

## Excursion Policy

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<b>Review Date</b>	<b>November 2019</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Family Day care Your Responsibilities pamphlet –NSW Department of Human Services, Sept 2010</p> <p>The Children's Hospital at Westmead <a href="http://www.chw.edu.au">www.chw.edu.au</a> (retrieved 30.10.10)</p>

### **Aim:**

To ensure the safety and wellbeing of children in Family Day Care and In Home Care is maintained whilst on excursions with their Educator.

### **Explanation:**

Country Children's Early Learning is committed to compliance with the requirements of legislation to ensure excursions are conducted in a safe manner. Educators often take children on excursions of varying types. Some may be regular outings such as going to playgroup, the shops or to the park. Others may be excursions that may require more preparation to ensure the environment where the children are going is safe. It is important for parents to know what excursions their children are participating in and that Educators use the correct paperwork for each excursion.

### **Definitions:**

#### **Regular Outing:**

A regular outing means an excursion that is undertaken at least once a month to a particular place close to where the service is provided. An example of a routine excursion is a daily walk to a nearby park or to a nearby library to borrow books.

Written authorisation is needed by a parent for their child enrolled in Family Day Care or In Home Care to participate in any Regular Outings. Each Educator will also complete an Excursion Risk Management Plan for Regular Outings for parents to sight and then submit it to Country Children's Early Learning Pty Ltd.

#### **Excursions:**

An excursion is an outing that does not occur on a regular basis. An example of an excursion is a visit to a zoo or museum.

An Excursion Risk Management Plan must be completed for each excursion. Educators must ensure that no child leaves the Educators home to participate in an excursion unless a parent of the child on the Excursion Form has given written authorisation for the child to participate in an excursion.

#### **Home Based Risk Assessments:**

These Risk Assessments need to take place when children are taken out of the main area covered by the Annual Risk Assessment and Home Usage Agreement, for a walk or experience – so for those Educators who may live on a property or not have access to a play area adjacent to their home or venue.

### **Risk Assessments for Group Visits**

These Risk Assessments need to take place when an Educator is visiting another Educator or you are attending a Playgroup.

An Excursion Risk Management Plan for Group Visits is to be completed in addition to the usual Excursion Risk Management Plan.

#### **In relation to Co-ordination Unit Staff:**

- Abide by their obligations under the current Education and Care Services National and the current National Quality Standard in relation to excursions
- Provide forms to assist Educators collect information and permission from parents for excursions that include the following details:
  - Excursion date
  - Child's name
  - Proposed destination
  - Method of transport or walking itinerary
  - Activities to be carried out
  - Anticipated number of children participating in the excursion
  - Anticipated number of adults to accompany and supervise the children on the excursion
  - Name of the person with the First Aid Qualifications who will accompany the children on the excursion
  - Proposed period of time during which the excursion is to take place
  - An Excursion Risk Management Plan or Excursion Risk Management Plan for Group Visits has been prepared
- If practical an emergency contact number for the excursion
- Inform parents at the initial registration and regularly through newsletters of the regulatory requirements relating to excursions
- Provide training to Educators on the requirements of the Regulations

#### **In relation to Educators:**

- Abide by their obligations under the current Education and Care Services National and the current National Quality Standard in relation to excursions
- Ensure that families **are notified in advance** about regular outings and excursions
- Notify the service when going on any spontaneous outings so that CCEL knows when you are out (whether via text, email or phone call)
- Record all regular outings and excursions on the written program
- Ensure that all regular outings and excursions are conducted in a safe manner
- Ensure that any motor vehicle that is used to transport children on regular outings and excursions is fitted with child restraints approved by the Roads and Traffic Authority
- Ensure bolts and car safety equipment is inspected by the RTA annually
- Ensure that a suitable first aid kit is taken on all routine outings and excursions
- Supervise children at all times on routine outings and excursions
- Complete an Excursion Risk Management Plan Form before entering an unfamiliar environment with Family Day Care children, ensuring the environment is safe to enter
- Where applicable also complete an Excursion Risk Management Plan for Group Visits Form
- Ensure that a regular outings or excursion form is completed before taking the children on any regular outings excursions

- Review the Risk Assessment and Excursion Checklist (titled Excursion Details on the Excursion Risk Assessment) for all regular outings and excursions prior to each trip/outing.
- Ensure that approval has been given by Country Children's Early Learning for the Excursion Risk Management Plan and Regular Outing or Excursion before proceeding
- Review all excursion details and risk assessments annually in line with your re-registration and ensure all relevant guardians sight and sign the new forms.

