

EXCURSION POLICY

Contents

1	NQS.....	2
2	National Regulations	2
3	Aim	2
4	Related Policies	2
5	Implementation – Excursion Risk Assessment and Planning Process	2
6	Procedure for Planning an Excursion	3
7	Transport Considerations.....	5
8	Insurance.....	5
9	While on the Excursion	5
10	Excursion Risk Assessment Form	6
11	Risk Assessment Checklist	7
12	Sources	9
13	Review	9
14	Version Control Table	9

1 NQS

QA2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
-----	-------	---

2 National Regulations

Reg	99	Children leaving the education and care service premises
	100	Risk assessment must be conducted before excursion.
	101	Conduct of risk assessment for excursion.
	102	Authorisation for excursion.



Symbol indicates children's contributions to policy development.

3 Aim

- 3.1 Kids' Uni acknowledges the value of relevant excursions in allowing children to gain a greater insight of the society in which they live and learn from these experiences. Equally, excursions provide opportunity for children to contribute to their community.
- 3.2 Our service will actively seek to minimise any risks associated with excursions and respond promptly and appropriately to any emergency whilst on an excursion.



Educator: "What do you like about going on excursions?"

Hendrix, 4yo: "Seeing the water dragon and seeing Uncle Brock paint a whale".

Bodhi, 4yo: "Learning about Country, I like that".

Austin, 5yo: "Everyone likes to explore and do stuff".

4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids' Uni CBD, Kids' Uni iC.

Staff Arrangements Policy (CHI-ADM-POL-055)

Transportation Policy (CHI-ADM-POL-060)

5 Implementation – Excursion Risk Assessment and Planning Process

- 5.1 The service must conduct a risk assessment prior to an excursion taking place.
- 5.2 Risk assessments are only required to be completed once every 12 months if the excursion is a regular outing and if no new risks arise. Regular outings are walks, drives or trips to places that we visit regularly, and which always have the same risks.
- 5.3 The risk assessment must be recorded using an Excursion Risk Assessment Form (see below – these can be obtained from the Australian Children's Education and Care Quality Authority website). Families can access the Excursion Risk Assessments prior to the excursion upon their

request. They will be notified of this right on an Authorisation for Excursion Form. The service must comply with these requests and make all information available to families if requested.

- 5.4 When using the Excursion Risk Assessment Form, the service must take into consideration the following –
 - i. Any risk that the excursion may pose to the safety, health and wellbeing of any child and identify how these risks will be managed and minimised.
 - ii. Any water hazards.
 - iii. Any risks associated with water-based activities.
 - iv. Transportation (to and from) including:
 - means of transport
 - requirements for seatbelts and safety restraints
 - the process for entering and exiting the service and the destination including headcounts and roll call (refer to Transportation Policy and *Transportation of Children* form).
 - the process for embarking and disembarking means of transport, including how each child is accounted for and checking of any vehicle by educators before leaving the vehicle to ensure that no child is left behind (refer to *Transportation of Children* form).
 - v. The number of adults and ratio of adults to children. This must comply with the ratios in the Staffing Arrangements Policy.
 - vi. Specialised skills required (such as life-saving skills).
 - vii. Proposed activities.
 - viii. Proposed duration.
 - ix. Any medical conditions that need to be considered and managed for each child with specific health needs.
 - x. The proposed route and destination.
 - xii. Items that should be taken on the excursion (refer to Clause 9.3)
- 5.5 The Excursion Planning Checklist must also be conducted prior to any excursion – see below.
- 5.6 A parent/guardian or authorised nominee must provide a written authorisation for each child who is attending the excursion using the Authorisation for Excursion Form. This authorisation only needs to be obtained once every 12 months for regular outings. If leaving the vicinity of the building, we will provide 24 hours' notice of a regular outing and excursions.
- 5.7 Using the *Authorisation for Excursion Form*, the service will ensure that the emergency contact details for each child are up-to-date.

6 Procedure for Planning an Excursion

- 6.1 Educators to approach Nominated Supervisor with written rationale for an excursion request using the *Approval for Excursion Form*.
- 6.2 If approved, risk assessment to be drafted and given to Nominated Supervisor.
- 6.3 The excursion will be planned taking into consideration:
 - i. The children's ages, capabilities and interests
 - ii. Ways to maximise the children's developmental experiences and safety
 - iii. Suitability of the venue and access including wheelchairs if required
 - iv. Access to food, drink and other facilities (such as toilets and shade)

