

Procedure SO: 01.15

Excursions



Policy – Workplace Health and Safety

Area – Operational

Document Control

Responsible Officer: General Manager Children's Services	Procedure Number: SO:01.15
Contact Officer: Children's Services Manager	Policy: SO:01 Workplace health and safety
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Scope

This procedure provides a framework to guide all actions for the C&K board, C&K staff, C&K Central, C&K branch services, C&K Family Day Care, C&K affiliate services, children, parents, volunteers, contractors and any visitors to C&K services.

This procedure excludes C&K associate members.

Introduction

C&K acknowledge the importance of providing many opportunities for children's learning and development. Excursions play an important role in offering meaningful opportunities for children to actively explore and engage with the world around them, and to make connections with people and places within their local communities.

For the purposes of this procedure the term excursion also refers to 'regular outings' or Family day Care 'daily outings'.

Definitions & acronyms

In order to make this document as efficient as possible relevant definitions and acronyms specific to this policy have been listed in the C&K definitions and acronyms glossary. All policies, procedures, quick reference guides and protocols should be read in conjunction with the C&K definitions and acronyms glossary.

Procedure

1.0 Planning

1.1 Excursion proposal

- Two (2) weeks prior to an excursion an *SO:15.F3 Form Excursion Proposal* must be completed and forwarded to the Children's Services Manager / FDC (Family Day Care) Director or Committee for their consideration. **An excursion cannot proceed unless an excursion proposal has been completed and approved.**
- The proposal must detail:
 - The Certified Supervisor / FDC educator 'in charge' of the excursion
 - The excursion purpose and educational benefits for children
 - Transportation plans
 - Excursion costs and how costs will be recovered
 - Children's physical and medical needs
 - Alternative arrangements for adverse weather conditions
 - How and when families will be informed of the excursion

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- A completed permission form
 - Training or skill consideration of educators or people involved e.g. nature training
 - The proposed excursion itinerary
 - How children will be grouped and effectively supervised during the excursion
 - Emergency procedures such as identified meeting points, an emergency mobile etc.
 - The excursion risk assessment
 - The proposed adult to child ratio and the number of adult volunteers required
 - The rational of the proposed adult to child ratio

1.2 Excursion risk assessment

- A thorough risk assessment must be included in all excursion proposals. All identified hazards must be carefully considered and planned for. **An excursion cannot proceed unless a thorough risk assessment has been completed.**
- To ensure all possible risks are identified and considered within an excursion risk assessment, whenever possible an educator will undertake the excursion route and visit the excursion destination prior to the excursion.
- Whenever possible children and parents / guardians should be involved in developing an excursion risk assessment.

An excursion risk assessment must consider:

- The excursion purpose and educational benefits for children
- All aspects of the excursion route, destination and duration
- Potential hazards such as water, traffic, chemicals, animals, equipment and machinery
- Mode of transport to and from destination
- Supervision implications at key times during the excursion
- The proposed adult to child ratio
- Supervision skills of educators
- Conducting regular head counts of children
- Children's needs including developmental abilities and medical needs
- Proposed activities
- Children's toileting and dietary needs during the excursion
- Hygiene practices (i.e. hand washing)
- Educator first aid qualifications
- Possible weather conditions including sun safety and wet weather
- Blue card records for excursion volunteers who are not parent / guardians

- If the excursion is a regular occurrence, one risk assessment can be completed annually, providing the circumstances around the excursion have not changed since the initial risk assessment was conducted.

1.2.1 Potential water hazards

- Excursions will not be conducted at a swimming pool.
- When an excursion is near a body of water (river, creek, lake or ocean), detailed risk management strategies must be carefully considered and documented via the excursion risk assessment.

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1.2.2 Potential transport and traffic hazards

- If an excursion involves walking along or crossing a busy road, detailed risk management strategies must be carefully considered and documented via the excursion risk assessment.
- Safety of children will be considered when choosing the excursion route and mode of transport.
- All children, educators and volunteers attending an excursion will follow all relevant road laws.