#### In relation to Families:

- Parents/Guardians must sign the Authorisation for Regular Outings or Authorisation for Excursion Form before an Educator can take Family Day Care children on a regular outing or excursion
- Read the Educators program and discuss with the Educators their plan for regular outings

#### The Excursion Approval Procedure

All regular outings and excursions must be recorded on the Scheme Forms and approved by the Supervisor (S) prior to the outing taking place:

- Complete an Excursion Risk Management Plan Form, and if applicable a Risk Management Plan for Group Visits Form and submit to the S for approval
- Once approval has been given for the regular outing or excursion to go ahead Educators are to complete the appropriate Excursion Form (either Regular Outing or Excursion)
- Educators are to provide Parents with the Authorisation for Regular Outings or Authorisation for Excursion Form to sign prior to the outing
- Educators are to submit the signed Regular Outing or Excursion Form to the S prior to the Regular Outing or Excursion taking place
- Educators are to notify the parents and CCEL whenever a Regular Outing is to occur

#### Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

#### Policy Review

Date Revised	Comments
Jan 2011	Inclusion of Regs 2004 clause 77 (3) and Excursion Approval Procedure
December 2011	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard
January 2013	Added information for In Home Care
March 2013	Added information about notifying the service when going on an outing, especially spontaneous ones
September 2014	Scheduled Policy Review – Added Tip Sheet, changed wording so it is clear that parents are to be notified in advance of any excursions, added Guidelines for Planning a Home Based Routine Outing and Group Visits, added definitions for Home Based Risk Assessment and Group Visits
March 2016	Scheduled Policy Review – No changes made
May 2018	Updated Regulatory Sources

## Guideline to Planning a Routine Outing

A Routine Outing is an Excursion that takes place regularly, i.e. at least once a month. A Routine Outing could include visits to:

- The local park
- The Library
- Playgroup

1. Decide on where the Routine Outing is going to be to
2. Visit the intended place for the Routine Outing to help you to determine if there are any risks involved and to gather information about:
  - a. The availability of toilets
  - b. Handwashing Facilities
  - c. Drinking Facilities
  - d. Shade
  - e. Mobile Phone Coverage
  - f. Access for Emergency Services
3. In the Excursion Record Booklet complete an:
  - a. Excursion Risk Management Plan
  - b. Authorisation for Regular Outings Form
4. Go to Google Maps and print off the planned route that you will take from your home/venue to the planned destination:
  - a. Highlight the route that you will take
  - b. Attach the map to your Authorisation for Regular Outings Form
5. Submit the Excursion Risk Management Plan and Authorisation for Regular Outings Form to CCEL to be approved
6. Once approval has been granted by CCEL, inform parents of the intended Regular Outing and then have them sign the Authorisation for Regular Outings Form in the Excursion Record Booklet, making sure that the intended route is attached to the back
7. **Before** children can go on a Routine Outing, **their parents need to have signed the Authorisation for Regular Outings Form**
8. The Authorisation for Regular Outings Form needs to be reviewed every 12 months
9. Prior to each Regular Outing, Educators must notify CCEL **before** leaving the premises. This can be done via Email, Phone or Text Message (this is to ensure that CCEL knows where you are at all times)

## Guideline to Planning an Excursion

An Excursion is an outing that takes place as a one off occurrence. An Excursion could include visits to:

- The Zoo
- A Show

1. Decide on where the Excursion is going to be to
2. Visit the intended place for the Excursion to help you to determine if there are any risks involved and to gather information about:
  - a. The availability of toilets
  - b. Handwashing Facilities
  - c. Drinking Facilities
  - d. Shade
  - e. Mobile Phone Coverage
  - f. Access for Emergency Services
3. In the Excursion Record Booklet complete an:
  - a. Excursion Risk Management Plan
  - b. Authorisation for Excursion Form
4. Go to Google Maps and print off the planned route that you will take from your home/venue to the planned destination:
  - a. Highlight the route that you will take
  - b. Attach the map to your Authorisation for Excursion Form
5. Submit the Excursion Risk Management Plan and Authorisation for Excursion Form to CCEL to be approved
6. Once approval has been granted by CCEL, inform parents of the intended Excursion and then have them sign the Authorisation for Excursion Form in the Excursion Record Booklet, making sure that the intended route is attached to the back
7. **Before** children can go on an Excursion, **their parents need to have signed the Authorisation for Excursion Form**
8. Prior to each Excursion, Educators must notify CCEL **before** leaving the premises. This can be done via Email, Phone or Text Message (this is to ensure that CCEL knows where you are at all times)

## Guideline to Planning a Home Based Routine Outing

A Routine Outing that requires a Home Based Risk Assessment is an Excursion that takes place regularly, on your property outside the "licensed Area" i.e. at least once a month. A Home Based Routine Outing could include visits on your property to:

- The Horse Paddock or the Chicken Coop
- Looking at wildlife along a set route

1. Decide on where on your property the Home Based Routine Outing is going to be to
2. Visit the intended place for the Home Based Routine Outing to help you to determine if there are any risks involved and to gather information about:
  - a. Availability of toilets
  - b. Handwashing facilities
  - c. Drinking Facilities
  - d. Shade
  - e. Mobile Phone Coverage
  - f. Access for Emergency Services
3. In the Excursion Record Booklet complete an:
  - a. Excursion Risk Management Plan
  - b. Authorisation for Home Based Regular Outings Form
4. If you can go to Google Maps and print off the planned route that you will take from your home/venue to the planned destination, if you are unable to print off a map from Google Maps include a hand-drawn map of your property and the planned route:
  - a. Highlight the route that you will take
  - b. Attach the map to your Authorisation for Home Based Regular Outings Form
5. Submit the Excursion Risk Management Plan and Authorisation for Regular Outings Form to CCEL to be approved
6. Once approval has been granted by CCEL, inform parents of the intended Regular Outing and then have them sign the Authorisation for Regular Outings Form in the Excursion Record Booklet, making sure that the intended route is attached to the back
7. **Before** children can go on a Home Based Routine Outing, **their parents need to have signed the Authorisation for Home Based Regular Outings Form**
8. The Authorisation for Home Based Regular Outings Form needs to be reviewed every 6 months
9. Prior to each Regular Outing, Educators must notify CCEL **before** leaving the premises. This can be done via Email, Phone or Text Message (this is to ensure that CCEL knows where you are at all times)

## Guideline to Planning a Group Visit

A Group Visit is Routine Outing or Excursion that takes place with another group of children. It could be a once off excursion or a regular outing eg once a month. A Group Visit could include to:

- Attending the local Playgroup
  - Visiting another Educator or having them visit you
1. Follow steps 1 – 4 of the Guidelines for Planning a Regular Outing or Excursion
  2. In addition to completing the Excursion Risk Management and Authorisation of Regular Outings or Excursion Form, also complete an additional Risk Management Plan for Group Visits that outlines any risks that may occur due to being with another group of children
  3. When completing the Excursion Risk Management Plan for Group Visits think about:
    - a. The number of children who will be in attendance
    - b. The venue and space for all the children
    - c. The number of resources available for all children involved
    - d. The group dynamics – are their children in your care who will react in certain ways in a group or may need additional supervision
  4. Submit the Excursion Risk Management Plan for Group Visits along with the Excursion Risk Management Plan and Authorisation for Regular Outings or Excursion Form to CCEL to be approved
  5. Once approval has been granted by CCEL, inform parents of the intended Regular Outing or Excursion and then have them sign the Authorisation for Regular Outings Form or Authorisation of Excursion Form in the Excursion Record Booklet, making sure that the intended route is attached to the back
  6. **Before** children can go on a Routine Outing or Excursion, **their parents need to have signed the Authorisation for Regular Outings Form or Authorisation for Excursions Form**
  7. The Authorisation for Regular Outings Form needs to be reviewed every 6 months
  8. Prior to each Regular Outing or Excursion, Educators must notify CCEL **before** leaving the premises. This can be done via Email, Phone or Text Message (this is to ensure that CCEL knows where you are at all times)