- v. Weather conditions, which would make the venue unsuitable
- vi. The specific clothing and equipment needs of the children
- 6.4 A delegated supervisor will be appointed and have overall responsibility for the excursion.
- 6.5 Responsible adult volunteers over the age of 18 may be used to augment adult/child ratios on excursions. ***Refer to Staffing Arrangements Policy for required excursion ratios.***
- 6.6 The delegated supervisor of the excursion will be responsible for briefing all volunteers, including parents/guardians, to ensure the safety and wellbeing of children during the excursion. This will include informing volunteers that they are not to be alone with children (other than their own) at any time and that they are not to provide food to children due to the risks of allergies.
- 6.7 Supervision is of utmost importance and must be maintained at all times. Children will be at all times in the care of a responsible adult.
- 6.9 It is the responsibility of the excursion supervisor to maintain regular head counts and take the roll at appropriate times throughout the excursion including as children leave the service, arrive at the venue, leave the venue and return to the service.
- 6.10 Bush walking excursions will only be undertaken in known areas. Children and staff must remain on defined paths and be instructed in bush safety including what to do in case of a fire or if separated from the group.
- 6.11 Dams, rivers and beaches are to be avoided because of the drowning dangers that they present.
- 6.12 Educators should visit, or be familiar with the venue before undertaking the excursion to ensure that it is suitable, safe and accessible by all. Educators will phone venue ahead (if possible) when special requirements are needed.
- 6.13 When planning an excursion alternative arrangements will be made for adverse weather conditions.
- 6.14 Educators will consider not just wet weather, but cold or hot weather conditions when making plans for excursions and the final decision to continue with the excursion.
- 6.15 No child will be taken outside the centre without the parent/guardian's written authorisation.
- 6.16 A minimum of twenty four hours' notice will be given to the parent or guardian regarding excursions. If leaving the vicinity of the building, we will provide 24 hours' notice of a regular outing.
- 6.17 Excursions to locations visited on a regular basis may be undertaken without individual excursion forms when parents have previously given general permission for these experiences on the authorisations form, within the last 12 months if they meet the definition of a regular outing stated above in clause 5.2.
- 6.18 If all children and educators are attending an excursion then a notice will be prominently displayed at the service, which indicates:
 - i. Destination of the excursion
 - ii. Itinerary and timetable
 - iii. Contact phone numbers
- 6.19 Steps will be taken to ensure that all excursions comply with transport legislation and regulations – refer to Transportation policy
- 6.20 Particular attention will be made to assist children when boarding or alighting from public transport and when walking with children across roads or in crowded areas.
- 6.21 *Approval for Excursion form*, Risk assessment and *Authorisation for Excursion form* to be given to the Director prior to the excursion for approval and sign off.

- 6.22 Once the excursion has been approved in writing by the Nominated Supervisor, send out an Authorisation for Excursion form for Parents/ Guardian's for written permission.

7 Transport Considerations

- 7.1 The Transportation policy must be adhered too during excursions, and the *Transportation of children* form will also be used if children are being transported via a vehicle or public transport.
- 7.2 The means of transport must be stated on the permission note.
- 7.3 **Buses** – ensure that the seating capacity as displayed on the compliance plate is not exceeded. All children must sit on seats, preferably with, or close to, an adult. We are committed to ensuring that any transport used for excursions complies with all relevant laws regarding seatbelts or safety restraints under New South Wales (NSW) legislation. Whenever feasible, we will prioritise the use of buses equipped with seatbelts. However, we acknowledge that in certain circumstances, this may not always be possible.
- 7.4 **Trains** – contact the station prior to the excursion to inform them of the time you will be travelling, the destination and the number of children and adults who will be travelling. Arrangements should be made to arrive at the station with an adequate amount of time to allow for safe boarding. This will allow the station to inform the train guard so that he / she can hold the train for the period of time for safe boarding and alighting. All children should be seated at all times, with an adult close by. All children should be seated in the one carriage, if possible.
- 7.5 **Cars** – excursions will not be conducted using private vehicles owned by educators or families.
- 7.6 Transportation risks will be considered in the risk assessment including all items outlined in Clause 5.4 (iv)

8 Insurance

Any excursion planned must be consistent with the requirements / exclusions of the Public Liability Cover held by the service.

9 While on the Excursion

- 9.1 No changes to the excursion itinerary will be made unless it is in the best interest of the children's safety and wellbeing.
- 9.2 Children will wear a hat and/or vest which displays the Kids' Uni logo. Under no circumstances should children have their names easily visible on bags, hats or clothing.
- 9.3 Information and equipment to be taken on the excursion will include:
- A list of all children on the excursion, with relevant personal details and parent/guardian contact numbers
 - Emergency mobile phone
 - A list of all relevant and emergency procedures and contact numbers, to be readily accessible to all staff at all times
 - A fully stocked portable first aid kit
 - Spare drinking water
 - Emergency medication and medical plans
 - A completed *Transportation of Children* form if transporting children



Educator: "What should we bring on excursions?"

