the centre.
- Spare clothing
- Sunscreen
- Hats
- Water bottles or cups and water
- Hand washing gel
- Wipes
- Disposal gloves
- Nappies (if applicable)
- Food (if applicable)
- And any other items specific to the excursion site and activities

## Record keeping and review

- In consultation with educators and children who attended the excursion, the responsible person in charge of the excursion is required to complete an evaluation within one week after the excursion. The evaluation of regular excursions or outings is completed weekly in the first month and then monthly.
- File completed *Excursion Plan and Risk Assessment* and *Excursion Permission Forms* in 'Excursion Folder'/or scan and upload to Kidsoft under service records.
- Keep records for 3 years after child/ren (who attended the excursion) last day of attendance.

## Definitions

**Restricted Persons** under Queensland's Blue Card System are not permitted to volunteer. A restricted person is a person who either:

- has been issued a negative notice; or
- has a suspended blue card; or
- is a disqualified person; or
- has been charged with a disqualifying offence that has not been finalised.

**Regular Outing** means a walk, drive or trip to and from a destination:

- that a centre visits regularly as part of its educational program, and
- where the circumstances relevant to the risk assessment are substantially the same on each outing