1.2.3 Adult to child ratio

- The *Education and Care Services National Regulations (2011)* does not stipulate specific excursion adult to child ratios. However, at the very minimum daily educator to child ratios must be maintained (i.e. Regulation 123 and 124).

Determining an appropriate excursion adult to child ratio will depend on many aspects including but not limited to:

- Excursion benefits and activities
- Age and number of children
- The needs, disposition and developmental level of children
- Children's safety, health and wellbeing
- Potential hazards identified in the risk assessment
- Educator qualifications and training
- Educator's supervision skills
- Familiarity of the excursion destination and activity

1.3 Parent / guardian and volunteers

- Parents / guardians and other adult family members (18 years and over) are encouraged and welcomed to attend and assist with excursions.
- If a child's sibling attends; the sibling must be counted in the excursion adult to child ratio.
- Volunteers (other than parents / guardians), including grandparents and other family members, must have a positive [Volunteer Blue Card](#). Blue card records must be kept at the service.
- Parents / guardians and volunteers must not be placed in sole charge of children (except their own child / ren) for any length of time during an excursion. This includes accompanying children to the toilet or completing nappy changing.
- Educators must closely supervise parents / guardians and volunteers at all times during an excursion.

2.0 Authorisation

2.1 Children's Service Manager / Coordinator and Committee authorisation

- The Children's Services Manager / FDC Director or Committee will consider all aspects of an excursion proposal.
- The Children's Services Manager / FDC Director or Committee may request further detail to assist them with their decision.
- It is the discretion of Children's Services Manager / FDC Director or Committee to approve or decline an excursion proposal.

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- If an excursion is a regular outing, Children's Services Manager / FDC Director or Committee authorisation is required once in a 12 month period providing the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.
- Children's Services Manager / FDC Director or Committee authorisation must be provided in writing or via email.

2.2 Parent / Guardian authorisation

- Written authorisation from parents / guardian must be sought before the excursion via the *SO: 01.15.F1 Form Excursion permission*.
- If an excursion is a regular outing, parent / guardian authorisation is required once annually providing the circumstances around the excursion have not changed in any way since the initial parent permission was obtained.

3.0 Before the excursion

- All children, educators, parents / guardians and volunteers attending an excursion will be informed of the excursion itinerary, special requirements, safety procedures, risk minimising strategies, grouping of children and their responsibilities.
- A record of children and adults attending the excursion will be left at the service and taken on the excursion by the excursion Certified Supervisor / FDC Educator.
- Where children have been divided into groups with an educator / responsible adult in charge, each adult will be provided with a list of the children in their group, the excursion itinerary, contact emergency numbers and details of emergency meeting points.
- A notice will be prominently displayed at the service / FDC residence which includes the excursion itinerary and mobile contact number.

The following items will be taken on all excursions:

- A suitable stocked first-aid kit
- A mobile phone
- Emergency contact numbers for children and adults
- If required children's medication (e.g. EpiPen), medication forms and medical management plans
- Other items as required (e.g. sunscreen, hats, drinking cups, nappies, gloves, wipes, hand washing gel etc.).

4.0 Evaluation and record keeping

- All excursions must be evaluated (via the excursion proposal) and documented in learning program documentation.
- Any possible improvements must be recorded in the excursion risk assessment plan.
- Excursion details must be recorded in a *SO: 01.15.F2 Form Excursion Log*.
- Completed excursion permission and risk assessments forms must be kept and filed.

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Links to associated documents

<i>SO:01.15.F1</i>	<i>Form - Excursion permission</i>
<i>SO:01.15.F2</i>	<i>Form - Excursion log</i>
<i>SO:01.15.F3</i>	<i>Form - Excursion proposal</i>
<i>SO1.23</i>	<i>Procedure - Student volunteer and visitor</i>
<i>SO01.F3</i>	<i>Form - Risk assessment</i>

Revision Record

Version	Approval Date	Authorised by	Effective Date	Summary of Changes
1.0	8 June 2012	Sylvia Bowles	2012	
2.0	17 April 2013	Catherine Tisdell	15 May 2013	
3.0	25 Oct 2015	Kathryn Woods	18 Jan 2016	Amendments made to excursion adult to child ratios.