Charlotte, 5yo: "Books to draw so we can remember our day"

Max, 5yo: "A hat and drink bottle"

Philipa, 4yo: "Water and jumpers to keep warm"

- 9.4 Appropriate behaviour will be discussed with the children before and during the excursions and what to do if they are separated from the group.
- 9.5 No educator or parent/guardian will be left alone with a child/ren (other than a parent's own child) at any time, including during toileting.
- 9.6 Regular head counts will be conducted throughout the excursion including as children leave the service, arrive at the venue, leave the venue and return to the service.
- 9.5 Records of excursion itineraries are to be kept at the service and a copy to be taken on the excursion.

10 Excursion Risk Assessment Form

The Risk assessment checklist (see below) and a risk assessment will both be completed prior to the excursion. The format to be used for writing an excursion risk assessment is to be taken directly from the Australian Children's Education and Care Quality Authority (ACECQA) website and can be obtained at the following link:

<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

11 Excursion Planning Checklist

Yes	No		Excursion planning checklist
Yes	No	N/A	The service has a timetable for the excursion and an itinerary.
Yes	No	N/A	At least 24 hours' notice of the excursion has been given to parents, with an itinerary for the excursion. It is preferable for longer notice to be given where possible <i>(N/A for a regular outing within the vicinity of the building e.g. taking children just outside the gate to collect leaves – families can be informed at the time of the outing. Excursion ratios must be maintained whenever leaving the service)</i>
Yes	No	N/A	A signed permission form for the specific excursion and any specific activity which is to take place during the excursion has been received from the parents. Regular outings can be covered by one form per child for a period of 12 months.
Yes	No	N/A	A list of children attending the excursion is left at the service prior to departure and a copy carried by the Excursion Supervisor for the purpose of checking at regular intervals during the excursion.
Yes	No	N/A	Each adult attending the excursion has been allocated a group of children to supervise during the excursion. Group size should be reflective of the skills and role of the adult and the group dynamics <i>(e.g. parent volunteer may be allocated their child only to supervise)</i> . Adults should be given a list of allocated children prior to leaving the building.
Yes	No	N/A	A designated educator must be assigned to directly supervise any child with a chronic illness/allergic condition. The educator is to hold the child's medication and management plan throughout the excursion.
Yes	No	N/A	The Supervisor has ensured that all children are equipped with clothing appropriate for the excursion. For example - jumpers, sun hats, appropriate footwear, sunscreen.
Yes	No	N/A	Educators must ensure children have accesses to shaded areas.
Yes	No	N/A	Any excursion planned is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.
Yes	No	N/A	A fully stocked first aid kit is taken.

Yes	No	N/A	Each child's emergency contact details are updated and taken.
Yes	No	N/A	A mobile phone is organised to take on the excursion.
Yes	No	N/A	Plans are in place to ensure that safe and suitable food and water is available for children during excursion, including children with allergies and food preferences.
Yes	No	N/A	Kitchen staff have been noticed of the excursion and has made suitable arrangements to adjust children's meal times if applicable
Yes	No	N/A	Medication and a management plan for any children attending the excursion are available and updated and taken on excursion.
Yes	No	N/A	Nominated Supervisor has signed off final approval on the <i>Excursion Approval Form</i>
Yes	No	N/A	List of information to include in brief for volunteers has been collated.
Yes	No	N/A	If excursion involves the use of a vehicle / transportation, we have collected relevant safety information about the vehicle (copy of insurance, registration, driver's license) and completed <i>Transportation of Children</i> form.

12 Sources

Education and Care Services National Regulations 2011
National Quality Standard
ACECQA
Kids and Traffic

13 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

14 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	February 2012	February 2013	Michele Fowler Manager – Kids Uni	
2	February 2013	February 2014	Michele Fowler Manager – Kids Uni	This policy replaces the Excursion Kid's Uni Policy. Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Feb 2014	Mar 2017	Michele Fowler Manager – Kids Uni	Policy reviewed with no changes required. The review period changed to 3 years.
4	Jul 2018	Jul 2021	K.Grose – Children's Services Manager	Updated risk assessment and referenced ACECQA format. Removed Authorisation for Excursion form out of policy and created form.
5	Nov 18	Nov 2021	K.Grose – Children's Services Manager	Introduced an approval form to be signed off by the Director prior to excursions. Referenced the required ratios outlined in the Staffing Arrangements Policy Highlighted the need for volunteers on excursions to be briefed around safety and children's needs.
6	Nov 19	Nov 21	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC
7	Nov 20	Nov 22	K.Grose – Children's Services Manager	Updated to reflect regulatory changes around transportation, risk assessment content and parent authorisation content.
8	May 22	May 24	K.Grose – Children's Services Manager	Updated to align with changes in the Transportation policy
9	November 2024	November 2026	L.Windisch – Head of Early Education	Reviewed in line with current regulations. Changed requirement for buses to contain seatbelts and included as a recommendation instead.