## Country Children's Early Learning



### Tip Sheet Excursions

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#### Things to consider:

- Excursions can be a lot of fun, they can also be a lot of hard work
- In order for your excursion to run smoothly and be as stress free as possible it is a good idea to think about:
  - The purpose of the excursion
  - Preparation and Planning
  - Supervision

#### Purpose of the Excursion

- When planning an excursion it is always good to have a purpose
- Is it relevant to the children's interests and/or the current program
- Is there some special events happening in the community that you would like the children to be involved in
- How does the excursion fit in with the Early Years Learning Framework

#### Preparation and Planning

- Good preparation and planning is the key to having a successful and well run excursion
- While there is always a chance something unpredictable will happen, if you have planned and prepared the excursion well it will be easily resolved
- When you start planning your excursion it is a good idea to also start a checklist with your plan of what you need to do and what you need to take, this way you can tick things off as they are done
- **Your Checklist should contain:**
  - A list of all the children going and a place to mark off when they have returned their permission note and money (if applicable)
  - Items to take – First Aid Kit, hats, coats, water, sunscreen, food, prams, nappies, harnesses - whatever might be relevant to your excursion
  - Emergency numbers and emergency contacts
- **Plan where you are taking the children**
  - Will you need transport or can you walk
  - Is it an excursion that may be affected by the weather i.e. an outdoor venue
  - Have you completed an Excursion Risk Assessment Plan



- **Plan the details**
  - What day, date and time
  - How long will the excursion take – include time to get there and back
  - How long are you planning on staying – bearing in mind the age and attention span of the children in the group
  - Who else will be going – will you need parent help, will you be going with another Educator
  - What will you need to take – preparing a checklist of all the necessary items will ensure that you don't forget anything
- **Prepare yourself to go on the excursion**
  - Notify and gain permission from CCEL
  - Prepare Excursion Permission Forms for the parents to sign
- **Going on the excursion**
  - Have you got all the permission forms returned and signed
  - Have you got your checklist with everything you need
  - Have you got a list of the children you are taking with you

### **How to Prepare Permission Forms for Parents**

- Permission Forms are legal documents and therefore the information on them needs to be correct
- Make sure that you have all the relevant information filled in:
  - Day, Date, Time Leaving and Time Returning
  - Exact Location your are going to
  - The purpose of the excursion
  - Number of Children and Number of Adults Attending
- Make sure that you give parents plenty of notice about upcoming excursions, at least 2 weeks notice
- Make sure you let parents know when they need to return their permission slips and money (if required), having the permission slips returned at least the day before means you don't have to be chasing notes and money on the day

### **How to get to your excursion safely**

- Whether you are walking or taking the car on your excursion you need to think about how to get there safely
- If you are walking, how can you ensure that you and the children get there safely:
  - Have you planned the safest walking route with as few as possible roads to cross, if you do need to cross roads do they have pedestrian crossings or traffic lights
  - Are the children in prams safely strapped in, do the children walking next to the pram have a harness to hold onto or are they able to hold onto the side of the pram
  - Have older children walking been spoken to about safety when they are walking, to walk with you, hold hands, stop when asked to

- If you are taking the car:
  - Are you able to get the children in and out of the car safely
  - What is the order of getting children in and out of the car to ensure that all children are kept safe at all times
  - Do you get the pram out first, followed by the children that can be strapped into the pram/s and the older children out last

### **Supervision**

- Supervision on an excursion is paramount as yourself and the children are out of their usual comfort zone
- Set boundaries, make sure that you can see all the children at all times
- If children need to go to the toilet and you are the only adult make sure that you take all of the children, utilise the Disabled or Parent Room Toilets, if there are 2 adults have 1 do the toilet run while the other supervises the rest of the children

### **Group Excursions**

- While going on an excursion with other Educators may sound good, it is not recommended that more than 2 Educators go on an excursion with their children together
- If you are going on an excursion with another Educator you need to ensure that your communication with each other about the arrangements is clear and concise so there are no misunderstandings
- You need to ensure that the level of supervision is not compromised by chatting amongst yourselves, rather than paying attention to the children and what they are doing