

Policy – Learning environments and sustainability

Area – Service Operations

Document Control

Responsible Officer: General Manager Children's Services	Procedure Number: SO:02.02
Contact Officer: Children's Services Manager	Policy: SO:02 Learning environments & sustainability
Effective Date: February 28, 2019	Review Date: February 2021

Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K board, C&K staff, C&K Central, C&K branch centres, C&K affiliate centres*, children, parents, volunteers, contractors and visitors.

*This procedure is optional for affiliates.

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. However, excursions must be carefully planned and risk assessed to ensure children's health and safety is protected.

Regular and nature site outings are considered excursions. Any trips outside the centre fence are considered excursions.

Excursions to swimming pools or water parks are not permitted.

Procedure

1.0 Excursion proposal

- Allow enough time prior to an excursion:
 - To complete a *SO:02.02. F1 Form Excursion Proposal* (including risk and site assessment) and forward to your Children's Services Manager / Committee for their review and written approval
 - To gather parent/guardian authorisation via *SO:02.02. F2. F2 Form Excursion permission*.

An excursion cannot proceed unless an excursion proposal has been completed and approved.

- Within the excursion proposal, document a detailed excursion risk and site assessment. Whenever possible, involve children and parents / guardians in the development of the risk assessment.
- An excursion proposal (which includes the excursion risk and site assessment) must detail, consider and plan for:
 - The excursion benefits, purpose and duration
 - The excursion route (e.g. traffic, crossing roads)
 - The excursion address
 - The excursion destination facilities (e.g. available shade, toileting and nappy change facilities)
 - Possible excursion site hazards (e.g. animals, chemicals, machinery)
 - Transport to and from the excursion destination
 - Supervision strategies, including when and how 'head counts' will be conducted
 - Possible water hazards (if applicable, e.g. dam, lake, river)
 - The number of children and adults participating

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- The educator / adult to child ratio. Siblings in attendance must be included in ratios.
- Extreme / seasonal weather conditions (e.g. rain, extreme wind, high UV levels)
- Sun protection strategies
- Maintaining effective hygiene (i.e. hand washing, toileting, nappy changing)
- Children's needs (e.g. additional needs including medical conditions, medication)
 - Excursion activities such as water-based activities
 - Educator qualifications attending the excursion (regulatory requirements must be met). All attending educators are required to have current First Aid, CPR, asthma and anaphylaxis emergency management qualifications.

- The Responsible Person attending the excursion (i.e. the Nominated or Designated Supervisor)
- The duration of the excursion
- The items taken on the excursion. Refer to section 4 of this procedure.
- A Children's Services Manager / Committee member (or other approved delegate) may undertake an excursion site visit with a centre educator before providing written approval of an excursion proposal.
- If revisiting the same site and excursion details remain unchanged, an excursion proposal and Children's Services Manager / Committee approval is only required annually.

1.1 Adult to child ratio

- The excursion adult to child ratio is determined after careful consideration of identified hazards and control measures detailed in the excursion proposal.
- Educator to child ratios and educator qualification regulatory requirements must be met on excursions and at the centre (if children remain at the centre).

1.1.1 Excursion helpers

- Parents / guardians and other family members are encouraged and welcomed to assist with excursions.
- Excursion helpers (other than parents / guardians) must be 18 years and older and be an additional contact / authorised person nominated by a child's parent / guardian via the enrolment booklet.
- Excursion helpers must be supervised by educators and not be placed in sole charge of children (except their own child / ren) for any length of time. Excursion helpers cannot undertake toileting and nappy changing routines (except their own child / ren) during an excursion.
- Refer to the *HR01.02 Procedure Blue Cards* to determine if an excursion helper requires a *Volunteer Blue Card*.

2.0 Parent / Guardian authorisation and communication

- The approved excursion proposal (which includes the risk and site assessment) must be made available to parents / guardians.
- Prior parent / guardian written authorisation (via *SO:02.02. F2 Form Excursion permission*) is required.
- If revisiting the same site and unless excursion details significantly change, parent / guardian written authorisation is required annually.
- Inform parents / guardians (via prominent centre display / poster, email or StoryPark) of the date, day and departure / return times prior to each 'regular' excursion.

3.0 Prior to the excursion

- Children, educators and excursion helpers will be informed of the excursion itinerary,

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their responsibilities, safety procedures, risk minimising strategies, grouping and supervision of children and any other special requirements pertaining to the excursion.

- A record of children, educators and excursion helpers attending the excursion will be left at the centre and taken on the excursion.
- Where applicable, educators and excursion helpers will be provided with a list of the children they are responsible for, the excursion itinerary, contact emergency numbers and details of emergency meeting points.
- When no educators or children remain at the centre, prominently display on centre front door / entrance a notice that includes the excursion itinerary and mobile contact number.

4.0 Excursion 'must have' items

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| <ul style="list-style-type: none"> • 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 mobile phone • Emergency contact numbers for children and adults • Children's medication, medication forms and medical management plans (if applicable) • Spare clothing • Emergency medication (i.e. EpiPen, Asthma Puffer). Purchase additional emergency medication if children are remaining at the centre. | <ul style="list-style-type: none"> • 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 |
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5.0 Record keeping and review

- Each excursion (/ regular outing) must be recorded (via *SO: 02.02 F3 Form Excursion Log*) and reviewed (via the *SO:02.02 F1 Form Excursion Proposal*).
- Excursion records must be kept for 3 years after a child's last day of attendance.

Links to associated documents

<i>SO:02.02 F1</i>	<i>Form - Excursion plan</i>
<i>SO:02.02.F2</i>	<i>Form - Excursion permission</i>
<i>SO:02.02.F3</i>	<i>Form - Excursion log</i>
<i>S0:02.02.01</i>	<i>Quick Reference Guide - Nature site excursions</i>

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Changes made
1.0	8 June 2012	Sylvia Bowles	2012	2 years	
2.0	17 April 2013	Catherine Tisdell	15 May 2013		
3.0	25 Oct 2015	Kathryn Woods	18 Jan 2016		Amendments made to adult to child ratios
4.0	24 May 2016	Kathryn Woods	23 June 2016		Amendments made to regarding excursions to nature sites
5.0	Feb 28, 2019	Cathy McClennan	Feb 28, 2019		