Excursion Policy

Policy Statement:
Excursions are considered to be an integral part of the children's program and will be arranged accordingly to provide a broad range of learning experiences for children. Parental permission will be sought for all excursions which will be organised to comply with the Children & Community Services (Outside School Hours Care) Regulations 2006 (WA).

Procedures:
On outings from the Centre children will at all times be in the charge of a senior adult staff member, who will be responsible for the supervision and management of the children and of the other contact staff members and any volunteers accompanying the children. The Director will appoint a person in charge for each outing. Staff will strictly follow the Centres Excursion Guidelines.

The contact adult: child ratio will be not more than 1:10 at all times for any excursion or sleepover that does not involve challenging or medium risk water activities. In determining if additional contact staff are required the contact staff member in charge of the excursion will consider:

- the age and abilities of the children;
- the destination and length of the excursion;
- the methods of transport;
- the previous experience of the accompanying adults; and
- the type of activity.

For excursions which include challenging activities such as abseiling, archery, bush walking, caving, horse riding or medium risk water activities, the contact adult: child ratio will not be more than 1:5.

Excursions will be planned to provide opportunities for children to expand their understanding of the arts. e.g. theatre, music, dance, drama, art exhibitions etc.

When excursions are planned staff will take possible changes in weather and temperature into account. They will ensure there are sufficient shaded areas for all the children to protect them from the sun, and under cover areas or enclosed areas to protect them from rain and cold weather. The Director/ Assistant Director will prepare an excursion plan for each excursion that will identify:

- the nature, location and date of the excursion;
- proposed times of departure and return;
- transport and supervision arrangements;
- program of activities;
- contingencies for possible changes in weather and temperature;
- sufficient shaded areas for protection from the sun; and
- safety measures and emergency plans

Children travelling on a bus will be required to remain seated at all times and use seatbelts if they are fitted.

All excursions will be publicised to all parents/guardians with full details of destination, date, times of departure and return, travel arrangements, staff and volunteers attending, and any special items children are required to bring. Every
effort will be made to keep to the publicised itinerary. Changes may occur if the person in charge of the excursion decides it is necessary for the safety and well being of the children or for other unforeseen circumstances. Parents will be notified of changes on the parent notice board.

Written permission will be obtained from parents whose children are participating in the excursion. The parent’s signed authority will include the date, destination, times of departure and return, parent’s emergency contact details, and transport arrangements. Parents/guardians are requested not to send their child on an excursion if they display any signs of being unwell.

The contact staff member in charge of the excursion will have a list of the children on the excursion and the emergency contact details provided by parents on their authorisation form, as well as a mobile telephone, which is turned on, and on which he/she may be contacted at all times during the excursion. A fully equipped and properly maintained First Aid Kit will be taken on all excursions from the premises.

Children may be taken on walking excursions within the community when parents have signed the authority contained within the enrolment form.

Whenever engaging in challenging activities staff will always:
- Ensure the activity is developmentally appropriate for the children;
- Identify and minimise anticipated hazards;
- Ensure the skills, experience and qualifications of the people conducting or assisting in the activity are appropriate;
- Check that all necessary safety equipment is available; and
- Ensure the children have received any necessary training before engaging in the activity.

The Director will ensure that:
- Safety standards set by the organisers of the challenging activity are appropriate;
- The children comply with those safety standards and wear any necessary safety equipment; and
- The children follow safe practices when engaging in a challenging activity.

Adult volunteers (over 16 years) may be used to augment adult: child ratios on outings or sleepovers. Parents/Guardians may be invited to assist in this regard.

Sources:
- OSHCQA Quality Practices Guide – Principles: 3.2; 4.2; 5.4; 7.2
- Children & Community Services (Outside School Hours Care) Regulations 2006 – Regulations: 67; 68; 69; 70; 71; 72; 73; 79; 80
- Excursion ideas from – Kids in Perth Newsletter; Shire Offices; Libraries etc.
- Department for Community Development Factsheets – www.community.wa.gov.au

Excursions National Regulations: regulation 100

2.105 Excursions are outings organised by services or family day care educators. An excursion does not include an outing organised by a service on a school site if the children leave the premises in the company of an educator and do not leave the school site.
Before taking children on excursions, approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out and authorisation obtained from parents or authorised nominees.

A risk assessment is not required for an excursion if the excursion is a regular outing and a risk assessment has been conducted for the excursion in the past 12 months.

Risk assessment

*National Regulations: regulation 101*

2.108 Risk assessments must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child taken on the excursion and specify how the identified risks will be managed and minimised. A risk assessment must include assessment of:

- the proposed route and destination for the excursion
- any water hazards
- risks associated with water-based activities
- transport to and from the destination
- the number of adults and children involved in the excursion
- the number of educators or other responsible adults appropriate to provide supervision and whether any adults with specialised skills are required
- proposed activities
- proposed duration of the excursion, and
- the items that should be taken on the excursion.

**NATIONAL QUALITY FRAMEWORK**

*National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) – Element 1.1.1; Element 1.1.2; Element 2.3.1; Element 2.3.2; Element 4.1.1; Element 4.2.1; Element 6.1.2; Element 6.2.1; Element 6.4.2; Element 7.6.1*

*Early Years Learning Framework for Australia – Practice: Holistic approaches; Responsiveness to children; Intentional teaching; Learning environments – Outcomes: 2, 3, 4*

*Framework for School Age Care in Australia – Practice: Holistic approaches; Collaboration with children; Intentionality; Environments – Outcomes: 2, 3, 4*

*DATE UPDATED: May 2015 REVIEW DATE: May 2016*
Mt Hawthorn Out of School Centre

Excursion Plan

Date: ______________________ Location: ___________________________
Time Departing: _______________ Time Returning: ________________
Staff member in charge: ___________________________________________
Number of Children Attending: _______________________________
Number of Special Needs Children Attending: _________________________

Nature of Excursion: ____________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Transport Arrangements: __________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Supervision Arrangements
Number of qualified staff: ______  Number of unqualified staff: ________

Program of activities: _____________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Contingency for inclement weather: _________________________________
________________________________________________________________
________________________________________________________________

Safety measures and emergency plans: _______________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________